



Academic Governance Guidelines of the Sam Houston State University College of Osteopathic Medicine

Approved September 14, 2023

Dean

The Dean of the College is administratively responsible for the conduct and quality of the medical education program and for ensuring the adequacy of faculty at the College of Osteopathic Medicine (College or COM). The Dean shall have full responsibility for all academic matters of the College with final decision-making authority on all such matters subject to the oversight of the Sam Houston State University (SHSU) Provost and President.

To assist the Dean in carrying out their responsibilities, the College shall establish and maintain academic committees, task forces, and councils as needed to advise the Dean on the full scope of academic matters that are essential to the successful operation of the College, and for the proper conceptualization, design and conduct of the academic programs of the College.

Organization of these Guidelines

These Guidelines establish the framework through which the academic program of the Sam Houston State University College of Osteopathic Medicine (SHSU-COM) is developed, overseen, carried out and advanced. In so doing, the Guidelines are intended to assure a meaningful, effective voice by the faculty in all aspects of the academic program while reserving to the Dean the authority to direct all aspects of the program once this voice has been heard and considered.

In the event of conflict between these guidelines and the Texas State University System (TSUS) Rules and Regulations, the latter shall govern.

Fundamental to the framework established herein is the concept that the various standing and *ad hoc* academic committees of the College have clear areas of responsibility with no gaps in faculty input on any matter of academic significance. All are interconnected to a central forum – the Academic Leadership Council (ALC) – that is representative of all aspects of the academic program of the College and brings to bear all key academic leaders into a single, overarching advisory body.

This framework is explicitly intended to assure that the Dean has the benefit of not only the views and opinions of committees covering different aspects of the College's academic program, but of a college-wide perspective on how all policies, processes, and standards work together toward the most effective fulfillment of the College's mission.

Student Doctors are represented on several committees and may be invited to participate in subcommittees and task forces. While there is not a seat on the ALC for a Student Doctor, the student voice is presented through regular meetings of the elected Student Government

representatives with the Dean, Associate/Assistant Deans, and Chair of the Faculty Assembly. When appropriate, student doctor concerns are discussed in the context of the committees or the ALC.

These Guidelines are organized into two (2) Parts as follows:

Part I: General Framework of SHSU-COM Academic Advisory Committees

Part II: Charters of Standing Committees and Faculty Association

Changes to the Academic Governance Guidelines

The SHSU-COM Academic Governance Guidelines will be reviewed and updated on an annual basis. Requests for modification of the Guidelines will be solicited in April of each year so that review and ratification by the ALC may be complete by May 1. This will allow time for the Senior Associate Dean for Educational Affairs to recommend committee members to the Dean by June 15. The Academic Guidelines may be revised throughout the year as needed.

Part I: General Framework of SHSU-COM Academic Advisory Committees

Each Standing Academic Committee of the College Shall Operate Under a Charter

The charter of each standing committee and council shall be as specified in these Academic Guidelines.

Among other things, committee charters set forth the scope of each committee's jurisdiction and membership. No academic policy shall be created, amended, or adopted that has not been recommended by the appropriate standing academic committee and the ALC as well as approved by the Dean as described below. The charter of each standing academic committee and council shall be as specified in Part II of these Academic Guidelines.

It is recognized that these Guidelines and the charters of committees may be modified from time to time as circumstances and needs warrant. However, no change in these Academic Guidelines shall be made without review and recommendation by the ALC and approval by the Dean.

Standing Committee and ALC Chairs

The chairs of all academic departments and standing academic committees of the College shall be members of the ALC which, in turn, shall be chaired by the Dean who shall be a non-voting member of the Council. The Dean may cast the deciding vote in the case of a tie.

Committee leadership is defined in the charter and the chair may be ex-officio, appointed, or elected. Where an elected chair is called for in its charter, a committee shall recommend to the Dean the person who shall serve as committee chair for the next academic year immediately following the first meeting of the academic year. Such recommendation shall be based on an affirmative majority vote of that committee. All proposed chairs must be approved by the Dean who shall act on committee chair recommendations no later than July 30 of each year. Elected committee chairs may serve for as many terms as each committee shall recommend and as approved by the Dean.

Once appointed, standing committee chairs shall hold a seat on the ALC during their respective terms as committee chair. No person shall simultaneously hold more than one committee chair, except in extraordinary cases, as determined by the Dean.

In carrying out their responsibilities, standing committee chairs shall provide a report of their respective committee's activities at each regularly scheduled meeting of the ALC and shall present any recommendations from their committee for review and approval by the ALC before consideration by the Dean.

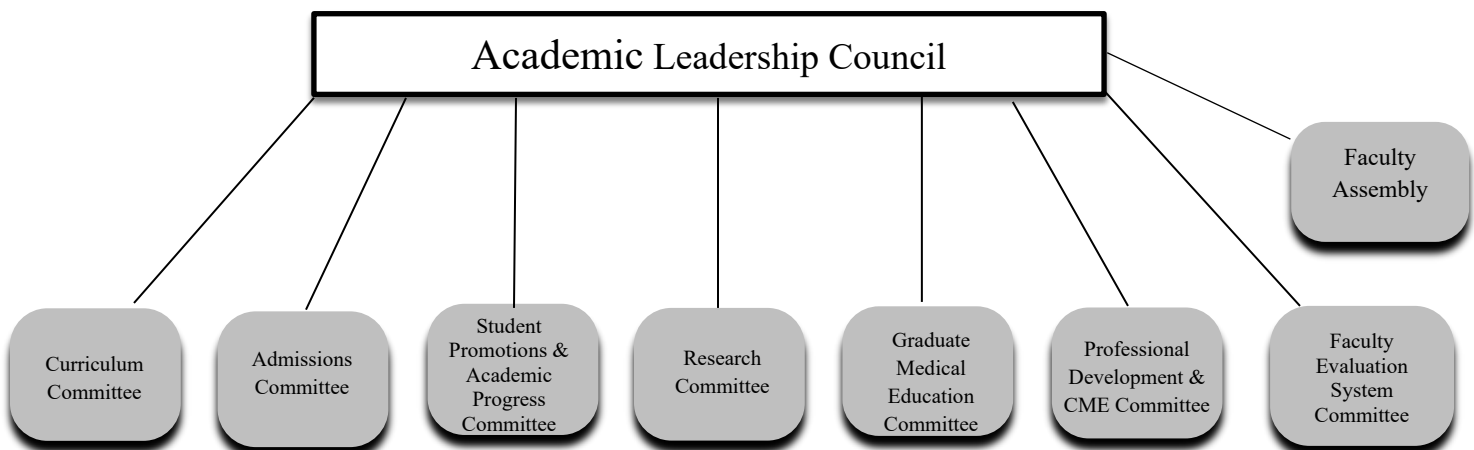
Standing Academic Committees and Faculty Association

There shall be seven (7) standing committees of the College. Collectively, the jurisdiction of these committees shall cover all aspects of the College's academic programs.

Additionally, in conformance with Commission of College Accreditation (COCA) Standard 7.7, there shall be a faculty association, called the Faculty Assembly, that shall serve as a forum for the free exchange of ideas and concerns of all faculty. The opinions expressed in this forum shall be presented to the ACL through the Chair of the Faculty Assembly who shall be a voting member of the ALC.

The standing committees and faculty/staff associations are:

- Admissions Committee (AC)
- Curriculum Committee (CC)
- Student Promotions and Academic Progress Committee (SPAP)
- Professional Development and CME Committee (PD & CME)
- Research Committee (RC)
- Graduate Medical Education Committee (GMEC)
- Faculty Evaluation System Committee (FESC)
- Faculty Assembly (FA)



These seven (7) standing committees and Faculty Assembly shall operate under the oversight of the ALC which shall serve as the steering group and overall cross-committee forum for the consideration of all academic matters.

Membership of Standing Committees and Membership Terms

The membership of each standing committee shall be determined in one (1) of the following ways as specified in the charter of each committee: appointment by the Dean, election of a student doctor by the student doctor body, selection of student doctor by the elected student leadership, or by virtue of an *ex-officio* role.

Members of standing committees who are appointed by the Dean shall serve one-year terms and may be re-appointed to subsequent terms, without limit, as determined by the Dean, unless otherwise noted in the committee's charter.

Elections of student doctors, when called for in the charter of a standing committee, shall be performed by the Student Council. Student doctor members elected by the student body to standing committees shall serve one-year terms unless otherwise stated in the committee charter.

All terms of service on committees shall conform to the academic year.

The Senior Associate Dean for Educational Affairs after gathering information from faculty, staff, and direct supervisors, shall propose to the Dean by June 15 of each year, a slate of faculty and staff candidates for committee membership (excluding student doctor and *ex-officio* members). The Dean shall act on these recommendations by June 30 of each year. Student doctor elections and appointments shall occur by September 30 of each year. The successful candidates must be approved by the Dean. Student doctor representatives will begin their service immediately after their election upon receiving Dean's approval. OMS-I student doctor representatives assume their roles on committees beginning in their second semester.

If a committee member who had been recommended by the Senior Associate Dean for Educational Affairs and appointed by the Dean resigns or becomes unavailable, the Dean shall either appoint a temporary replacement or request that the Senior Associate Dean for Educational Affairs provide a recommendation for a new committee assignment.

If the committee member who resigns or becomes unavailable is the chair of the committee, the committee shall, at its next meeting and under the direction of a temporary chair appointed by the Dean, elect a committee member to serve as chair for the remainder of the Academic Year.

Ex-officio members of all committees and the ALC shall serve for as long as they hold the appropriate position in the College.

Note: Service on the ALC, Faculty Assembly, or COM Committees is not a term, condition, or job duty of employment but is voluntary and characterized as service. There is no expectation of appointment or continued service. Each member serves at the pleasure and discretion of the Dean.

Size and Composition of the Academic Leadership Council

The Dean shall serve as the *ex-officio* Chair of the Academic Leadership Council.

The voting membership of the Academic Leadership Council shall be:

The Chairs of the seven Standing Committees.

The Chair of the Faculty Assembly

The Chairs of all Academic Departments

The Senior Associate Dean for Educational Affairs (*ex-officio*)

The Associate Dean for Research, Innovation, and Collaboration (*ex-officio*)

The Associate Dean of Osteopathic Integration (*ex-officio*)

The Assistant Dean of Clinical Affairs (*ex-officio*)

The Assistant Dean of Graduate Medical Education (*ex-officio*)

The COM Director of Operations (*ex-officio*)

Dean's Office Coordinator (non-voting staff)

- Note: If an individual holds an *ex-officio* position and chairs a committee, they would be counted once in the voting membership of the Academic Leadership Council and will carry a single vote.

Standing Committees and Academic Leadership Council Meetings

Standing committees shall meet as often as necessary and as specified in their Charters.

The ALC shall meet at least monthly.

Routine meetings of standing committees shall be scheduled at least two (2) weeks in advance with notice to all committee members and to the Office of the Dean. Additional meetings may be called only by a committee chair or the Dean. The chair of each standing committee shall distribute a written agenda at least three (3) days prior to each meeting which shall be sent to all committee members. Meetings of the SPAP Committee will be called by the chair when needed to address student doctor issues with at least 48-hours' notice to committee members and to student doctors who must appear before the committee.

Each committee meeting may be open to all SHSU-COM faculty and staff as appropriate and as determined by the committee chair with the exception of the SPAP Committee which must conduct its business in closed session.

The ALC is open to faculty members and staff, but the Dean may call for an executive session with only voting members when appropriate. Executive session is intended only for extremely sensitive or exceptional circumstances. The Provost of the University and/or designee from the Provost's Office has a standing invitation to attend.

Each Committee shall have a qualified secretary who shall prepare the minutes of all meetings which must be approved by a majority vote of a quorum present to be considered final. Approved minutes will be uploaded to the shared drive and saved to the appropriate committee folder. The Dean's Office Coordinator shall serve as Secretary to assist the Dean for ALC meeting notification and agenda packet preparation purposes. All minutes of committees and the ALC shall be made reasonably available for review by all faculty members and the provost with the exception of the SPAP Committee minutes which will be

accessible only to the committee members and the Dean.

For the ALC, any discussion in executive session or concerning sensitive issues that are not appropriate for public release will be documented in separate minutes available to committee members, the provost, and accrediting bodies when requested.

Quorum and Voting Required for Action

All standing committees as well as the ALC shall require a quorum of members to be present to conduct the business of the committee or to make a recommendation to the Dean on a matter before the committee. A quorum shall consist of a majority of voting members for standing committees and two thirds of the ALC.

No recommendation of a committee shall be forwarded through a committee chair to the ALC that does not receive at least a majority vote in committee with a quorum of members present. The vote required in the ALC to forward a recommendation to the Dean for final approval shall be at least a majority affirmative votes with a quorum of members present.

Ad-hoc Committees, Task Forces, Councils, Panels, and Sub-committees

Additional deliberative bodies exist within the COM that do not hold voting seats on the ALC but are called to meet regularly or as needed for specific purposes. These include, but are not limited to the following:

Dean's Council
Academic Review Panel
Awards and Scholarship Committee
Graduation Task Force
Department Promotion and Tenure Committees
Appeals Committee
Staff Assembly

If recommended by a majority vote, these bodies may submit proposals to the ALC for consideration. The dean may request that the chair or representative from these bodies present to the ALC, and the chairs may request time on the ALC agenda subject to Dean approval. The chair or representative from these bodies do not have a vote on the ALC unless they are already a recognized voting member of the ALC.

The Dean may, from time to time, appoint the members and chair of other ad hoc committees or a task force to consider a specific matter for which special knowledge may be necessary and which involves a subject matter that spans more than the scope of one standing committee. The chair or representative from a task force as charged by the dean may be asked to attend the ALC to present and discuss information related to their charge. Tasks forces may submit proposals to the ALC within the scope of their charge.

Likewise, standing committees may appoint sub-committees to consider subject matters within the scope of the committee's jurisdiction in carrying out the responsibilities called for in their Charter. Such sub-committees shall be appointed by the Committee Chair after considering the opinion of committee members. Sub-committees submit their findings or proposals to the committee under which they are formed. The full committee must vote in

the majority to recommend that a proposal advance to the ALC.

The members of an *ad hoc* committee, sub-committee, or task force may include external subject matter experts. In appointing the membership, the Dean or committee chair shall establish the specific charge of each *ad hoc* committee, task force, or sub-committee. In the case of subject matters that span one or more committees, the Dean may require the *ad hoc* committee, sub-committee, or task force to coordinate with one or more standing committees.

Any standing committee chair of the ALC may propose to the Dean the formation of an *ad hoc* committee or task force if he or she believes the subject matter involved may span one or more committees. Once charged by the Dean, an *ad hoc* committee or task force shall report its recommendation(s) directly to the ALC, which, upon considering such recommendation(s), may choose to remand such recommendation to one or more standing committees for further consideration before taking action.

In the case of sub-committees, the chair of each standing committee shall establish the charge of any sub-committee.

Conduct of Committee Meetings

All standing committees and the ALC shall conduct committee meetings in accordance with the most current version of *Robert's Rules of Order*. The College shall offer training to new committee chairs on these rules.

Process for Carrying Out Standing Committee Advisory Roles

All committees and task forces established under these Guidelines - whether standing or *ad hoc* - shall serve in an advisory capacity to the Dean. No committee shall have final decision-making authority which is vested in the Dean, except as follows:

- The SPAP committee is authorized to execute their decisions in matters of student doctor academic failures or professionalism issues. The student doctor retains the right to appeal to the Dean.
- Any university level committee or office which holds jurisdiction over the College of Osteopathic Medicine or whose decisions supersede any decisions made at the college level.

It is recognized that many academic matters that are considered by the standing committees have non-academic, financial, legal, and other implications for the institution. Before any committee resolution is forwarded to the ALC, the Committee Chair must consult with any applicable administrative office (i.e., Finance and Operations, Human Resources, Financial Aid, Registrar, Facilities, etc.). The recommendations and/or comments made by these offices will be included in the proposal to the ALC. If such considerations have not been completed, the ALC shall remand the matter back to the committee with a request for additional information before the issue can be acted on.

All recommendations made by each standing committee shall be reported to and discussed at the ALC before being recommended to and acted upon by the Dean.

All committee recommendations that are considered by the ALC must first be duly passed by the committee of jurisdiction pursuant to the vote requirement specified above. Proposals may be brought before the ALC directly if there is no clear committee of jurisdiction. In these cases, the Council may vote on the proposal or refer to one or more committees for review.

Proposals brought to the ALC by majority vote of a standing committee do not require a motion or a second by the ALC to be introduced for discussion. The committee recommendation serves as the motion and second. Any proposals brought to the ALC that were not previously reviewed by a standing committee would require a motion and second by voting members of the ALC.

If the ALC does not approve a recommendation forwarded to it by a standing committee, the motion is denied, and the matter will not progress further. The ALC may, by majority vote, remand the matter back to the committee and/or additional committees for further consideration with an explanation as to why the recommendation was not approved. In this case, the matter may be brought back to the ALC once revised and approved by the committee(s).

If the Dean does not approve a recommendation from the ALC, the Dean shall state the reasons for this rejection to the members of the ALC. If deemed necessary, the Dean may remand the matter back to the committee and/or additional committees for further consideration. In this case, the matter may be brought back to the ALC once revised and approved by the committee(s).

The ALC shall advise the Dean on any proposed changes to the Charters of Standing Committees including the scope of their jurisdiction and/or delegated authority. Once recommendations made by standing committees are approved by the ALC and are adopted by the Dean, they shall become binding on the academic faculty and supporting staff of the College.

As appropriate, adopted policies will be published in the appropriate venues and uploaded to the designated share drive. Each committee of jurisdiction shall be responsible, through its chair, to see that prompt and accurate publication of such approved recommendation occurs. An adopted policy that did not originate from a committee may be published by the Dean's Office.

New and amended policies will be reviewed by the dean's office to ensure consistency, reduce redundancy, and identify areas of conflict and compliance within all organizational policies. If any concerns are noted by the dean's office, the policy will be referred to the ALC for review and revision.

The Dean shall not recommend, adopt, or cause any academic policy to be promulgated that has not been first reviewed and discussed by the ALC except as necessitated by an emergent or urgent issue.

The Dean may reject a recommendation of the ALC if they believe such recommendation is contrary to accreditation standards, University or System policy, applicable law, reasonable moral or ethical considerations or will lead to exceeding the budget approved by the University or will be damaging to the reputation and best interests of the College.

The ALC does not have jurisdiction over hiring, payroll, legal, human resources, and/or business matters of the COM. The ALC may vote on motions to recommend changes outside of their jurisdiction, but these motions are not binding upon either the Dean or the University.

Any policy decision ratified by the ALC and the Dean is subject to approval of the Office of the Provost, the Office of the President, and the Texas State University System administration and Board of Regents.

In the event of conflict between a COM policy and a University policy, the latter shall govern.

Part II: Charters of Standing Committees and Faculty Association

Academic Leadership Council

Charter/Purpose	The Academic Leadership Council (ALC) shall be the central advisory body of the College whose role shall be to foster, support, and maintain excellence in all aspects of the academic program of the College. In so doing, it shall function as the College's senior most advisory body to the Dean on all aspects of the design, articulation and execution of academic policies and programs of the College.			
Authority/Scope:	The ALC shall review and advise the Dean on all policies, procedures, programs, and standards that are proposed by standing or <i>ad hoc</i> committees. The ALC shall also have the authority, by majority vote, to direct one or more committees to address certain topics, issues or policies that it or the Dean believes must be addressed. No academic policy shall be adopted by the Dean without first being recommended by the ALC except in the case of an emergency as determined by the Dean.			
Membership:	Academic Leadership Council	Placement	Status	Position
	Dean	<i>Ex-Officio</i>	Non-Voting	Chair
	Senior Associate Dean for Educational Affairs	<i>Ex-Officio</i>	Voting	Member
	Assistant Dean of Clinical Affairs	<i>Ex-Officio</i>	Voting	Member
	Associate Dean for Research, Innovation, & Collaboration	<i>Ex-Officio</i>	Voting	Member
	Assistant Dean for Graduate Medical Education	<i>Ex-Officio</i>	Voting	Member
	Associate Dean of Osteopathic Integration	<i>Ex-Officio</i>	Voting	Member
	Department Chair – Primary Care & Clinical Medicine	<i>Ex-Officio</i>	Voting	Member
	Department Chair – Clinical Anatomy	<i>Ex-Officio</i>	Voting	Member
	Department Chair – Physiology & Pharmacology	<i>Ex-Officio</i>	Voting	Member
	Department Chair – Molecular & Cellular Biology	<i>Ex-Officio</i>	Voting	Member
	Chair – Faculty Assembly	Elected	Voting	Member
	Committee Chair – Curriculum	Appointed	Voting	Member
	Committee Chair – Research	Appointed	Voting	Member
	Committee Chair – Admissions	Elected	Voting	Member
	Committee Chair – Professional Development & CME	Appointed	Voting	Member
	Committee Chair – Student Promotions/Academic Progress	Elected	Voting	Member
	Committee Chair – Graduate Medical Education	Appointed	Voting	Member
	Committee Chair – Faculty Evaluation System Committee	Appointed	Voting	Member
	COM Director of Operations	<i>Ex-Officio</i>	Voting	Member
	Dean's Office Coordinator	<i>Ex-Officio</i>	Non-Voting	Staff
	Note: In the event that an individual holds an <i>ex-officio</i> position and also chairs a committee, they would be counted once in the voting membership of the ALC and will carry a single vote.			
Leadership:	The ALC will be chaired by the Dean who will be non-voting except in cases of a tie vote. The Dean may delegate responsibilities for chairing meetings of the Council in their absence.			
Term of Appointment:	Committee members who serve in an <i>ex-officio</i> status shall remain committee members for as long as they remain in their organizational roles. Representatives from each standing committee will be appointed or elected based on that committee's charter.			
Frequency of Meeting:	The ALC will generally meet every two (2) weeks, but no less than monthly. The Dean may call additional meetings of the council as needed.			

Admissions Committee

Charter/Purpose	<p>The Admissions Committee (AC) advises the Dean and the faculty on matters related to admissions and enrollment management at SHSU-COM. COM Enrollment Services is responsible for the selection of qualified applicants for interviews, including the scheduling and interview process. The AC reviews each applicant and make recommendations for acceptance. The committee shall apply admission policies, procedures, and standards, recommend changes when necessary to the Dean, assist COM Enrollment Services in the development and implementation of an effective recruitment strategy, and make recommendations for the improvement of programs and services which impact student recruitment and retention.</p> <p>In carrying out these purposes, the AC may establish one or more subcommittees to consider and oversee the implementation of specific aspects of its charter. However, the committee is responsible for ensuring that all aspects of admissions policies and procedures are carried out as an integrated, coordinated whole.</p>			
Authority/Scope:	<p>In carrying out its purpose, the AC is responsible for administering policies approved by the Dean that will assure the College will select student doctors:</p> <ol style="list-style-type: none"> 1. Who meet all the required academic, personal, and technical standards for admission and who will further the mission of the College; 2. Who hold promise for success in their medical studies as well as exhibit personal attributes and experiences that are likely to lead to becoming a skilled and empathetic physician with a high degree of professionalism and caring with strong communication skills and interpersonal skills. 3. Without bias regarding race, ethnicity, color, sex, sexual orientation, gender, gender identity, religion, national origin, age, veteran's status, or disabilities, or any other class protected by applicable law; 4. Who meet increasingly refined and updated qualifications based on continuous review of outcome data on prior admissions. <p>To accomplish these goals, the committee shall:</p> <ul style="list-style-type: none"> • Review screening data and the holistic review process for granting SHSU-COM interviews (on an annual basis). • Review and set admission priorities for granting and prioritizing SHSU-COM interviews on an annual basis. • Review and set accepted students offer order and waitlist prioritization (on an annual basis) • Ensure full confidentiality of each applicant brought forward to the admissions committee. • Review requests for transfer of student doctors to SHSU-COM and present recommendations to the Dean. Review transfer policies annually and recommend revisions if needed. • Ensure all admission committee recommendations are presented to the Dean for final approval. • Periodically review aggregate student performance and graduate outcome data to assure that admission processes and criteria continue to select students who will succeed in the curriculum as physicians, and who will further the mission of the College. 			
Membership:	Admissions Committee	Placement	Status	Position
	Associate Dean for Research, Innovation & Collaboration	<i>Ex-Officio</i>	Voting	Member
	Biomedical Sciences Faculty: Clinical Anatomy	Nominated/Appointed	Voting	Member
	Biomedical Sciences Faculty: Clinical Anatomy	Nominated/Appointed	Voting	Member
	Biomedical Sciences Faculty: Molecular/Cell Biology	Nominated/Appointed	Voting	Member
	Biomedical Sciences Faculty: Molecular/Cell Biology	Nominated/Appointed	Voting	Member
	Biomedical Sciences Faculty Physiology/Pharmacology	Nominated/Appointed	Voting	Member
	Biomedical Sciences Faculty Physiology/Pharmacology	Nominated/Appointed	Voting	Member
	DO Faculty (must have at least one DO)	Nominated/Appointed	Voting	Member
	DO/MD or Clinical Faculty	Nominated/Appointed	Voting	Member
	DO/MD or Clinical Faculty	Nominated/Appointed	Voting	Member

	DO/MD or Clinical Faculty	Nominated/Appointed	Voting	Member
	COM Staff	Nominated/Appointed	Voting	Member
	COM Staff	Nominated/Appointed	Voting	Member
	COM Staff	Nominated/Appointed	Voting	Member
	COM Staff	Nominated/Appointed	Voting	Member
	COM Staff	Nominated/Appointed	Voting	Member
	University-wide services Staff	Nominated/Appointed	Voting	Member
	University-wide services Staff	Nominated/Appointed	Voting	Member
	Student Doctor (and Alternate)	Elected	Voting	Member
	Director of Enrollment Services	<i>Ex-Officio</i>	Non-Voting	Member
	Associate Director of Admissions	<i>Ex-Officio</i>	Non-Voting	Member
	Administrative Support Staff	<i>Ex-Officio</i>	Non-Voting	Staff
	Responsibilities: Faculty and Staff Members – (1) Conduct thorough review of assigned candidate files (should include reading all application materials, interview comments, and making a recommendation to the committee for admission status); (2) Review of consensus reports; (3) Assist the Chair to carry out the committee charge, including all elements of the authority and scope. Director of Enrollment Services, Assistant Director of Admissions, and Administrative Associate – (1) Provide all committee staff support for committee Chair, including meeting agenda and minutes; (2) Assign to faculty members candidate files for review; (3) Maintain and manage acceptance order list, waitlist, and communication with candidates.			
Leadership:	<p>The AC leadership will consist of a Chair and a Vice-Chair elected by the committee from among the faculty and staff members. At the end of each academic year, a new election will be held within the committee to elect a new Chair and Vice-Chair. The Chair is a non-voting member except when breaking a tie vote.</p> <p>Leadership Responsibilities:</p> <p>Chair – (1) Runs all committee meetings according to appropriate orders of rule and set times and dates for meetings; (2) Coordinates meeting agendas, minutes, and committee reports with the Associate Director of Admissions; (3) Presents committee reports biweekly to the ALC and SHSU-COM Dean; (4) Conducts end-of-cycle committee review and provide recommendations for any changes to the committee charge or function.</p> <p>Vice-Chair – (1) Assists the chair with their responsibilities; (2) Assumes the chair role in the absence of the chair.</p>			
Term of Appointment:	<p>Members appointed by the Dean shall serve for a three-(3) year term. Faculty and staff appointments shall be staggered, causing a rotation in the representation on the committee to assure continuity in the knowledge and experience of faculty and staff representatives on the committee. Those on the committee who serve in an <i>ex-officio</i> capacity shall remain on the committee for as long as they hold their respective organizational roles.</p>			
Frequency of Meeting:	<p>The committee shall meet at the start of the academic year and continue with weekly (or as needed) meetings throughout the academic year during the active interview cycle to review applicants. The Chair will schedule and convene additional meetings if necessary.</p>			

Curriculum Committee Guidelines (Policy)

Charter/Purpose	The Curriculum Committee (CC) oversees the education program of SHSU-COM as a whole, including the overall design, integration, evaluation, and implementation of a coherent and coordinated curriculum. The CC defines programmatic goals, reviews course objectives, reviews and recommends educational requirements and curricular content, recommends faculty to serve as Course Directors, reviews feedback and recommendations, and utilizes outcomes data, feedback, and recommendations to improve the curriculum.			
	The SHSU-COM CC has oversight of the undergraduate medical education program of the College and recommends policy and procedures to the ALC and the Dean for final approval. The CC is a body that exercises collective responsibility for the education program, and has responsibility for the management, evaluation, and enhancement of the curriculum. The CC monitors all aspects of the curriculum, informs the ALC of changes to the educational program, and monitors and ensures fulfillment of the quality of educational programs.			
Authority/Scope:	1. Review and recommend changes related to curriculum that reflect current medical knowledge and practice and are consistent with COCA standards.			
	2. Advise the Curriculum Administrative Team (Director of Curriculum, Phase I and II Curriculum Leads) on establishing a logical sequencing of the curriculum and curricular content, curriculum mapping, that is coordinated and integrated within and across the academic periods of study.			
	3. On an annual basis, review and evaluate the faculty and course evaluation survey questionnaires sent to the student doctors and make recommendations to Educational Affairs for procedural changes concerning course and faculty evaluations.			
	4. Annually review aggregate and individual course performance and evaluation data. Make recommendations for subsequent action when necessary, and monitor the action taken.			
	5. Review and approve all syllabi. Ensure that the syllabus for each course adheres to the preapproved template and includes clearly defined learning objectives and the methods and criteria used for evaluation.			
	6. Ensure that each course includes session objectives, activities, and assessments aligned to clear course learning objectives that support SHSU-COM's Programmatic Level Educational Objectives.			
	7. Review, evaluate, and approve proposals for new or revised courses and programs to be offered by SHSU-COM.			
	8. Prepare, approve, and file meeting notes and minutes using standard accepted format and post them to the Committee's site on the SHSU-COM share drive.			
Membership:	Admissions Committee	Placement	Status	Position
	Associate Dean for Osteopathic Integration	<i>Ex-officio</i>	Voting	Chair
	Department Chair - Anatomy	<i>Ex-officio</i>	Voting	Member
	Department Chair – Biomedical Science	<i>Ex-officio</i>	Voting	Member
	Department Chair – Primary Care and Clinical Med.	<i>Ex-officio</i>	Voting	Member
	Biomedical Sciences Faculty – Phys/Pharm	Nominated/Appointed	Voting	Member
	Biomedical Sciences Faculty – Molecular/Cell	Nominated/Appointed	Voting	Member
	DO/MD or Clinical Faculty	Nominated/Appointed	Voting	Member
	DO/MD or Clinical Faculty	Nominated/Appointed	Voting	Member
	Director of Curriculum	<i>Ex-officio</i>	Voting	Member
	Phase I Lead	<i>Ex-officio</i>	Voting	Member
	Phase II Lead	<i>Ex-officio</i>	Voting	Member
	OMS-I Student Doctor (and alternate)	Elected	1 Vote	Member
	OMS-II Student Doctor (and alternate)	Elected	1 Vote	Member
	OMS-III Student Doctor (and alternate)	Elected	1 Vote	Member

	OMS-IV Student Doctor (and alternate)	Elected	1 Vote	Member
	Educational Program Coordinator	<i>Ex-officio</i>	Non-voting	Staff
	Director of Program Support and Resources	<i>Ex-officio</i>	Non-voting	Staff
	Senior Associate Dean of Educational Affairs	<i>Ex-officio</i>	Non-voting	Staff
Note: The clinical faculty appointments must include at least one (1) member who is a Course or Clerkship Director of 3rd or 4th year clinical rotations. The selection of the administrative staff to this role will be determined by the committee and approved by the Dean.				
Leadership:	The Associate Dean of Osteopathic Integration will serve as Chair of the committee. The Vice-Chair will be elected from the membership. Nominations will be collected from all eligible committee members a month before the academic year ends. Self-nominations are accepted.			
Term of Appointment:	Faculty and Staff appointments will be three (3) years in length on a rotating basis such that no more than two (2) members are replaced each year. It must be considered that COCA requires that faculty appointments represent pre-clinical (years 1 and 2) and clinical education (years 3 and 4). Student terms will be limited to one (1) year. Each class will have one (1) vote by a primary member and an alternate who can vote in the member's absence.			
Frequency of Meeting:	Monthly meetings will be held during the academic year, with additional meetings scheduled, as necessary.			
Working Groups (Subcommittees):	<p>Purpose and Reporting Structure: In addition to ad hoc sub-committees the CC shall establish standing Working Groups to research and address specific issues and concerns as assigned by the Chair. When feasible, each Working Group will consist of 4-6 members, including a Group Lead and Group Co-Lead, who must be selected from the curriculum committee membership. The Group Lead/Co-Lead will be responsible for organizing the Working Group's activities, record keeping, and reporting back to the full committee and committee leadership. Working Groups may, with the approval of the Chair/Vice-Chair and supervisor(s), recruit additional curriculum committee members and/or non-curriculum committee faculty/staff to provide expertise and support. Quorum for each working Group shall consist of three (3) members, including either the Group Lead or Co-Lead.</p> <p>Preliminary Descriptions, Scopes, and Membership of Standing Working Groups:</p> <p><u>Clinical Rotation Directors Working Group:</u> Research and address issues and concerns related to OMS-3 and OMS-4 rotations and curriculum, including reviewing proposals for new or revised courses and electives and approval of OMS-3 and OMS-4 course syllabi. <i>Membership: The Working Group shall include the Phase II Leader, OMS-3, and OMS-4 Clerkship Directors, and may include faculty and staff members not currently serving on the curriculum committee.</i></p> <p><u>Mapping Working Group:</u> Research and address issues and concerns related to the curriculum map, including identifying gaps and unintentional overlap across SHSU-COM's preclinical curriculum. The Mapping Working Group shall also make recommendations for improved integration of biomedical and clinical content. <i>Membership: The Working Group shall include the Director of Curriculum, CC Vice-Chair, Director of Assessment, Evaluation, and Accreditation, Phase I and II Curriculum Leaders, and interested biomedical and clinical faculty who are members of the CC. Expertise from Educational Affairs Program Support and Resources staff shall be requested as needed.</i></p> <p><u>Assessment Working Group:</u> Research and address issues and concerns related to assessment methodology, assessment performance, and learner outcomes across SHSU-COM's preclinical curriculum, including evaluation of the efficacy of SHSU-COM's curriculum and assessments in preparing Student Doctors for success on COMLEX-USA Level 1 and clinical rotations.</p>			

	<p><i>Membership: The Working Group shall include the Director of Assessment, Evaluation, and Accreditation, Curriculum Administrative Team, and interested biomedical and clinical faculty who are members of the CC.</i></p> <p><u>Pre-clerkship Working Group:</u> Research and address issues and concerns related to OMS-1 and OMS-2 curriculum, including reviewing proposals for new or revised courses and electives and recommendations for introduction/evaluation of new teaching methodologies.</p> <p><i>Membership: The Working Group shall include the CC Chair, Phase I Curriculum Lead, and interested biomedical and clinical faculty who are members of the CC.</i></p> <p><u>Course/Clerkship Director Working Group:</u> Review and discuss a list including primary and secondary course/clerkship director nominations from the Chairs and vote to recommend course and clerkship directors to the CC for upcoming courses and clerkships.</p> <p><i>Membership: The Working Group shall include the Biomedical Science and Clinical Chairs, the Curriculum Director, the Phase I Curriculum Leader, the Phase II Curriculum Leader and either the CC Chair or a members appointed by the chair.</i></p>
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Student Promotions and Academic Progress Committee

Charter/Purpose	The Student Promotions and Academic Progress Committee (SPAP) evaluates osteopathic medical students' academic performance and their suitability to undertake the practice of medicine. This committee makes recommendations to the Dean regarding matters of continued matriculation, promotion, retention, and graduation. The committee's competency evaluation for all osteopathic medical students includes professionalism and ethics. The committee may, at its discretion, consider prior disciplinary actions in its deliberations but shall not engage in disciplinary hearings. The actions of the committee shall be in accordance with guidelines that shall be approved by the ALC. The proceedings and decisions of the SPAP are privileged information. SPAP members may not discuss cases or the outcome with anyone outside the SPAP, except as required by law. The Chair of the SPAP will report to the ALC on the activities of the committee without discussing specific cases. The committee will review standards, policy, procedures, and guidelines concerning student promotions and academic progress and proposed recommendations to the ALC.			
Authority/Scope:	1. The SPAP Committee may meet at the end of any course in which a student doctor has earned a failing course grade, a delay in a student doctor's academic progress is identified, or when deemed necessary. The SPAP Committee chair may also call a meeting of the SPAP Committee in cases where the academic progress of a student doctor is affected by a leave of absence or other factors.			
	2. The SPAP Committee is responsible for the review of situations in which students are involved in academic misconduct (i.e., cheating or plagiarism) or unprofessional behavior.			
	3. In so doing, the committee shall confidentially conduct inquiries of individual cases, and adjudicate an appropriate action plan. This decision will be communicated to the student doctor in accordance with current policies. The student doctor may follow published procedure to appeal the decision to the Dean.			
	4. The committee has developed the procedures for academic and non-academic discipline and the way cases are reviewed and decided. Once approved by the Dean, the committee assures that these procedures are published and included in the Student Handbook.			
	5. While carrying out its review and assessment activities, the committee may make recommendations to the Dean on any aspect of the academic and professional standards themselves and suggest modifications to these published standards and in the Student/Employee Handbook.			
	6. Given the scope and distinct elements of the committee's role, the committee chair, with the approval of the Dean, may establish one or more sub-committees or task forces to focus on the different elements of its charge. However, it is the clear intent of the committee's charter that the elements of assessment, and discipline/remediation be viewed and undertaken by the committee as interdependent elements of a unified whole toward fulfillment of the purpose articulated in its charter.			
	7. Following each meeting, any committee decisions that affect a student doctor's academic standing will be communicated to the Dean and the Registrar.			
Membership:	Professional & Academic Review Committee	Placement	Status	Position
	Assistant Dean for Clinical Affairs	<i>Ex-Officio</i>	Voting	Member
	Assistant Dean for Graduate Medical Education	<i>Ex-Officio</i>	Voting	Member
	Biomedical Science faculty	Nominated/Appointed	Voting	Member
	Biomedical Sciences faculty	Nominated/Appointed	Voting	Member
	Biomedical Sciences faculty	Nominated/Appointed	Voting	Member
	Clinical faculty	Nominated/Appointed	Voting	Member
	Clinical faculty	Nominated/Appointed	Voting	Member
	Clinical faculty	Nominated/Appointed	Voting	Member
	Director of Enrollment Services	<i>Ex-Officio</i>	Non-Voting	Staff
	COM Registrar	<i>Ex-Officio</i>	Non-Voting	Staff
	COM Financial Aid Staff	<i>Ex-Officio</i>	Non-Voting	Staff

	Student Affairs Staff	<i>Ex-Officio</i>	Non-Voting	Staff
	Educational Program Coordinator	<i>Ex-Officio</i>	Non-Voting	Staff
Leadership:	The chair of the committee is elected from the committee membership and shall be non-voting except in cases of breaking a tie vote.			
Term of Appointment:	Committee members who serve in an <i>ex-officio</i> status shall remain committee members for as long as they remain in their organizational roles. Faculty and staff members approved by the Dean may serve for two (2) consecutive academic years and shall be appointed in a manner that causes overlapping terms in order to assure continuity in experience and knowledge of committee policies, processes and procedures.			
Frequency of Meeting:	The chair will call meetings as needed to address professional or academic issues for student doctors. The committee will also convene at least annually to review and revise policies and procedures.			

Research Committee

Charter/Purpose	The Office of Research, Innovation and Collaboration and the Research Committee (RC) oversee research and scholarship activities of the College and foster a culture of research and scholarly endeavor that will contribute to the advancement of knowledge in the fields of biomedical sciences, medical education, clinical medicine, and osteopathic principles and practice.
	The RC advises the Dean on matters related to the research enterprise. This advisement shall include Identification and consideration of research areas for development, especially with regard to the establishment of interdisciplinary and professional development programs; Identification of facilities and equipment needed for replacement and development; Administration and monitoring of grant assistance programs; Development, management, and oversight of research lectures/retreats; and Identification and screening of nominees for awards when SHSU-COM is limited in the number of nominees allowed. This committee also makes recommendations to the Dean regarding all procedures germane to the conduct of research by faculty, staff, and students of the College. Such procedures shall include but not be limited to the equitable use of facilities controlled by the College, distribution of intramural funds to support new and continuing projects, establishment and maintenance of student research initiatives, and all other matters that may be referred to the committee by the Dean. The RC shall not be responsible for the activities of the Institutional Review Board (IRB) but shall support the IRB as requested.
Authority/Scope:	The RC shall have the responsibility for making recommendations to the ALC regarding all procedures applicable to the conduct of research by faculty, staff, and students at the college. Such procedures shall include, but not be limited to, the equitable use of facilities controlled by the college, approval of funds to support new and continuing research projects, establishment and maintenance of student research initiatives, and all other research related matters that may be referred to the committee by the Dean.
	In carrying out its responsibilities, the RC shall:
	1. Support the development of a culture of documentable research within the academic departments that will contribute to the advancement of knowledge in the fields of the biomedical sciences, medical education, clinical medicine, and osteopathic principles and practice.
	2. Foster a culture of support for student doctor research, dissemination of new knowledge, and professional networking.
	3. Review, and provide recommendations for improvements to, all research projects proposed by SHSU-COM faculty and student doctors that are not otherwise already approved by an appropriate and reputable oversight body.
	4. Review, and recommend referral of, research activities involving human subjects to an appropriate IRB for approval prior to the commencement of the research.
	5. Review, and recommend referral of, research projects involving biohazardous materials and biological agents to an appropriate Institutional Biosafety Committee for approval prior to the commencement of the research.
	6. Develop and recommend incentive programs and policies to the Dean and regularly communicate such information to faculty and staff.
	7. Review all internal College grant proposals.
	8. Provide guidance and feedback to faculty and student doctors on research projects and proposals.
	9. Assist the Department of Research in coordinating Annual Research Day activities and Research Seminar series.
	10. Prepare, approve and file meeting notes/minutes using standard accepted format and post them to the Committee's site on the SHSU-COM shared drive.

Membership:	Research Committee	Placement	Status	Position
	Associate Dean for Research, Innovation, and Collaboration	Ex-Officio	Non-Voting	Chair
	Director of Research	Ex-Officio	Voting	Member
	Librarian	Ex-Officio	Voting	Member
	Director of Program Development	Ex-Officio	Voting	Member
	Laboratory Manager	Ex-Officio	Voting	Member
	Biomedical Sciences Faculty	Nominated/Appointed	Voting	Member
	Biomedical Sciences Faculty	Nominated/Appointed	Voting	Member
	Biomedical Sciences Faculty	Nominated/Appointed	Voting	Member
	Biomedical Sciences Faculty	Nominated/Appointed	Voting	Member
	Biomedical Sciences Faculty	Nominated/Appointed	Voting	Member
	Biomedical Sciences Faculty	Nominated/Appointed	Voting	Member
	Clinical Faculty	Nominated/Appointed	Voting	Member
	Clinical Faculty	Nominated/Appointed	Voting	Member
	Clinical Faculty	Nominated/Appointed	Voting	Member
	COM Staff	Nominated/Appointed	Voting	Member
	OMS-I Student Doctor	Elected	Non-Voting	Member
	OMS-II Student Doctor	Elected	Non-Voting	Member
	OMS-III Student Doctor	Elected	Non-Voting	Member
	OMS-IV Student Doctor	Elected	Non-Voting	Member
	Administrative Support	Appointed	Non-Voting	Staff
Leadership:	The Chair of the RC is the Associate Dean for Research, Innovation, and Collaboration. A Vice-Chair may be elected from among the appointed faculty members by majority vote of the committee. The Vice-Chair will perform the duties of the chair in their absence. The Vice-chair is a voting member unless presiding in the Chair’s absence. Student doctor members of the committee may not serve as Chair or Vice-Chair.			
Term of Appointment:	Faculty-nominated appointments will be staggered and serve for no more than three (3) consecutive terms. The student doctor members will each serve a one-year term. Ex-officio members shall serve for as long as they hold their organizational roles.			
Frequency of Meeting:	The committee meets regularly, usually monthly. The Chair may schedule and convene additional meetings as necessary.			

Professional Development and CME Committee

Charter/Purpose	<p>The Professional Development (PD) and CME Committee oversees the professional development and CME programming for on-campus and off-campus SHSU-COM faculty and staff. This committee shall provide needs-based input on content and methods for SHSU-COM's professional development efforts that include knowledge and understanding of osteopathic philosophy and principles, and any other aspect of academic development and learning. In keeping with the SHSU-COM's mission, faculty and staff development programming is assessed and used by the committee for ongoing planning.</p> <p>The PD and CME Committee promotes continuing education activities for full-time and part-time faculty. Activities may be delivered on-site at the College, or remotely, either in person or by electronic means, to accommodate faculty at clinical sites. The committee ensures that offerings are high quality, timely, free from commercial bias, and meet the education and professional development needs of the faculty, staff, and preceptors. The committee ensures that education meets the requirements for CME credit. The committee is also responsible for reviewing requests from faculty, staff, and students, and selecting topics to meet their needs.</p>			
Authority/Scope:	<p>The PD and CME Committee shall:</p> <ol style="list-style-type: none"> 1. Oversee the development and continual improvement of the College's professional development program for on-campus and off-campus SHSU-COM faculty and staff. 2. Review proposals for professional development opportunities to be offered by SHSU-COM that include knowledge and understanding of osteopathic philosophy and principles. 3. Encourage and support awareness of the availability of professional development events and funds. Establish a process for reviewing applications for supplemental professional development funds and make recommendations to the dean on distribution of those funds. 4. Establish and oversee, in conjunction with Leadership Professional Development, the new employee professional development orientation. 5. On an ongoing basis, the committee will review assessment outcomes for professional development effectiveness. 6. Liaison with Program Support and Resources personnel and IT@Sam to support technology training and to evaluate and recommend professional development software. 7. Prepare, approve and file meeting notes/minutes using standard accepted format and post them to the Committee's site on the SHSU-COM shared drive. 			
Membership:	Professional Development Committee	Placement	Status	Position
	Senior Associate Dean of Educational Affairs	<i>Ex-Officio</i>	Voting	Chair
	Biomedical Sciences Faculty	Nominated/Appointed	Voting	Member
	Biomedical Sciences Faculty	Nominated/Appointed	Voting	Member
	Clinical Faculty	Nominated/Appointed	Voting	Member
	Clinical Faculty	Nominated/Appointed	Voting	Member
	Clinical Faculty	Nominated/Appointed	Voting	Member
	Regional Dean or Clinical Site Representative	Nominated/Appointed	Voting	Member
	Staff Member	Nominated/Appointed	Voting	Member
	Assistant Dean for Clinical Affairs	<i>Ex-Officio</i>	Voting	Member
	Librarian	<i>Ex-Officio</i>	Voting	Member
	Associate Director for MSA	<i>Ex-Officio</i>	Voting	Member
	Professional Development Coordinator	<i>Ex-Officio</i>	Voting	Member
	Director of Operations	<i>Ex-Officio</i>	Voting	Member

	Director of Assessment, Evaluation, and Accreditation	<i>Ex-Officio</i>	Voting	Member
	The committee may make recommendations for additional members from within the faculty, staff, and community (with approval of the Dean).			
Leadership:	The Chair and a Vice-Chair will be elected by vote of the committee from the committee members. The Vice-Chair will perform the duties of the chair in their absence.			
Term of Appointment:	Committee members who serve in an <i>ex-officio</i> status shall remain committee members for as long as they remain in their organizational roles. Faculty members approved by the Dean may serve for two (2) consecutive academic years and shall be appointed in a manner that causes overlapping terms in order to assure continuity in experience and knowledge of committee policies, processes and procedures.			
Frequency of Meeting:	The committee meets regularly, usually monthly. The Chair may schedule and convene additional meetings as necessary.			

Graduate Medical Education Committee

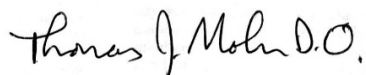
Charter/Purpose	The Graduate Medical Education Committee (GMEC) will consist of the Assistant Dean for Graduate Medical Education and Designated Institutional Official, who will chair the committee and residency program directors of programs for which SHSU-COM serves as Accreditation Council for Graduate Medical Education (ACGME) institutional sponsor. Other members include at least two (2) peer-selected residents, the Assistant Dean for Clinical Affairs, the Associate Dean for Educational Affairs or designee, and clinical chairs for departments sponsoring a program. The GMEC will meet monthly in person or by electronic means.			
Authority/Scope:	1. Develop, approve, and monitor Graduate Medical Education (GME) policies and procedures. 2. Oversee the educational effectiveness of residency programs. 3. Ensure compliance with ACGME and review committee standards. 4. Monitor resident well-being 5. Ensure patient safety and quality improvement 6. Approve and appoint program directors and review performance 7. Receive and respond to recommendations and concerns raised by trainees in GME programs 8. Report to appropriate committees involved in the education of residents 9. Prepare, approve, and file meeting notes/minutes using standard accepted format and post them to the Committee's site on the SHSU-COM shared drive.			
Membership:	Student Success Committee	Placement	Status	Position
	Assistant Dean for GME and DIO	<i>Ex-Officio</i>	Voting	Chair
	Associate Dean for Osteopathic Integration	<i>Ex-Officio</i>	Voting	Member
	Senior Associate Dean for Educational Affairs or designee	<i>Ex-Officio</i>	Voting	Member
	Clinical Faculty	Nominated/Appointed	Voting	Member
	Biomedical Faculty	Nominated/Appointed	Voting	Member
	OPP Faculty	Nominated/Appointed	Voting	Member
	Clinical Faculty	Nominated/Appointed	Voting	Member
	Assistant Dean for Clinical Affairs	<i>Ex-Officio</i>	Voting	Member
	Director of Medical Student Affairs	<i>Ex-Officio</i>	Voting	Member
	Residency Program Director	<i>Ex-Officio</i>	Voting	Member
	COM Dean	<i>Ex-Officio</i>	Voting	Member
	Administrative Coordinator	<i>Ex-Officio</i>	Non-Voting	Staff
Leadership:	The Assistant Dean for GME and Designated Institutional Official acts as the Chair of the GME Committee.			
Term of Appointment:	Committee members who serve in an <i>ex-officio</i> status shall remain committee members for as long as they remain in their organizational roles. Faculty members approved by the Dean may serve for two (2) consecutive academic years and shall be appointed in a manner that causes overlapping terms in order to assure continuity in experience and knowledge of committee policies, processes and procedures.			
Frequency of Meeting:	The committee meets regularly, usually monthly. The Chair may schedule and convene additional meetings as necessary.			

Faculty Assembly	
Charter/Purpose:	The SHSU-COM Faculty Assembly (FA) is the Faculty Association that serves as a forum for free and open faculty discussion of issues relevant to SHSU-COM. It also serves as an advisory body to the Dean of SHSU-COM.
Authority/Scope:	The FA shall be advisory to the Dean and the ALC on matters of concern or interest to the faculty of the College as expressed in this forum. The Chair of the FA shall report such concerns and interests at regularly scheduled meetings of the ALC and to the Dean. The FA accepts students endorsed for graduation by the Student Promotions and Academic Progress Committee and acts on recommendations from the ALC and other college committees that affect academic policy, programs, and practices. The FA develops its own operational guidelines to address issues of membership, leadership, meetings, and voting processes.
Membership:	All full-time and part-time faculty members, as defined in the Employee Handbook, are full voting members of the SHSU-COM FA. Administrators are invited to attend FA meetings <i>ex-officio</i> , without voting privilege. Adjunct clinical faculty serving as preceptors may attend and participate in SHSU-COM FA meetings but are not eligible to be elected as an Officer and shall have no voting privileges.
	A meeting quorum shall consist of a simple majority of the voting members in attendance or present by remote access via teleconference.
Leadership:	The SHSU-COM FA Leadership will consist of the following Officers from the voting eligible membership: Chairperson (Chair), Vice-Chairperson (Vice-Chair) and Secretary.
	At the end of the academic year, the Vice-Chair will assume the position of Chair, and a new election will be held to elect a new Vice-Chair and Secretary. Nominations (self-nominations are accepted) for Vice-Chair, and Secretary will be collected a month prior to elections from among all eligible full-time faculty. Elections shall take place during the first week of May in a closed electronic ballot. Elected officers will assume the new positions starting on the first day of the new academic year. Each Officer will serve a one-year term, and only the Secretary can serve two (2) consecutive terms. After a period of two (2) years following their term as Chair or their second term as Secretary, the faculty member will again be eligible to serve as an Officer in the same capacity.
	If a Faculty Assembly Officer retires, leaves SHSU-COM, or resigns from their leadership position, a special election will be held to elect a new Secretary, or in the case of Chair, the vacancy will be filled by the normal line of succession and a new Vice-Chair will be elected. The process will require a call for nominations to be made no later than two (2) weeks after the announcement of the resignation, with a closed electronic ballot to be held the week after the nominations have been secured. Any Chair elected in this manner will be eligible for an additional full term.
Term of Appointment:	All full-time and part-time faculty are members of the Faculty Assembly and retain their voting privileges throughout the duration of their employment. If a faculty member is promoted to a dean-level administrative post, they may continue to attend Faculty Assembly meetings but will no longer have voting privileges.
Frequency of Meeting:	A minimum of four (4) regular meetings of SHSU-COM Faculty Assembly shall be held in the academic year, to be held approximately every 3 months. The Chair may schedule and convene additional meetings as necessary. Closed session meetings can be called with a vote of 50% of the voting members.

Faculty Evaluation System Committee

Charter/Purpose	The Faculty Evaluation System (FES) committee serves as an advisory committee to the Dean, and to the faculty. The committee will review and monitor processes essential to the distribution and completion of annual faculty review and promotion and tenure. The committee will review and recommend criteria for consideration in the evaluation process and advise faculty seeking to apply for promotion and/or tenure. The committee is responsible for sustaining a program that evaluates all faculty at least annually. The committee will monitor best practices and national trends in faculty evaluation and seek to provide continuous quality improvement in the COM faculty evaluation processes.			
Authority/Scope:	<p>The FES Committee shall:</p> <ol style="list-style-type: none"> 1. Evaluate candidates for faculty appointments and promotions in accordance with the guidelines and standards established by SHSU-COM and forward the committee's recommendations to the Dean. Recommendations on individual faculty serving as preceptors are sent directly to the Dean and are not forwarded to or considered by the ALC. 2. On an annual basis, review and suggest revisions (where appropriate) for the following documents: <ul style="list-style-type: none"> • COM Promotion and Tenure • COM Faculty Annual Review • COM Non-tenure Track Promotion Policies • COM Evaluation Rubrics (Student Evaluation of Faculty and Course Director) • COM FTE Calculator • COM Faculty Appointments (Full time tenure and non-tenure, part time, adjunct, etc). 3. Review and suggest revisions for any COM or University policy involving evaluation of any COM faculty including clinical preceptors, part-time faculty, and guest lecturers, 4. The committee's actions are recommendatory in nature. All proposed policy or procedural changes are submitted by the committee chair to the ALC for approval. If the SHSU-COM Dean, Provost, President, or Board of Trustees are not in agreement with the decision of the Committee, the proposal will be returned with appropriate explanation. 			
Membership:	Faculty Evaluation System Committee	Placement	Status	Position
	Department of Primary Care & Clinical Medicine	<i>Ex-Officio</i>	Non-Voting	Chair
	Department of Physiology and Pharmacology	<i>Ex-Officio</i>	Voting	Co-Chair
	PhD in Biomedical Sciences holding rank of Assistant, Associate or Full Professor	Nominated/Appointed	Voting	Member
	PhD in Biomedical Sciences holding rank of Associate or Full Professor	Nominated/Appointed	Voting	Member
	DO in Department of OPP holding rank of Associate or Full Professor	Nominated/Appointed	Voting	Member
	DO/MD holding rank of Associate or Full Professor	Nominated/Appointed	Voting	Member
	DO/MD holding rank of Assistant, Associate or Full Professor	Nominated/Appointed	Voting	Member
	Senior Associate Dean of Educational Affairs	<i>Ex-Officio</i>	Voting	Member
	Assistant Dean for Clinical Affairs	<i>Ex-Officio</i>	Voting	Member
	Administrative Staff	Appointed	Non-Voting	Secretary/Staff
	Note: Up to three (3) PhDs and up to three (3) DO/MDs may be appointed as noted above, however at least one (1) DO must represent the Department of OPP.			

Leadership:	The Chair of the Department of Primary Care and Clinical Medicine serves as committee Chair with the Chair of the Department of Physiology and Pharmacology acting as the Co-Chair. The chair will be non-voting except in the case of a tie vote, but the Co-chair may vote unless serving as the Acting Chair in the Chair's absence.
Term of Appointment:	Committee members who serve in an <i>ex-officio</i> status shall remain committee members for as long as they remain in their organizational roles. Faculty members approved by the Dean may serve for three (3) consecutive academic years and shall be appointed in a manner that causes overlapping terms in order to assure continuity in experience and knowledge of committee policies, processes and procedures.
Frequency of Meeting:	The committee shall meet at the start of the academic year and as needed throughout the academic year to perform the charges of the Committee. The Chair will schedule and convene these meetings as necessary.



Thomas J. Mohr, MS, DO, FACOI, FAOGME
Dean and Professor of Internal Medicine

Date: 9/14/23

Michael T. Stephenson, PhD
Provost and Sr. Vice President for Academic Affairs

Date: