INTRODUCTION


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


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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

In accordance with University Rule 12.01.99.M2 (University Statement on Academic Freedom, Responsibility, Tenure, and Promotion), in general, a faculty member is any full-time or part-time employee of Texas A&M College of Medicine with the following appointments:

− Professor, Associate Professor, Assistant Professor
− [Adjective] Professor, [Adjective] Associate Professor, [Adjective] Assistant Professor, such as Clinical, Adjunct, Executive, Instructional, Research, Senior, and Visiting
− Professor of the Practice, Associate Professor of the Practice, Assistant Professor of the Practice
− Senior Lecturer, Lecturer, Assistant Lecturer
− Instructor

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
- 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 C to total no less than 12. Medical student membership will include four students appointed each year from the second-year class who will serve until the end of their medical education. Two of these students will be appointed as voting members and the other two as alternates. Thus, there will be six student voting members maximum at any meeting of the Committee. There shall be three ex officio non-voting representatives one of whom is the Associate Dean of Admissions. The other two ex officio non-voting members will normally be the Assistant Dean of Admissions/Director of Admissions and Director of the MD/PhD Program.

Faculty members shall be selected by the Dean from a list of candidates provided by the Associate Dean of Admissions and Chair of the Admissions Committee.

All faculty members of the College of Medicine, regardless of employment status with the College of Medicine, are eligible to serve as members of the Admissions Committee.

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 Texas A&M University.

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

The Curriculum Committee will strive for equal representation of Pre-Clerkship faculty representatives and Clerkship faculty representatives from the College of Medicine. Members representing each academic department will be recommended, selected, and supported for nomination by faculty with input from Academic Department Head. Each regional campus will be represented by a minimum of two faculty members. Members representing each campus will be recommended, selected and supported for nomination by faculty with input from Associate Deans of regional campus. The College of Medicine faculty that are represented by nominated individuals shall vote and elect the members. Alternate faculty members shall vote in the absence of a regular committee member. Members shall have interest in curricular design, pedagogy, and evaluation methods.

All faculty members of the College of Medicine, regardless of employment status with the College of Medicine, are eligible to serve as members of the Curriculum Committee.

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 as an alternate to vote.

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

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 and be eligible for reelection.

The Curriculum Committee leadership will consist of:

1) Chair Elect – A voting member of the Curriculum Committee is eligible for election as Chair Elect. The Chair Elect serves for a one-year term, during which time, he or she learns aspects of Curriculum Committee operation. In the absence of the Chair, the Chair Elect shall lead the Committee for the duration of the absence. After completion of the one-year term, the Chair Elect assumes the role of Chair of the Curriculum Committee, upon endorsement by the Curriculum Committee.

2) Chair – The Chair serves for a one-year term, during which time he or she is responsible for overseeing the governance and operation of the Curriculum Committee. After completion of the one-year term, the Chair assumes the role of Past Chair of the Curriculum Committee, upon endorsement by the Curriculum Committee.

3) Past Chair – The Past Chair serves for a one-year term, during which time he or she serves in an advisory capacity to the current Chair, Chair Elect and other members of the Curriculum Committee. After the completion of the one-year term, the Past Chair is eligible for election as Chair Elect.

Terms for new members, the Chair, and the Chair Elect shall begin September 1, except under unusual circumstances. Should individuals holding one of the roles of Chair, Chair Elect or Past Chair have their term expired during their tenure in these leadership roles, their term as a member of the Curriculum Committee will be extended, and they will continue on the Curriculum Committee until their role has been fulfilled.
Meetings

Meetings shall be called by the Chair, or, in the absence of the Chair, by the Chair Elect. 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 Curriculum Committee is responsible for establishing, defining, and ongoing review of the curriculum for the College of Medicine. The Curriculum Committee is committed to working collaboratively with the Office of Medical Education and its entities.

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 Medical Education Program 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 Medical Education Program Objectives;
5) Assuring and documenting student attainment of the stated Medical Education Program 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) Monitoring of content and workload in each discipline, including the identification of omissions and unplanned redundancies;
10) 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
11) 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 College of Medicine Executive Committee shall consist of the Dean, who will serve as Chair, one representative selected from the Associate Deans of regional campuses, one representative selected from the Department Heads, one representative from the College of Medicine faculty whom the Faculty Advisory Committee selects, and academic directors as determined by the Dean:

− Vice Dean of Education
− Chief Scientific Officer
− Chief Clinical Officer
− Chief Financial Officer
− Chief of Staff
− Chief of Communications
− Chief of Development
− Associate or Vice Dean of Faculty

All members of the Executive Committee will have voting privileges.

Meetings

The Executive Committee shall meet at least monthly 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.
Faculty Advisory Committee (FAC)

Membership

Every Academic Department 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 elect a standing member and alternate as soon as feasible.

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

Terms of Office

The three-year terms of faculty members shall be staggered, with a faculty member permitted one 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 disputes relating to management of the College of Medicine faculty;

6) Carrying out such tasks as may be assigned to the Committee by the College Academic Council and the University Faculty Senate caucus of the College of Medicine;

7) Distributing the agendas and minutes of Academic Council meetings to the individual departments; and

8) Selecting a faculty representative from the College of Medicine to serve on the Executive Committee,

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 University Faculty Senate caucus of the College of Medicine.
**Faculty Grievance Committee (FGC)**

**Membership**

The members of the College of Medicine (COM) Faculty Grievance Committee (FGC) shall be the members of the COM Faculty Advisory Committee (FAC).

**Terms of Office**

The FGC will elect annually from its membership a Chair and a Vice Chair. Both the Chair and the Vice Chair will have served full-time in the COM for at least five (5) years. A Chair or Vice-Chair may recuse themselves from their leadership role on the FGC for conflicts of interest related to a specific grievance before the FGC.

**Meetings**

The Committee shall meet as necessary.

**Functions**

The FGC shall commence its duties when a faculty member submits to the FGC a grievance that is not covered by University Standard Administrative Procedure 12.99.99.M0.01—Faculty Grievances Procedures not Concerning Questions of Tenure, Dismissal or Constitutional Rights and that is not covered by University Standard Administrative Procedure 08.01.01.M1.02—Investigation and Resolution of Complaints Against Faculty Members for Illegal Discrimination, Sexual Harassment, or Related Retaliation Charges.

The FGC shall be self-governing concerning the rules and procedures of grievance hearings. To ensure compliance with University and System policies, the COM Faculty Grievance Procedures requires review by the Dean of Faculties.
Graduate Instruction Committee

Membership

The voting members shall consist of 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 in each department/academic unit to broadly represent the interests of the graduate committee faculty in the College of Medicine at all campus locations. Members other than the track advisors shall be appointed by the Associate Dean for Research and Graduate Studies from a list of candidates provided by the department/academic unit heads. A simple majority of the voting committee membership will constitute a quorum, and members may appoint a voting substitute to attend meetings.

The non-voting members shall be a College of Medicine Graduate Student Organization representative, a student representative from the M.D./Ph.D. program, the Associate Dean for Research and Graduate Studies, the Associate Dean of the EnMed Program, and the Vice Dean for Education. Other non-voting members may be appointed as needed. Student representatives will be appointed by the Associate Dean for Research and Graduate Studies.

Terms of Office

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

A chair shall be elected annually from the voting members and the chair is eligible for re-election.

Meetings

Monthly

Functions

The Graduate Instruction Committee (GIC) has the responsibility for the conduct and quality of graduate education provided by the graduate committee faculty of the College of Medicine, including:

- Recruiting
- Admissions
- Curriculum review and development
- Policy development
- Student issues
- Review and analysis of programmatic data and activities

The GIC reports to and advises the Dean of the College of Medicine. 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)

Purpose

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

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 ACGME-accredited programs sponsored by the College of Medicine serve as ex officio voting members.

- At least one member from the administration of an affiliated medical center or participating clinical site will serve as a voting member.

- The Chief Clinical Officer and Associate Vice President for Clinical Strategy will serve as an ex officio 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 two resident physician voting members selected annually. To serve, resident member(s) must be in good academic and professional standing with their programs.

- The individual or designee responsible for monitoring quality improvement or patient safety within the College of Medicine - if this individual is not the DIO or program director - will serve as a voting member.

- Additional members from the faculty may serve as voting or non-voting members dependent on the needs of the GMEC and the College of Medicine. These individuals may be nominated by committee members, affirmed by a majority vote of the GMEC, and limited to maximum two-year term. Elected members may serve no more than two consecutive two-year terms.

- Additional ex officio non-voting members shall include the Vice Dean of Education and Academic Programs and the Director of Administration for the Office of Medical Education.

- All faculty members of the College of Medicine, regardless of employment status with the College of Medicine, are eligible to serve as members of the Graduate Medical Education Committee.

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 of ex officio members are indefinite and are at the discretion of the Dean with exception noted of the resident members voted upon annually by their peers and elected at-large faculty.

Meetings

The Committee shall meet no less than quarterly and at other times as determined by 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 executive summary of the Annual Institutional Review (AIR) to the Academic Council, as required by the ACGME.

Functions

The Graduate Medical Education Committee (GMEC) provides oversight and governance to all graduate medical education training programs sponsored by the Texas A&M College of Medicine. 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, the Vice President for Clinical Affairs, and the Vice Dean of Education and Academic Programs.

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, each 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 program(s)’ annual program evaluation and self-studies;

  5) All processes related to reductions and closures of individual ACGME-accredited programs, major participating sites, and the Sponsoring Institution; and,

  6) The provision of summary information of patient safety reports to residents, fellows, faculty members, and other clinical staff members. At a minimum, this oversight must include verification that such summary information is being provided.

- Review and approval of:

  1) Institutional GME policies and procedures;

  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; and,
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 two representatives per department comprising one junior and one senior faculty member. These members are expected to have active, funded research programs during their tenure on the RAC. All voting members shall be elected by the faculty of their home department. Ad hoc members may be appointed by the Dean, as deemed appropriate including faculty representing COM clinical affiliates. The total ad hoc membership of the RAC shall not exceed 25% of the total committee. In addition, there shall be a postdoctoral member, elected by the TAMHSC postdoctoral association.

The Vice Dean of Research shall be an ex officio non-voting member.

Terms of Office

Elected faculty members shall serve staggered three-year terms. Ad hoc members shall be appointed annually, and the postdoctoral member shall be elected annually. 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 will be held monthly. Meetings shall be called by the Chair or Vice Chair and will be held by videoconference.

Functions

The Committee will advise the Dean on all matters pertaining to the effectiveness, efficiency, and excellence of research including:

1) Policy and procedures on space allocation, bridge funding, and other issues as requested by the COM administration;

2) Program development, including graduate student (in collaboration with the Graduate Instruction Committee) and postdoctoral training programs;

3) Resource allocation and budgeting, including college-level IDCs, salary savings, and core facility policy;

4) Review of proposals for internal funding, internal pilot grants, bridge funding, and external submission-limited funding; and

5) Fostering and review of research awards and award nominations.

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**

The Student Promotions Committee (SPC) membership will draw from all campuses of the College of Medicine. The SPC committee membership shall consist of the following voting members:

1) Six (6) faculty members to represent the Pre-Clerkship courses.

2) Six (6) faculty members to represent the 3rd and 4th year Clerkships and courses.

3) One faculty member to represent each of the Regional Campuses.

4) 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.

5) One (1) faculty member to represent military training facilities.

6) Three (3) medical students. One member shall represent the M2 class, one member shall represent the M3 class, and one member shall represent the M4 class.

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.

All faculty members of the College of Medicine, regardless of employment status with the College of Medicine, are eligible to serve as members of the Student Promotions Committee.

Representatives from the Office of Medical Education, including the Office of Student Affairs and the Office of Academic Affairs, and from the Office of General Counsel 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. 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

The committee will maintain a continuing evaluation of the academic and professional progress of each student. Recommendations for graduation are advisory to the Academic Council. In addition, the Committee has the authority to make the following decisions:

1) Advancement

2) Conditional advancement (promotion) dependent results of other items such as satisfactory completion of specified academic work by an established date, counseling, mandated fitness for duty evaluation, or other requirements made by the committee.

3) Retention with a specific requirement to repeat a course, component of a course, sequence of courses, or a year.

4) Concern list for continued monitoring of specific issues for correction

5) Probation

6) Dismissal

7) Completion of other requirements deemed appropriate by the Committee
Tenure and Faculty Promotion Committee

Membership

- Academic departments in the College shall elect the following to represent that department on the Tenure and Faculty Promotion Committee:
  - One standing committee member from the department’s tenured faculty (as feasible).
  - One alternate committee member from the department’s tenured faculty (as feasible) who shall serve and vote in the absence of the standing member.
  - One standing committee member from the department’s academic professional track faculty (non-tenure track) (as feasible).

- The faculty shall elect three (3) at-large tenured members; 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.

- In the case of clinical faculty from disciplines not represented in the academic departments of the College, the standing committee may appoint up to two (2) ad hoc members per candidate at the discretion of the Dean or committee chair to review the candidate. Ad hoc members will be drawn from the regional campuses. These ad hoc members may present an evaluation and summary of the candidate’s qualifications to the committee for deliberation. Ad hoc members are not eligible to vote.

- The associate dean for faculty affairs will serve as an ex officio committee member (non-voting).

Committee membership will be limited to:

- Faculty at the rank of professor or associate professor (unmodified or modified) who are full-time or part-time employees of Texas A&M College of Medicine.

- Faculty who do not serve on the dean’s staff nor serve as department head.

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 as needed by the Chair.

Functions

The Tenure and Faculty Promotion Committee shall function in the role of advisor to the dean. More specifically, the committee will:

- Review all promotion and/or tenure recommendations for the College after they have moved through the proper department committee review and department head review, subsequently making an independent recommendation to the Dean regarding promotion and/or tenure for each candidate it reviews.

- Review all mid-term performance cases for the College after they have moved through the proper department committee review and department head review, subsequently making an independent recommendation to the Dean regarding the progress towards tenure for each case it reviews.
• Conduct the periodic peer review of tenured faculty members in conjunction with an advisory (non-binding) report from the tenured faculty member’s departmental peer group about the impact of the faculty member's research, teaching and service.

• Review all tenure on arrival recommendations for the College after they have moved through the proper department committee review and department head review, subsequently making an independent recommendation to the Dean regarding tenure on arrival for each candidate it reviews.

• Conduct regular review and revision of the College Guidelines for Faculty Evaluation for approval by the Dean and Dean of Faculties and Associate Provost.

Voting by the Tenure and Faculty Promotion Committee shall be by a simple majority of positive votes from the eligible membership of the Committee shall be required for an affirmative recommendation.

Criteria for voting eligibility is as follows:

• Committee members may not vote on candidates within their home academic department.

• Committee members may not vote on candidates who are immediate family members.

• Only Committee members at or above the rank to which the candidate is applying can vote.

• 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 and is seeking promotion.
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