



# California Health Sciences University

COLLEGE OF OSTEOPATHIC MEDICINE

GOVERNING STATUTE NUMBER 3

COLLEGE GOVERNANCE AND ROLES OF THE FACULTY

## I. SECTION 1: PURPOSE

- A. The purpose of this governing statute is to provide operating procedures for the governance of the College of Osteopathic Medicine (COM). Specifically, this governing statute will delineate the nature and form of shared governance within the COM. The role of this governing statute is to define guidelines and procedures for the organization and governance of the COM so that members of the faculty may understand their responsibilities and be able to perform their duties with respect to education, research, service, patient care and administration. This governing statute is in place to foster and promote excellence in the academic environment at the COM.

## II. SECTION 2: OFFICE OF THE DEAN

- A. The COM shall be administrated by the Dean, who shall serve as the Chief Academic Officer of the COM. The Dean reports to the University Provost, and must execute all duties in compliance with CHSU statutes, policies and procedures. The Dean's role is described in full in CHSU's applicable statutes and job description. The Dean's duties include, but are not limited to:
1. The Dean will provide leadership and effective management to implement and realize the academic mission and strategic plan of the COM.
  2. The Dean, in consultation with the Provost and with appropriate involvement of faculty, shall ensure the development of and approve the curriculum of the COM and oversee the clinical experiences of students at the COM.
  3. The Dean, in consultation with the Provost and with appropriate involvement of faculty, is responsible for the recruitment, hiring, promotions and terminations of the academic personnel of the COM.
  4. The Dean will have the responsibility and authority for fiscal management of the COM's budget.
  5. The Dean will ensure that COM faculty and staff are effectively involved in meeting the accreditation standards that apply to the College and the university.



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### III. SECTION 3: THE ADMINISTRATIVE POSITIONS OF THE COM

#### A. Associate Dean for Academic Affairs

The Associate Dean for Academic Affairs oversees the Biomedical Education Department and administers educational programs and curriculum. The Associate Dean for Academic Affairs also assists in the planning, direction and management of the Academic Affairs Division of the COM, and provides leadership for the development and implementation of new programs, technology and/or services. This Associate Dean reports to the Dean.

#### B. Associate Dean for Graduate Medical Education

The Associate Dean for Graduate Medical Education (GME) develops relationship to develop and plan for residency programs and plans for students to enter residency training. The Associate Dean for GME works with other Associate Deans and Assistant Deans to assure adequate clinical rotations align with the GME mission. The Associate Dean for GME works with the Assistant Dean for GME of the OPTI to ensure continued growth and develop of GME. While the responsibility is primarily for graduate medical education development, the Associate Dean will participate with the proposed COM leadership in overall achievement of the COMs mission and vision. This Associate Dean reports to the Dean.

#### C. Associate Dean for Clinical Affairs, Community Engagement and Population Health

Associate Dean for Clinical Affairs, Community Engagement and Population Health primarily works to establish relationships with community clinical partners for clinical clerkships as well as early clinical experiences. Working closely with the Assistant Dean of Experiential Education of the College of Pharmacy to insure smooth preceptor relationships throughout the valley. The Associate Dean will develop policies and guidelines for future clinical health care delivery by the faculty on campus or at contracted sites. A primary focus will be on educational policies and procedures that impact the community's health. While the responsibility is primarily for clinical affairs, the Associate Dean participates with the proposed COM leadership in overall achievement of the COMs mission and vision.

#### D. Associate Dean for Osteopathic Clinical Education

The Associate Dean for Osteopathic Clinical Education is responsible for the collaborative clinical curricular components throughout all four (4) years of the curriculum. Working closely with the other Associate Deans and Department Chairs to assure a collaborate development of syllabi and assessment tools to measure outcomes across all 4 years. While the responsibility is primarily for clinical faculty development, the Associate Dean participates with the proposed COM leadership in overall achievement of the COMs mission and vision.



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### **E. Chair, BioMedical Education**

The Chair of BioMedical Education reports to the Associate Dean for Academic Affairs. All BioMedical Education faculty report to the Chair. Additionally, the Chair identifies the needs of students, faculty, staff, affiliates and communities, and takes actions to meet those needs, in collaboration with the Dean and Associate Deans.

### **F. Chair, Osteopathic Principles and Practice**

The Chair of Osteopathic Principles and Practice (OPP) reports to the Associate Dean for Osteopathic Clinical Education. The OPP Chair administers the OPP discipline at the COM and at the COM's affiliated clinical education sites. In this role, the OPP Chair will lead the COM toward excellence in teaching, research, patient care delivery, administrative services and community activities. The OPP Chair will work closely with other Chairs to improve the quality and service of education and patient care. Additionally, the Chair identifies the needs of students, faculty, patients, staff, affiliates and communities, and takes actions to meet those needs, in collaboration with the Dean and Associate Deans.

### **G. Chair, Primary Care**

The Chair of Primary Care reports to the Associate Dean for Osteopathic Clinical Education. The Chair administers the Primary Care activities of the COM, in addition to engaging in teaching, curriculum development, and scholarship. The Primary Care Chair leads and directs clinical faculty in the areas of research, teaching and patient care. In this role, the Primary Care Chair will lead the COM toward excellence in teaching, research, patient care delivery, administrative services and community activities. Additionally, the Chair identifies the needs of students, faculty, patients, staff, affiliates and communities, and takes actions to meet those needs, in collaboration with the Dean and Associate Deans.

### **H. Chair, Specialty Medicine**

The Chair of Specialty Medicine reports to the Associate Dean for Osteopathic Clinical Education. The Chair administers the activities of the specialist faculty of the COM, in addition to engaging in teaching, curriculum development, and scholarship. The Chair leads and directs clinical faculty in the areas of research, teaching and patient care. In this role, the Chair will lead the COM toward excellence in teaching, research, patient care delivery, administrative services and community activities. Additionally, the Chair identifies the needs of students, faculty, patients, staff, affiliates and communities, and takes actions to meet those needs, in collaboration with the Dean and Associate Deans.

## **IV. SECTION 4: THE COLLEGE ADMINISTRATIVE COMMITTEE**

- A. The College of Osteopathic Medicine College Administrative Committee ("COM-CAC") serves as an advisory body to the Dean. The COM-CAC is responsible for advising the



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Dean on the strategic direction of the COM. The COM-CAC is responsible for continually improving the effectiveness of infrastructure, systems, policies and procedures so that the COM is cost-effective, sustainable and compelling to stakeholders. The committee is chaired by the Dean and is comprised of all senior college administrators, and others as appointed by the Dean.

The purpose of COM-CAC is to provide advice and recommendations regarding the operations of the COM. Under the Dean's direction, COM-CAC shall coordinate and cause to be implemented all faculty, student and staff policies in line with the mission, vision, and goals of the COM, in compliance with CHSU's statutes, policies and procedures. The COM-CAC shall be guided in its administrative and governance responsibilities by policies and procedures proposed by faculty committees and ratified by a vote of the faculty membership, as described below. Areas in which the COM-CAC will advise the Dean include, but are not limited to:

1. Personnel matters;
2. The appointment of the Committee Chair and faculty members nominated to serve on both standing and ad hoc faculty Committees;
3. Disposition of all recommendations and policies made by standing or ad hoc faculty committees;
4. Development of the COM's annual budget recommendations, as well as allocations and adjustments to the approved budget;
5. Strategic planning activities, goals, and initiatives for the COM;
6. Changes to COM policies, procedures and the student catalog;
7. The curriculum of the COM;
8. Enrollment, admissions and other matters related to the student body;
9. The facilities and technology needs of the COM;
10. Creation or dissolution of departments within the COM;
11. Relationships and partnerships between the COM, other colleges within CHSU and external institutions;
12. Other matters that pertain to the educational, clinical, scholarly and research activities of the faculty and the COM.



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- B. The COM-CAC shall meet at least monthly. An agenda shall be prepared for each meeting by the Dean (or designee). Minutes shall be taken at each meeting by the Dean (or designee) and made accessible to all COM-CAC members.
- C. Any faculty committee, including the Faculty Council, may submit to the COM-CAC proposed actions which fall within their jurisdiction, as described below. The Chair of the faculty committee is responsible for submitting such proposals for the COM-CAC's consideration.

### V. SECTION 5: ROLES, RIGHTS AND RESPONSIBILITIES OF THE FACULTY

#### A. Faculty & Voting Faculty Defined

- 1. The faculty of the COM shall include all full-time and adjunct faculty, as well as all affiliated Clinical Preceptor Faculty, holding the rank of Professor, Associate Professor, Assistant Professor or Instructor.
- 2. The Voting Faculty of the COM shall refer to all full-time faculty holding appointments in the rank of Professor, Associate Professor, Assistant Professor or Instructor. It shall include adjunct faculty holding an administrative or curricular leadership position. It shall not include, other adjunct faculty, temporary or clinical preceptor faculty members, nor any faculty member holding an administrative appointment at the level of Associate Dean or higher. Each Voting Faculty member shall be entitled to one vote.

#### B. Rights and Responsibilities of Faculty

- 1. The faculty shall advise the Dean on matters most directly related to the educational process including, but not limited to: admission requirements, curriculum and graduation requirements. The faculty may make recommendations to the Dean by submitting proposals through the appropriate faculty committee. The appropriate faculty committee shall then determine whether to present the proposal to the COM-CAC, as described above.
- 2. Additionally, the faculty shall vote to approve the granting of the degree of Doctor of Osteopathic Medicine to those students who have fulfilled the requirements for that degree set by CHSU and the COM.

#### C. All Faculty Meetings

- 1. Generally, the faculty shall meet at least once a year with a minimum of two weeks' notice prior to each meeting, unless the faculty is being asked to consider an emergency matter in which case 48 hours' notice is required. Full time faculty are



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required to attend all faculty meetings, unless previously excused by the Dean. Attendance shall be taken and recorded in the minutes. Additional meetings of the faculty may be convened at the discretion of the Dean. The Dean shall preside over all faculty meetings, or may appoint a designee to preside over the meeting in the Dean's absence. Such meetings are open to all faculty and are distinct and apart from the Faculty Council meetings described below.

2. A quorum of at least two-thirds (2/3) of the Voting Faculty, shall be required in order to conduct any vote. Informational items may be discussed at faculty meetings without a quorum.

### VI. SECTION 6: STANDING FACULTY COMMITTEES OF THE COM

A. The following are the standing faculty Committees of the COM:

1. Curriculum Committee ("COM-CC")

#### The COM-CC Curriculum Committee Mission

The mission of the California Health Sciences University College of Osteopathic Medicine Curriculum Committee (COM-CC) is to create, review, improve, implement, and support the professional educational curriculum across all four years of instruction as delivered to the students, and as defined by the AOA Commission on Osteopathic College Accreditation (COCA) and as it meets the California Health Sciences University College of Osteopathic Medicine Mission.

#### a. Function

- i. The primary function of the COM-CC is to support the faculty in the development, implementation, assessment and continuous quality improvement of the College of Osteopathic Medicine's (COM's) integrated curriculum.
- ii. All committee deliberations and decisions will be with the intent of including the tenets of evidence-based medicine; osteopathic principles and practices, core competencies; professionalism, and biomedical ethics.
- iii. The COM-CC shall establish and implement processes for assessing the content, delivery methods, and outcomes of all courses delivered during all four years of the curriculum.
- iv. A schedule of course presentations by Course Directors will be maintained by the Curriculum Committee administrative support staff with assignment and oversight by the Chair. The Curriculum Committee will also accept regular input (via meeting minutes and/or verbal reports) from Course Directors and



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substantial information gathered as part of the Student Curriculum Focus Groups.

### b. Structure

- i. The Curriculum Committee meetings will be conducted following Robert's Rules of Order.
- ii. Meetings will be scheduled at least once monthly during the academic year.
- iii. Closed sessions will be held, if required, at the determination of the Chair and as deemed necessary by the committee. Closed sessions will only include full members and *ex officio* members.
- iv. A quorum will consist of at least 51% voting members.
- v. Meeting attendance via phone or electronic conference system will be allowed in the event time or distance prohibits on-site attendance,
- vi. Agenda items will be submitted to the Chair in a timely fashion as to allow for addition to the next meeting agenda. If the Chair deems the submission untimely, the item may then be placed on the next appropriate and convenient meeting as determined by the Chair. The Chair will be available to faculty members to discuss items for submission to the agenda, to assist faculty in determining if items are consistent with the mission of the committee.
- vii. The Curriculum Committee Chair may appoint ad-hoc subcommittees to address areas of specific curricular needs.
- viii. At the discretion of the Chair, the committee will allow appropriate transparency of all proceedings, determinations and actions to CHSU students, faculty, staff, administration, Board of Trustees, University President, educational stakeholders and all accrediting and regulatory bodies.

### c. Membership

- i. The Chair of the COM-Curriculum Committee will be appointed by the COM Dean. The term of the Chair will be defined as one (1) academic year, and may be renewed by the Dean annually for no more than a total of three (3) consecutive years. The Chair will vote only in the event of a tie.
- ii. The Curriculum Committee will be comprised of at least five (5) members appointed by the Dean, in consultation with the Chair, comprising a broad representation of the COM; whose collective involvement in the curriculum spans all four (4) years of the D.O. program. The vote of each full committee member will count as one (1) full vote.
- iii. There will be up to four (4) student representatives, appointed by the Dean, who will serve as Associate Members with one (1) collective vote. Student members will represent the curriculum across all years of instruction.





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- iv. There may be up to three (3) *ex officio*, non-voting members, from the assistant/associate deans.

### 2. Admissions Committee (“COM-AC”)

- a. The COM-AC reviews all applicants’ completed portfolios after completion of the interview process. These reviews occur monthly during interview season or more frequently if needed. The COM-AC shall make recommendations for students to be admitted, placed on a waiting list or declined. COM-AC recommendations are advisory only. The Dean shall make final admissions decision.
- b. Additionally, the COM-AC’s purpose is to provide recommendations to the COM-CAC regarding the application requirements, the student interview process and criteria for admission.
- c. The COM-AC shall be comprised of at least five (5) members of the Voting Faculty appointed by the Dean in consultation with the COM-CAC. University and college admissions administrative personnel shall also serve as non-voting members of the AC. Faculty members are appointed for two-year (2), staggered terms. Members shall have one (1) vote each. The Dean shall select a member of the committee to serve as the COM-AC Chair. The COM-AC shall meet as often as necessary to conduct its business.

### 3. Students at Academic Risk Committee (“StARC”)

- a. The StARC’s purpose is to provide input on study strategies and programs for the COM’s students identified at academic risk. The StARC evaluates individual cases of students’ declining academic performance or risks to individual’s expected academic performance. StARC shall recommend additional or alternate resources or student-specific curricular modification strategies.
- b. The StARC shall be comprised of up to five (5) members of the Voting Faculty and one (1) COM Student Affairs administrator. Additionally the COM Learning Specialists and Clinical Psychologist will also be a member of StARC. All members are appointed by the Dean in consultation with the COM-CAC. The Chair of the committee will be the Assistant Dean of Student Affairs. All members shall have one (1) vote. Faculty members are appointed for two-year (2) staggered terms. Administrative members shall have no term limits. The StARC shall meet as often as necessary to conduct its business, as determined by the StARC Chair.





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### 4. COM Student Progress Committee (“COM-SPC”)

- a. The SPC’s purpose is to provide input on remediation strategies and programs for the COM’s students. The SPC evaluates individual cases of student academic deficiency in accordance with the COM’s academic probation, progression and remediation policies, to formulate recommendations on the progression of students in the COM program due to their inability to meet minimum academic standards.
- b. The SPC shall be comprised of five (5) full time members of the Voting Faculty members and the Assistant Dean of Academic Affairs. All members are appointed by the Dean in consultation with the CAC. The Dean shall appoint one (1) of the faculty members as Chair of the committee. All members shall have one (1) vote. Faculty members are appointed for two-year (2) terms. Administrative members shall have no term limits. The SPC shall meet as often as necessary to conduct its business, as determined by the SPC’s Chair.

### 5. Rank and Promotion (RAP)

The RAP shall set criteria and review applicants from the faculty for advancement in Academic Rank. The RAP shall review all initial applicants to the Clinical Preceptor Faculty for assignment to appropriate initial rank.

#### a. COM RAP Mission

The mission of the California Health Sciences University College of Osteopathic Medicine Rank and Promotion Committee (COM-RAP) is to recommend full time faculty for promotion and to recommend adjunct and clinical preceptor faculty for rank and promotion as it meets the California Health Sciences University College of Osteopathic Medicine Mission.

#### b. Function

- i. The primary function of the COM-RAP is to support the faculty in the quest for excellence in teaching, service, scholarship and clinical skills through the rank and promotion process.
- ii. All committee deliberations and decisions will be with the intent of including the tenets of evidence-based medicine; osteopathic principles and practices, core competencies; professionalism, and biomedical ethics.

#### c. Structure

- i. Meetings will be scheduled on an ad-hoc basis, with a frequency determined by the submission of faculty portfolios for review. There will also be at least



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one (1) meeting during the academic year to review the Rank and Promotion Policy.

- ii. Open sessions will be held, if required, at the determination of the Chair and as deemed necessary by the Committee.
- iii. A quorum will consist of at least 51% voting members.
- iv. Meeting attendance via phone or electronic conference system will be allowed in the event time or distance prohibits on-site attendance.
- v. Agenda items will be submitted to the Chair in a timely fashion as to allow for addition to the next meeting agenda. If the Chair deems the submission untimely, the item may then be placed on the next appropriate and convenient meeting as determined by the Chair. The Chair will be available to faculty members to discuss items for submission to the agenda, to assist faculty in determining if items are consistent with the mission of the committee.
- vi. The COM-RAP Chair may appoint ad-hoc subcommittees to address areas of specific curricular needs.
- vii. At the discretion of the Chair, the committee will allow appropriate transparency of all proceedings, determinations and actions to CHSU students, faculty, staff, administration, Board of Trustees, University President, educational stakeholders and all accrediting and regulatory bodies.

### d. **Membership**

- i. The Chair of the COM-RAP will be appointed by the COM Dean. The term of the Chair will be defined as one (1) academic year, and may be renewed by the Dean annually for no more than a total of three (3) consecutive years. The Chair will vote only in the event of a tie.
- ii. The COM-RAP will be comprised of a five (5) members appointed by the Dean, in consultation with the Chair, consisting of at least two (2) members from the clinical faculty and at least two (2) members from the non-clinical faculty. The vote of each full committee member will count as one (1) full vote.
- iii. If possible, at least one (1) member from the applicant's department should be on the committee.

## 6. **Graduate Medical Education Committee "GMEC"**

The GMEC will advise, promote and assist in development of new graduate medical education programs in the geographic area of the COM. The GMEC will be chaired by the Associate Dean for GME. The AD-GME will report on findings and discussions from the member OPTI. The GMEC will advise the COM-CAC and CHSU administrative leadership on all matters related to GME development.



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The GMEC will be composed of faculty members including clinical preceptors from affiliated hospitals and community training programs. The GMEC will meet as often as needed to conduct its business.

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