

DYOUVILLE UNIVERSITY

COLLEGE OF OSTEOPATHIC MEDICINE

Faculty Congress

ADOPTED: February 2024

A. DEAN OF THE DYU-COM

- i. The Dean of the DYU-COM is appointed by and serves at the discretion of the President. The Dean is the primary faculty officer responsible for all faculty, curricular, and student activities and academic business directed to the successful completion of the role and mission of the DYU-COM.

B. EXECUTIVE COUNCIL

- i. The Dean, Associate Deans, Pre-clinical and Clinical Department Chairs, Executive Director of GME shall constitute the Executive Council. The Dean shall serve as the Chair of the Executive Council. A majority of the committee shall comprise a quorum.
- ii. The Executive Council shall serve to advise the Dean, and under his/her direction, shall coordinate and cause to be implemented all faculty, student and staff activities required to fulfill the role and mission of the School. The Executive Council shall recommend to the Dean:
 1. The appointment of Committee Chairs and faculty and student members nominated to serve on both standing and *ad hoc* faculty committees.
 2. The creation, deletion, charges to each standing and *ad hoc* committee.
 3. Appeals for student and faculty complaints.
 4. Faculty advancement, implementation of policies and procedures.
 5. Strategic planning activities, goals, assessment, fund initiatives of the School.
 6. Review and approval of all matters from standing and *ad hoc* committees as a recommendation to Dean
 7. Other matters as may be brought to the Council by the faculty and officers of the school.
- iii. Minutes of the Executive Council shall be maintained by the Executive Council.

C. FACULTY FORUM

- i. Dean or Dean Designee shall convene and run the faculty forums at least twice a year.
- ii. Additional meetings of faculty forum may be convened at the discretion of the Dean.
- iii. All persons holding a full-time faculty and staff appointment with DYU-COM above shall be members of faculty forum.
- iv. Faculty forums shall be a platform where Dean, executive council members, and faculty committee chairs present reports on their related activities and decisions impacting all faculty. Members of faculty forum shall participate in discussions by providing feedback and asking for further clarifications on presented matters.

D. THE FACULTY COMMITTEES

- i. The faculty committees of DYU-COM are a deliberative body through which the faculty participates in the governance of the school. It shall formulate policy recommendations to Dean through Executive Council in all areas of faculty concern consistent with its charge.
- ii. The faculty committees shall be appointed to represent the School's faculty in the governance of specified affairs pertaining to the mission, role and functions of the School. The following standing committees shall provide recommendations to Dean, through the executive council for the governance of items as needed to carry out their respective charges:
 1. Academic Policies and Curriculum Committee
 2. Student Progress and Professionalism
 3. Research Committee

- iii. All persons holding a full-time faculty appointment with DYU-COM above shall be voting members of the committees.
- iv. The Dean or Dean designees shall sit as an *ex officio* members on all committees.
 - v. The formation or dissolution of each committee shall be under the direction of the Dean with advice from the Executive Council. *Ad hoc* committees (a.k.a. task force) with a specific task with a specified term can be created by Dean.
 - vi. New committee appointments and Committee Chairs are to be determined, as specified, and announced to the faculty via the respective Department Chairs no later than ten (10) business days prior to each new academic year.
 - vii. Committee Chairs shall be appointed by the Dean.
- viii. The Committee Chair shall direct the activities of the committee and preside over its meetings.
 - ix. Committee Chairs shall serve a two-year (2) term, regardless of their current length of membership with a given committee prior to their appointment.
 - x. Committee members shall be appointed by the Dean based on the recommendation of the respective Chairs of the faculty member of interest.
 - xi. Committee members shall serve for a period of two (2) academic years.
 - xii. Individual faculty members shall serve on only two (2) standing committees at any given time, unless a department does not have sufficient qualified members to serve or individuals request placement on more than two (2) committees. Members of committees shall include appointed faculty, administrators, and student representatives.
- xiii. A majority of the committee, defined as greater than one-half ($\frac{1}{2}$) of committee membership, shall comprise the necessary quorum required to conduct committee business.
- xiv. *Ex officio* members of a committee shall have a voice but are not considered voting members of a committee unless approved by full faculty.
- xv. Student members of a committee shall have a voice and may be granted voting privileges at the discretion of the Committee Chair.
- xvi. Students interested in committee membership shall submit a letter of interest to the Dean. Dean will appoint student members based on Executive Council's recommendation.
- xvii. *Temporary* members of a committee may be invited to advise a committee at the discretion of the Committee Chair or at Dean's request and shall have a voice but shall not be granted voting privileges.
- xviii. Committees shall keep, reconcile, and approve all minutes of meetings, except in those situations where confidential information may be disclosed. Minutes shall be distributed to the Executive Council once approved by committee membership.
- xix. The committees shall meet monthly or more frequently if needed. Additional meetings of the faculty committees may be convened at the discretion of the Dean. If needed, Dean may call additional committee meetings during long breaks.
- xx. Robert's Rules of Order shall be the parliamentary authority for all meetings. Voting on faculty business shall be conducted in a manner so those faculty members at distant sites, likewise, have an opportunity to vote. Voting by proxy is permitted if received in writing by the Dean prior to the commencement of the meeting of the committee.
- xxi. Motions requiring a committee vote must be submitted in writing to the committee members and Executive Council at least 5 working days prior to regularly scheduled meeting of the committee.

- xxii. The Dean reserves the right to table a motion to address its impact on the ability of the School to fulfill its role and mission.

D.1: ACADEMIC POLICIES AND CURRICULUM COMMITTEE (APCC)

- i. **Charge:** The APCC is charged to a- review and evaluate courses in the pre-clinical and clinical curriculum, recommend course additions, deletions, and modifications, evaluate the quality of teaching and learning in the program, recommend modifications to improve teaching and student mastery of educational outcomes, coordinate integration of curricular content and process within and between years, coordinate and develop programs for faculty to enhance teaching and learning, ensure that the curriculum meets and exceeds accreditation standards, and coordinate course-based assessment activities, b- review and evaluate policies, recommend policy additions, deletions, and modifications, recommend policy modifications to improve teaching and student mastery of educational outcomes, graduation outcomes, ensure that the policies meet and exceed accreditation standards.
- ii. **Membership:** The APCC members shall consist of: one (1) Committee Chair, one (1) pre-clinical Student, one (1) clinical student and up to four (4) faculty members with representation from both pre-clinicals and clinicals. *Ex officio* members shall be appointed by Executive Council.

D.2: STUDENT PROGRESS AND PROFESIONALISM COMMITTEE (SPPC)

- i. **Charge:** The SPPC is charged to review student academic progress and reported violations of the School's Code of Conduct. The committee has oversight for developing, revising, and enforcing policies that are related to academic performance and/or professional conduct, to evaluate and approve requests for leaves of absence, to evaluate and recommend on student misconduct, to inform and advise students about available scholarships and awards, to select student recipients for scholarships, honors, and awards, and to recommend the advancement of students.
- ii. **Membership:** The SPPC members shall consist of: one (1) Committee Chair, one (1) pre-clinical Student, one (1) clinical student and up to four (4) faculty members with representation from both pre-clinicals and clinicals. *Ex officio* members shall be appointed by Executive Council.

D.3: RESEARCH COMMITTEE (RC)

- i. **Charge:** The RC is charged to review, evaluate faculty research funding requests and recommend in the order of priority developed by the committee, provide guidance and support to increase research output, development of external grant funding, maintain a record of all research efforts, provide guidance on student research mentorship, ensures that all policies, training, like IRB and CITI are adhered to, promote and coordinate DYU Research Day among DYUCOM students and faculty, and promote and coordinate all research activities for DYU Research Magazine, conduct activities and identify opportunities that shall increase the School's research image throughout D'Youville, and the larger community (i.e. via workshops, research seminars, speakers, retreats or other structured activities). Finally, the committee shall assist the coordination of Investigational Review Board and Institutional Animal Care and Use Committee affairs.
- ii. **Membership:** The Research Committee members shall consist of: one (1) Committee Chair and up to four (4) faculty members with representation from both pre-clinicals and clinicals. *Ex officio* members shall be appointed by Executive Council.