



California Health Sciences University

COLLEGE OF OSTEOPATHIC MEDICINE

GOVERNING STATUTE NUMBER 3

COLLEGE GOVERNANCE AND ROLES OF THE FACULTY

I. SECTION 1: PURPOSE

The purpose of this governing statute is to provide operating policies 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. All CHSU COM personnel should execute their duties in a collegial and collaborative manner.

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 and Assessment

The Associate Dean for Academic Affairs (AD-AA&A) administers the educational programs, curriculum, assessment, technology and services in the area of Academic Affairs with associated policies and procedures. The AD-AA&A leads the planning, direction and management of the Office of Academic Affairs and Assessment (OAA&A). The AD-AA&A assumes responsibility for the overall management of the budget for the OAA&A. Positions reporting to the AD-AA&A include the Department Chair of Biomedical Education, Director of the Office of OAA&A, and the year-specific Curriculum Directors. The AD-AA&A collaborates with and supports other Associate and Assistant Deans to support the mission of the COM. This Associate Dean reports to the Dean.

B. Assistant/Associate Dean for Graduate Medical Education

The Assistant/Associate Dean for Graduate Medical Education (AD-GME) provides program development, coordination and support for residency training programs, and also works with hospitals and FQHCs (Federal Qualified Health Center) that wish to consider adding GME. The AD-GME works with the DIO and Program Directors of existing GME programs regarding support and counsel that CHSU may be able to provide to the program, including academic affiliation, and/or development of Osteopathic Recognition. The AD-GME provides valuable information regarding Match data that helps students to make informed decisions regarding their residency application. The AD-GME may also assist with resident and faculty education. The AD-GME collaborates with and supports other Associate and Assistant Deans to support the mission of the COM. This Assistant/Associate Dean chairs the GME committee of the COM and 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 (AD-CA) primarily works to establish relationships with community clinical partners for clinical clerkships as well as early clinical experiences and service-learning opportunities, working closely with the Experiential Education leadership of all other CHSU programs to ensure smooth preceptor relationships throughout the Central Valley. The AD-CA also works with clinical partners and affiliates regarding health promotion and disease prevention. The Associate Dean will assist in developing policies and guidelines for future clinical health care delivery by the



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faculty on campus or at contracted sites. A primary focus is to support developing educational curriculum, analyzing data and recommending guidelines that impact the population health of the community. Positions reporting to the AD-CA include the Career Counselor/ Residency Match Manager, faculty teaching in the Physician's Role in Health System (PRHS) course, Clinical Education staff as well as all community-based clinical preceptor faculty. The AD- CA collaborates with and supports other Associate and Assistant Deans to support the mission of the COM. This Associate Dean reports to the Dean.

D. Associate Dean for Osteopathic Clinical Education and Simulation

The Associate Dean for Osteopathic Clinical Education (AD-OCE&S) works collaboratively to ensure that osteopathic principles, philosophy and practices are included within all 4 (four) years of the undergraduate curriculum. The AD-OCE&S also assists the Associate Dean for Graduate Medical Education to help ensure that osteopathic principles and practices spans the spectrum of osteopathic medical education. The AD-OCE&S, along with the Clinical Department Chairs, provides oversight and responsibility for all on-campus clinical curricular components delivered by the physician faculty. Positions reporting to the AD-OCE&S are the Department Chairs of Primary Care, Specialty Medicine and Osteopathic Principles and Practices as well as the Director of the Simulation Center. The AD-OCE&S collaborates with and supports other Associate and Assistant Deans to support the mission of the COM. This Associate Dean reports to the Dean.

E. Assistant/Associate Dean, Student Affairs and Enrollment

The Assistant/Associate Dean, Student Affairs and Enrollment (AD-SAE) is the administrator in the COM primarily responsible for leadership in the areas of applicant recruitment, admissions, student support services, advising, student organizations and student special events. The AD-SAE is also responsible for developing policies and procedures that help medical students develop personally and professionally as they progress through the program, beginning with the applicant stage and continuing through graduation. The AD-SAE also collaborates with university- level Student Affairs administrators to implement University-wide Student Affairs initiatives within the COM. Positions reporting to the AD-SAE include Student Affairs staff, Admissions staff and psychological counseling personnel. The AD- SAE collaborates with and supports other Associate and Assistant Deans to support the mission of the COM. This Assistant/Associate Dean reports to the Dean.

F. Department Chair, Biomedical Education



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The Department Chair of Biomedical Education reports to the Associate Dean for Academic Affairs and Assessment. All Biomedical Education faculty report to the Department Chair. The Department Chair identifies the needs of faculty, staff and students and recommends plans to meet those needs, especially in the areas of teaching, service and scholarly activity. The Department Chair has overall budget authority for their department and provides annual faculty evaluations for all members of the department. The department chair provides leadership for the department and establishes a collegial and collaborative working environment. This Department Chair works collaboratively with other Department Chairs and COM leadership to support the mission of the COM.

G. Department Chair, Osteopathic Principles and Practice

The Department Chair of Osteopathic Principles and Practice (OPP) reports to the Associate Dean for Osteopathic Clinical Education and Simulation. The OPP Department Chair administers the OPP educational activities and curriculum delivery at the COM. The OPP Department Chair leads the COM towards excellence in teaching Osteopathic Principles and Practices. The Department Chair of OPP identifies the needs of faculty, staff and students and recommends plans to meet those needs, especially in the areas of teaching, service and scholarly activity. The Department Chair has overall budget authority for their department and provides annual faculty evaluations for all members of the department. The department chair provides leadership for the department and establishes a collegial and collaborative working environment. This Department Chair works collaboratively with other Department Chairs and COM leadership to support the mission of the COM.

H. Department Chair, Primary Care

The Department Chair of Primary Care reports to the Associate Dean for Osteopathic Clinical Education and Simulation. The Department Chair administers the on-campus educational activities and curriculum delivery in the primary care disciplines at the COM. The Department Chair of Primary Care identifies the needs of faculty, staff and students and recommends plans to meet those needs, especially in the areas of teaching, service and scholarly activity. The Department Chair has overall budget authority for their department and provides annual faculty evaluations for all members of the department. The department chair provides leadership for the department and establishes a collegial and collaborative working environment.

This Department Chair works collaboratively with other Department Chairs and



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COM leadership to support the mission of the COM.

I. Department Chair, Specialty Medicine

The Department Chair of Specialty Medicine reports to the Associate Dean for Osteopathic Clinical Education and Simulation. The Department Chair administers the on-campus educational activities and curriculum delivery in the specialty medicine disciplines at the COM. The Department Chair of Specialty Medicine identifies the needs of faculty, staff and students and recommends plans to meet those needs, especially in the areas of teaching, service and scholarly activity. The Department Chair has overall budget authority for their department and provides annual faculty evaluations for all members of the department. The department chair provides leadership for the department and establishes a collegial and collaborative working environment. This Department Chair works collaboratively with other Department Chairs and COM leadership to support the mission of the COM.

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 Dean on the strategic direction of the COM. The COM-CAC is responsible for continually recommending improvements in 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 Faculty Council chair is also an invited guest.

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 may be guided in its administrative and governance responsibilities by policies and procedures proposed by faculty committees as described below. Areas in which the COM-CAC may advise the Dean include, but are not limited to:

1. The appointment of Committee Chairs and faculty members nominated to serve on both standing and ad hoc faculty Committees;
2. Disposition of all recommendations and policies made by standing or ad hoc faculty committees;
3. Discussions about the COM's annual budget recommendations,
4. Changes to COM policies, procedures and the student catalog;



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5. The curriculum of the COM;
 6. Processes related to enrollment, admissions and other matters related to the student body;
 7. The facilities and technology needs of the COM;
 8. Relationships and partnerships between the COM, and external institutions;
- B.** Other matters that pertain to the educational, clinical, scholarly and research activities of the faculty and the COM. 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 a faculty committee is responsible for submitting such proposals to the Dean for the COM-CAC's consideration.
- D.** The CAC Executive Committee (CAC-EC) is the leadership of the COM-CAC composed of the Dean and all COM Associate and Assistant Deans. The CAC-EC may meet intermittently between COM-CAC meetings to discuss matters of a more urgent or confidential nature that would not be appropriate for the full COM-CAC.

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 faculty, adjunct faculty, and clinical preceptor faculty holding the rank of Professor, Associate Professor, Assistant Professor, or Instructor.
2. Voting Faculty. The Voting Faculty of the COM shall refer to all full-time faculty holding appointments at the rank of Professor, Associate Professor, Assistant Professor, or Instructor. It shall also include adjunct faculty, regardless of whether the appointment is full-time or part-time, so long as the adjunct faculty member holds an administrative or curricular leadership position, e.g. course director or co-director, clerkship director, etc. It shall not include, other adjunct faculty, or clinical preceptor faculty members. It shall not include any faculty member holding an administrative appointment at the level of Assistant Dean or higher. Each Voting Faculty member shall be entitled to one (1) vote.

B. Rights and Responsibilities of Faculty

1. The faculty shall advise the Dean and COM-CAC on matters directly related to



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the educational program including: admission requirements, curriculum, graduation requirements, other matters related to the education program which are the purview of faculty committees of the college, or matters as requested by the Dean. The faculty may make recommendations to the COM-CAC 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. The Voting Faculty shall meet, review and 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. Faculty Assembly

The Faculty Assembly is composed of all faculty, including voting and non-voting members.

The Faculty Assembly shall meet in open session at least once in the fall and once in the spring. Deans and Department Chairs are welcome to attend and may request to address the Faculty Assembly. As this is a “town-hall” type forum, a summary will be composed and shared with those not in attendance.

D. Faculty Council

The Faculty Council is an elected body composed of two faculty members elected from the Biomedical Education Department and two (2) faculty members elected from the combined Clinical Departments, plus a Faculty Council Chair elected by the entire Voting Faculty. Only members of the Voting Faculty, except department chairs are eligible to serve on the Faculty Council.

i. Responsibilities

The Faculty Council is a faculty organization that serves as a representative forum for faculty participation for the free exchange of ideas and concerns of all faculty, as defined by Section V.B- Rights and Responsibilities of the Faculty. The Faculty Council serves as a liaison between COM faculty and COM-CAC in such matters. The Faculty Council’s role is to:

1. Be familiar with the governance guidelines, policies, and procedures of the COM and of the University;
2. Deliberate on matters for the purpose of formulating recommendations;
3. Advise COM-CAC on faculty priorities and goals;



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4. Make suggestions and review proposed revisions of governing documents and policies submitted to it for review by the COM-CAC or Dean;
5. Share faculty suggestions, concerns, and responses to COM-CAC queries;
6. Act as a support representative for faculty in communications with leadership and in compliance with University policy;
7. Create working groups, as directed by the Dean, to explore specific issues resulting in recommendations back to the COM-CAC or Dean; and
8. Liaise with other CHSU faculty bodies as needed and as directed by the COM-CAC or Dean.

ii. *Composition and Terms*

The Faculty Council shall meet at least once in the fall and once in the spring with minutes available for review, and electronically stored similarly to other committee minutes. Faculty Council meeting sessions are open to Faculty Council members only.

The Faculty Council Chair will serve as a *ex-officio* member of the COM-CAC to facilitate information exchange and is responsible for organizing and facilitating the meetings of the Faculty Council and the Faculty Assembly.

All Faculty Council Members, including the Chair, shall be elected by the Voting Faculty. Faculty members shall serve two-year (2-year) terms, but the Chair shall be elected annually. Nominations shall be solicited in early May. Elections shall be anonymous, will be overseen by the COM Manager of Business Affairs and Administration (or designee), and completed by May 30. Only faculty present at the meeting will be eligible to vote. Terms will coincide with the academic year (July 1 – June 30). The faculty may recall a member by two-thirds majority vote. Special elections may be held to fill vacancies that arise during the year.

Notwithstanding the above, the Faculty Council is solely advisory to the COM-CAC with respect to matters governed by California State or US Federal law or by institutional or program-specific accreditation standards.

VI. SECTION 6: STANDING FACULTY COMMITTEES OF THE COM



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- i. The standing faculty Committees of the COM are listed below, including procedures for appointment, scope and function. Any member of the Voting Faculty may be appointed to these committees. Unless otherwise stated below, the Dean has discretion to change appointments, including replacement and removal, of members as the needs of the College require. Meeting attendance via phone or electronic conference system will be allowed in the event time or distance prohibits on-site attendance.

1. Curriculum Committee (“COM-CC”)

A. 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.

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

C. Structure



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- i. Meetings will be scheduled at least once monthly during the academic year.
- ii. 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.
- iii. A quorum will consist of at least 51% voting members in attendance.
- 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 Curriculum Committee 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-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. 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 Committee 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



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instruction.

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

2. COM Assessment and Outcomes Committee

A. Mission

The College of Osteopathic Medicine (COM) Assessment and Outcomes Committee (AOC) collaborates with students, faculty, staff, administrators, other College committees, CHSU Outcomes and Assessment Committee, and CHSU's Office of Institutional Assessment, Effectiveness, and Research as appropriate, to systematically review the College's progress towards the mission of the COM and CHSU.

B. Function

The COM-AOC assists with the evaluation of programmatic and student learning outcomes and providing recommendations to stakeholders regarding improvements and standardization in these areas. Activities of the COM-AOC include:

- i. Management of the assessment plan including collaborative development, implementation, monitoring, evaluation, and recommendations for improvement.
- ii. Collect data to support COM's mission, vision and goals have been achieved.
- iii. Development of reports regarding assessment activities, tools and strategies, student performance, outcomes achievement, and improvements to support stakeholder, college accreditation (Commission on Osteopathic College Accreditation), Bureau for Private and Post-Secondary Education (BPPE) and university accreditation (Western Association of Schools and College) including data driven changes and improvements at least annually.
- iv. Promotion of best practices in assessment.
- v. Development of assessment resources for the COM.
- vi. Other charges as assigned by the Dean.

C. Membership



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i. Appointment

The membership of the COM-AOC shall be appointed by the COM Dean with input from the COM-CAC. Membership shall be reviewed annually. The Chair of the COM-AOC will be appointed by the Dean of the COM. If a vacancy occurs, a replacement shall be appointed by the Dean of the COM.

ii. Membership

Membership shall consist of at least five (5) COM faculty, consisting of at least two (2) members from each of the Biomedical and Clinical Faculty. Student representation will include one (1) student per class. All members have equal voting privileges except students who have one (1) collective vote.

iii. Term Length

Appointed members shall serve for two (2) year staggered terms as determined by the Dean of the COM. Members may not serve more than two consecutive terms and must rotate off the committee at least 1-year before being reappointed to the committee. Student memberships are limited to 1-year terms.

Non-Voting, Ex-Officio membership may include staff from the Office of Academic Affairs and Assessment and the Director of Institutional Assessment, Effectiveness, and Research. Guests at this committee may include any of the Associate/Assistant Deans.

3. Faculty Development Committee (“FDC”)

A. Mission

The Faculty Development Committee encourages the professional development of COM faculty through leading, advancing and supporting collegial opportunities, strategies and initiatives that share the vision and values of CHSU and COM, promote faculty wellness and establish an inclusive intellectual climate that promotes faculty engagement and interaction within the COM.

B. Function

- i.* Plan and implement all faculty development activities including



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journal clubs, Panel discussions, new faculty orientation, mentoring programs, and workshops.

- ii. Make recommendations to the COM leadership on policies and procedures related to faculty development.
- iii. Liaise with committees across CHSU as needed to facilitate faculty development.
- iv. Survey faculty to ensure faculty development needs are being identified.
- v. Assess faculty development activities to ensure continuous quality improvement.
- vi. Liaise between faculty and administration to meet the faculty development needs.
- vii. Align faculty development activities with accreditation standards.
- viii. Provide a forum for promoting faculty academic and scholarly development activities.
- ix. Collaborate on developing, establishing, and maintaining faculty development activities (e.g. video conferences, workshops, and seminars) to enhance instructional, curricular, organizational, and leadership development.
- x. Facilitate sharing of faculty development resources internally and externally.
- xi. Establish and oversee Task Force Workgroups focused on addressing specific faculty development and wellness needs. The Task Force Workgroups can be composed of non-committee members with the approval of the Faculty Development Committee. The Faculty Development Committee needs to select a voting committee member to liaise between the Committee and the Task Force.

C. Membership

i. *Appointment*

The Chair of the Faculty Development Committee (FDC) shall be



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appointed by the Dean of the COM with input from the CAC. The members of the Faculty Development Committee shall be recommended by the FDC Chair to the Dean of the COM for approval and appointment. If vacancy occurs, a replacement shall be appointed by the Dean of the COM with input from the FDC Chair.

ii. Term Length

Members shall be appointed for staggered two (2) year terms and the Chair for one (1) academic year. Terms may be renewed by the Dean. The Chair must be a full-time faculty member.

iii. Membership

Membership shall consist of at least five (5) COM full-time or adjunct faculty members, including at least one representative from Clinical Faculty and one representative from Biomedical Faculty.

Non-voting, Ex-Officio memberships can be recommended by any voting committee member for committee approval.

D. Timetable

The Faculty Development Committee shall meet at least once each semester. Members should receive notification of the meeting at least five business days in advance. Ad-hoc meetings may be held as needed.



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E. Quorum

A quorum shall be defined as fifty-one percent (51%) of the voting membership.

F. Sessions

All full-time and adjunct faculty are welcome to attend the committee's meetings. As needed, the Committee may elect to close the meeting to non-members.

4. 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. Guests and students are not allowed at this committee's meetings.



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5. 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 Educational Skills Specialists and Clinical Psychologist may also be members of StARC. All members are appointed by the Dean in consultation with the COM-CAC. The Chair of the committee will be the Assistant/Associate 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. Guests may be invited periodically to this committee’s meetings.

6. COM Student Progress Committee (“COM-SPC”)

- a. The SPC’s purpose is to provide input on remediation strategies and programs for the college’s students. The SPC evaluates individual cases of student academia and/or professional deficiency in accordance with the college’s academic progression and remediation policies, to formulate a decision as to whether the student should be allowed to progress or be dismissed from the program due to their inability to meet minimum academic or professional standards.
- b. The SPC is composed of three year-specific subcommittees (Year 1, Year 2, and Years 3 and 4). These subcommittees are responsible for the oversight of the remediation plan of any student in that year who has experienced a failure of a required element/course/section for graduation or has otherwise failed to show adequate academic progress. The subcommittees shall consist of, at a minimum:
 - The Year-specific Curriculum Director;
 - A learning enhancement specialist;
 - A clinical psychologist;
 - Ad hoc faculty representative(s) who may serve as a faculty advisor;
 - Ex officio faculty advisors requested to be present for committee



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The Dean's appointee over the curriculum serves as the chair of the subcommittee and as such, is a voting member of the SPC. All voting members of the SPC are full time CHSU faculty with nonadjunct faculty appointments. SPC members are appointed by the Dean of the COM. The composition of the voting members of the SPC shall consist of, at a minimum:

- Subcommittee Chair, Year 1 of COM
- Subcommittee Chair, Year 2 of COM
- Subcommittee Chair, Years 3 and 4 of COM
- Biomedical science faculty member
- Clinical Science faculty member
- Clinical Science faculty member
- Biomedical Science faculty member
- Chairperson of the SPC

A quorum of committee members is required in order for the SPC to finalize any decision. A quorum is defined as having 5 members present. The chairperson of the SPC only votes in the event of a tie vote of those members present. The year specific subcommittee chair overseeing the remediation of an individual student needs to recuse themselves from voting on a student they are working with.

All voting members shall have one vote. The SPC shall meet as often as necessary, at least monthly, to conduct its business, as determined by the SPC chair.

The SPC shall have the right to consult with others if necessary prior to SPC meeting with the student.

c.



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7. Rank and Promotion (RAP) Committee

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

A. 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 one (1) meeting during the academic year to review the Rank and Promotion Policy.
- ii. A quorum will consist of at least 51% of voting members in attendance.



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- iii. 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.
- iv. 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 five (5) members appointed by the Dean, in consultation with the Chair of the committee, 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.

8. 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 interest of the COM. The GMEC will be chaired by the Associate Dean for GME. The Associate Dean for GME will report on findings and discussions from various stakeholders. 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 preceptor faculty from affiliated hospitals and community GME training programs. The GMEC will meet as often as needed to conduct its business.

VII. SECTION 7: CONSTRUCTION

- A.** Job Descriptions. Summaries of position descriptions and duties are not exhaustive. More detailed job descriptions of responsibilities are on file with the Office of Human Resources, as those job descriptions may change from time to time in CHSU COM's sole discretion. Nothing in the job duties described above limit CHSU COM's ability to change duties assigned to personnel
- B.** Compliance. Nothing in this policy will be interpreted, applied, or enforced in a manner inconsistent with applicable law, including but not limited to Section 7 of the National Labor Relations Act.

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- Policy Owner: COM Dean
 - Effective Date: 1/11/2018
 - Revised Date: 8/2/2021
 - Approval by Provost Date: vacant
 - Approval by President Date: 8/16/2021