

**TEXAS A&M UNIVERSITY  
COLLEGE OF MEDICINE  
BYLAWS**

**July 2020**

**INTRODUCTION**

As part of Texas A&M University (TAMU), the College of Medicine operates in accordance with general TAMU regulations as published in The A&M System Policies and Regulations Manual. While functioning within the broad framework of TAMU Rules, the General Faculty of the College of Medicine has agreed to govern itself in accordance with the precepts set forth in this document. The Bylaws of the College were adopted by the College's Academic Council on October 23, 1980 and were revised, amended and/or updated in 1993, 1995, 1997, 2000, 2002, 2003, 2006, 2009, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, and 2020.

The rules, regulations, and policies set forth in this document are specific to the Texas A&M University College of Medicine.

**BYLAWS**

College of Medicine, Texas A&M University

Adopted: October 23, 1980

Amendments through Spring 1993, Summer 1995, Spring 1997, Spring 2000, Winter 2002, Summer 2003, Winter 2006, Summer 2006, Winter 2009, Spring 2011, Summer 2011, Winter 2012, Winter 2013, Summer 2014, Winter 2014, Winter 2015, Summer 2016, Summer 2017, Spring 2018, Fall 2018, Summer 2019, and Fall 2019.

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**Preamble**

These Bylaws shall govern the organization and procedures of the Texas A&M University College of Medicine and shall conform with System Policies and Regulations for The Texas A&M University System, the Rules and Standard Administrative Procedures of Texas A&M University, and the laws of the State of Texas. Nothing in these Bylaws is intended to supersede or contravene the existing affiliation agreements between the Texas A&M University College of Medicine and its major health system affiliates.

In addition, these Bylaws are intended to provide for orderly procedures for the management and integration of College programs, wherever situated.

## **SECTION 1. College of Medicine Governance Structure**

### **Administration**

Office of the Dean  
The Dean of Medicine

The Dean is the administrative head of the College of Medicine and is appointed by the Board of Regents in accordance with established procedures of The Texas A&M System.

The Dean is responsible to the Provost of Texas A&M University for all matters relating to the College.

The Dean is responsible for all programs of instruction, research, continuing education, clinical practice managed by the College of Medicine, and public service in the College. The Dean shall develop annual plans with specific goals for the College. The Dean's responsibilities include budgetary matters within his/her jurisdiction, physical facilities, and personnel matters such as faculty promotions and tenure, taking into account the advisory procedures of separately reporting units. The Dean is responsible for the implementation and oversight of all educational components of the College.

The Dean is assisted by the Academic Council of the College in determining the educational policies that, in turn, will be implemented through the standing committees of the College and through respective Campus Associate Deans and Department Heads.

The Dean, upon recommendation of the Student Promotions Committee, determines those students whose names will be submitted to the Academic Council and the Provost for graduation with the degree of Doctor of Medicine. By the same route, the Student Promotions Committee recommends the granting of the degree of Bachelor of Science in Medicine.

The Dean, after consultation with appropriate advisory search committees, shall recommend to the Provost, through the appropriate administrative channels within Texas A&M University, the Heads of the various departments, the Executive, Vice, Associate, and Assistant Deans and other officers which are needed for the administration of the College of Medicine.

Recommendation and supervision of contractual arrangements for instruction in any component part of the College at any hospital, clinic, or institution are the responsibility of the Dean.

The Dean (or the Dean's representative) shall chair the Veterans Administration Dean's Committee (see also the description of Veterans Administration Dean's Committee).

The Dean may serve as an *ex officio* member, without vote, on the board of trustees or board of directors of affiliated hospitals and health systems as defined in the affiliation agreements with such entities.

## Academic Council

The Academic Council will provide a forum in which members of the Faculty Advisory Committee, representing the General Faculty, join administrative officers in deliberations calling for recommendations from a diversified, representative group.

### Membership

Voting members:

- Dean, College of Medicine, Chair
- Executive Deans
- Vice Deans
- Associate Deans
- Assistant Deans
- Department Heads
- Chairs of the standing committees
- Faculty Advisory Committee Members

### Functions

The Academic Council shall discuss and generate recommendations on the following matters:

- 1) The process of the admission of students to the undergraduate medical education program and to joint admission to the undergraduate medical education and graduate (joint M.D./Ph.D. degree) programs;
- 2) Educational programs in the College of Medicine;
- 3) The process of student evaluation, both academic and disciplinary; and the selection of students for awards and honors;
- 4) The approval of candidates for degrees in the College;
- 5) The process of faculty promotion and the award of tenure;
- 6) The effectiveness and excellence of research;
- 7) The effectiveness and excellence of clinical care;
- 8) Academic organizational structure within the College, and the establishment and disestablishment of departments, institutes and centers; and
- 9) Continuous quality improvement activities;
- 10) Adoption of and amendments to the College Bylaws.

### Meetings

The Academic Council will meet quarterly during the academic year and the meetings will be chaired by the Dean or the Dean's representative. The Dean may call additional meetings when necessary.

## **Departments**

The faculty of the College of Medicine shall be organized into departments and, in appropriate instances, into divisions within departments.

Changes in the departmental structure of the College of Medicine shall be handled in compliance with Texas A&M University Standard Administrative Procedure 03.01.01.M0.02, *Policy and Procedure for Effecting Change in Academic Departmental Structure*.

## **Department Heads**

Department Heads shall be responsible to the Dean for the conduct of all relevant affairs under the auspices of the College of Medicine within their respective departmental jurisdictions.

Department Heads shall serve as members of the Academic Council.

## **College of Medicine Faculty**

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

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

A member of the Affiliated Faculty is any faculty member of the Texas A&M College of Medicine who is not an employee of the Texas A&M College of Medicine.

The General Faculty and the Affiliated Faculty, together, compose the Faculty of the Texas A&M College of Medicine.

Persons are appointed to the faculty of Texas A&M University following review as described in the *College of Medicine Guidelines on Faculty Evaluation, Promotion Tenure, and Post Tenure Review*.

## **Meetings of the General Faculty**

The General Faculty will meet jointly, face-to-face or by videoconference at least once per academic year. Meetings may be called by the Dean or Dean's representative or on written request submitted to the Dean by at least one-quarter of the members of the General Faculty or on written request to the Dean by a majority of the voting membership of the Academic Council.

Material for the agenda shall be submitted by members of the General Faculty and by the Dean's staff to the Faculty Advisory Committee. After review by that Committee, proposed agenda items shall be forwarded to the Dean who shall decide on their final form and distribute the agenda to the General Faculty at least ten days before the meeting.

The Dean or the Dean's representative shall chair the meeting.

## **Amendments to the Bylaws**

Amendments to the Bylaws shall be brought before the Academic Council after review by the Faculty Advisory Committee and the Dean. Approval shall require a two-thirds majority of the voting members of the total Council. Proposed amendments shall be distributed to the General Faculty at least three weeks before being voted on by the Academic Council.

The Office of Faculty Affairs shall keep on file copies of these Bylaws and amendments and shall provide updated copies to all faculty members of the College upon request.

## **SECTION 2. Committees**

### **Standing Committees**

Faculty terms, including service as Chair and Vice-Chair, shall begin September 1, unless otherwise specified.

All members of standing committees have voting privileges except *ad hoc* members and *ex officio* members unless otherwise specified. Alternate committee members may vote only during the absence of the committee member they represent. No *ad hoc*, *ex officio*, or student members shall serve as Chair or Vice-Chair of any standing committee, with the exceptions of the chair of the Executive Committee (the Dean chairs), the chair of the Graduate Medical Education Committee (the Designated Institutional Official chairs), and the chair of the Veterans Administration Dean's Committee (the Dean chairs).

When the activities of a committee involve more than one campus, the Chair shall have the option to assign members to a subcommittee on the campus of their residence. To provide officers who can chair the subcommittees, the Chair for the entire committee shall be from one campus, the Vice-Chair from another. Subcommittees shall be chaired by duly elected representatives who reside on that respective campus.

Student members must be in good academic standing. Students serving on committees shall have voting privileges unless specifically noted otherwise.

The following committees are established:

- Admissions Committee
- Curriculum Committee
- Diversity and Inclusion Committee
- Executive Committee
- Faculty Advisory Committee
- Faculty Grievance Committee
- Graduate Instruction Committee
- Graduate Medical Education Committee
- Research Advisory Committee
- Student Promotions Committee
- Tenure and Faculty Promotion Committee
- Veterans Administration Dean's Committee

Unless otherwise stated, a quorum shall consist of a simple majority of the voting committee membership. All voting shall be by open ballot and a simple majority of the total voting membership present shall be required for an affirmative or negative recommendation.

### **Ad Hoc (Special) Committees**

The Dean may appoint *ad hoc* committees. These committees shall perform a specific task and cease to exist when a final report is rendered unless reappointed by the Dean.

## Admissions Committee

### Membership

There shall be faculty representation from each department and campus of the College of Medicine to total no less than 12. Faculty members representing a department will be selected for nomination by the faculty of that department with input from the Department Head. From its nominees, the faculty of each department will elect at least one and no more than four members of the Admissions Committee. Faculty members representing each regional campus will be selected for nomination by the faculty of that campus with input from the Associate Dean of that regional campus. From its nominees, the faculty of each regional campus will elect at least two members of the Admissions Committee, with no maximum limit on the number of members from a regional campus.

Medical student membership will include four students appointed each year from the second-year class who will serve until the end of their medical education. Two of these students will be appointed as voting members and the other two as alternates. Thus, there will be six student voting members maximum at any meeting of the Committee.

There shall be three *ex officio* non-voting representatives one of whom is the Associate Dean of Admissions. The other two *ex officio* non-voting members will normally be the Assistant Dean of Admissions/Director of Admissions and Director of the MD/PhD Program.

All faculty members of the College of Medicine are eligible to serve as members of the Admissions Committee.

Medical students who are in good academic standing shall be nominated by the Admissions Committee through an application process. Student members shall be appointed by the Dean from a list of candidates provided by the Admissions Committee.

The Chair and Vice-Chair shall be elected by the committee.

### Terms of Office

Faculty members shall serve for three years. They shall be eligible for re-election without limit. The Chair and Vice-Chair shall serve three-year terms and are eligible for re-election.

Students selected to serve on the Admissions Committee shall participate until the end of their medical education provided that they maintain good academic progress and remain in good standing with the College and Texas A&M University.

Terms for new members, the Chair, and the Vice-Chair shall begin June 1, except under unusual circumstances.

### Meetings

Meetings shall be called by the Chair or, in the absence of the Chair, by the Vice-Chair. Quorum is defined as greater than 50% of the elected faculty committee members.

### Functions

The Committee shall evaluate applicants selected for interview and create a ranked list of acceptable applicants. The final responsibility for selecting students for admission resides with the Admissions Committee.

The Admissions Committee adheres to a policy of committee member and guest interviewer potential conflicts of interest and their resolutions. For details, please refer to the Admissions Committee Policies Document of the Admissions Committee.

The Committee shall recommend to the Dean changes in admission policies and procedures.

## Curriculum Committee

### Membership

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

All faculty members of the College of Medicine are eligible to serve as members of the Curriculum Committee.

Each class will elect a student representative. The Year 2 and Year 4 student representatives shall be voting members; the Year 1 and Year 3 student members shall serve as alternates. Any student not on academic probation shall be eligible as an alternate to vote.

The Curriculum Committee or the Dean may appoint *ad hoc* non-voting members and *ex officio* non-voting members.

Members of the Committee will work in the best interests of the institution without regard for parochial or political influences or departmental pressures.

### Terms of Office

Faculty members shall serve staggered terms for three years and be eligible for reelection.

The Curriculum Committee leadership will consist of:

- 1) Chair Elect – A voting member of the Curriculum Committee is eligible for election as Chair Elect. The Chair Elect serves for a one-year term, during which time, he or she learns aspects of Curriculum Committee operation. In the absence of the Chair, the Chair Elect shall lead the Committee for the duration of the absence. After completion of the one-year term, the Chair Elect assumes the role of Chair of the Curriculum Committee, upon endorsement by the Curriculum Committee.
- 2) Chair – The Chair serves for a one-year term, during which time he or she is responsible for overseeing the governance and operation of the Curriculum Committee. After completion of the one-year term, the Chair assumes the role of Past Chair of the Curriculum Committee, upon endorsement by the Curriculum Committee.
- 3) Past Chair – The Past Chair serves for a one-year term, during which time he or she serves in an advisory capacity to the current Chair, Chair Elect and other members of the Curriculum Committee. After the completion of the one-year term, the Past Chair is eligible for election as Chair Elect.

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



## Meetings

Meetings shall be called by the Chair, or, in the absence of the Chair, by the Chair Elect. Meetings will be face-to-face or by videoconference. The location of face-to-face meetings will be determined by the voting membership of the committee. Meetings shall be called at least monthly.

## Functions

The Curriculum Committee is the body charged with leading, directing, coordinating, controlling, planning, evaluating, and reporting on the curriculum leading to the degree, Doctor of Medicine. The Curriculum Committee is responsible for establishing, defining, and ongoing review of the curriculum for the College of Medicine. The Curriculum Committee is committed to working collaboratively with the Office of Medical Education and its entities.

The Committee is responsible for the following specific duties:

- 1) Establishing the requirements for the degree, Doctor of Medicine;
- 2) Overall managing the curriculum, including design, coordination, evaluation, and reporting;
- 3) Establishing, publishing and periodically reviewing/updating the COM's Medical Education Program Objectives as a blueprint for curriculum design;
- 4) Assuring alignment of the objectives, pedagogical methods and student assessment used in each course and clerkship with the Medical Education Program Objectives of the College of Medicine;
- 5) Assuring and documenting student attainment of the stated Medical Education Program Objectives;
- 6) Assuring that the various segments of the curriculum are presented in a logical sequence;
- 7) Coordinating and integrating content within and across academic periods of study;
- 8) Establishing methods of pedagogy and student assessment that are appropriate for the achievement of the Curriculum's educational objectives;
- 9) Monitoring of content and workload in each discipline, including the identification of omissions and unplanned redundancies;
- 10) Evaluating the effectiveness and, where necessary, mandating necessary improvements to each specific course and clerkship, each phase as a whole, and the curriculum as a whole to allow COM to achieve its stated educational objectives; and
- 11) Documentation of the accomplishment of these tasks in the minutes of Committee meetings.

The Curriculum Committee shall inform the Academic Council and the Dean of its decisions and actions.

The Chair shall appoint task-oriented subcommittees and task forces as needed to address specific issues and/or ongoing curriculum-related functions. Subcommittees may be required to meet more frequently than the parent committee to accomplish their charge. Subcommittees and task forces shall report to the full Committee as needed.

## Diversity & Inclusion (D&I) Committee

### Membership

#### Faculty & Senior Administrative Staff Members

There shall be 2 faculty and 1 non-dean senior administrative staff at the director level from each campus of the College of Medicine who are members of the committee. These members from each campus must not all be of the same gender. These faculty and senior administrative staff members shall be elected by the constituencies whom they represent. The Chair of the Admissions Committee and Associate Dean of Admissions or his/her designee are *ex officio* non-voting members.

#### Faculty and Administrative Non-voting Representatives

Two faculty members or staff at any level, who self-nominate or are nominated by an Associate Campus Dean and appointed by the Associate Dean for D&I, are non-voting representatives from each campus.

#### Student Members

The two co-chairs (one MD degree student and one graduate student (i.e., PhD degree student or master's degree student)) of the Students' Diversity & Inclusion Committee shall be the student members of the D&I Committee.

#### Community Members

There shall be two community members—one from the Bryan/College Station community, home to the BCS campus, and one from any of the other communities hosting the other College of Medicine campuses. The community members shall be identified and appointed by the Office of Diversity and Inclusion (ODI). At least one community member shall be a graduate of Texas A&M University or Texas A&M University System Health Science Center.

#### Decanal Representative

The Associate Dean for D&I shall serve as an *ex officio* non-voting member but shall cast the deciding vote whenever there is a deadlock/tie.

All members and representatives shall demonstrate interest in D&I.

All faculty members of the College of Medicine are eligible to serve as members of the D&I Committee.

The Chair and Vice-Chair of the committee shall be elected by the committee.

### Terms of Office

Faculty and senior administrative staff members shall serve for two years. They shall be eligible for re-election. The Chair and Vice-Chair shall serve two-year terms and are eligible for re-election.

A student member of the committee shall serve as a member as long as the student is a co-chair of the Students' Diversity & Inclusion Committee.

Terms for members, the Chair, and the Vice-Chair shall begin September 1, except under unusual circumstances.

### Meetings

Meetings shall be called by the Chair or, in the absence of the Chair, by the Vice-Chair and shall be held at least once a month.

All voting shall be by open ballot.

## Functions

The primary function of the Committee is to promote the D&I vision and mission of the College of Medicine as stated in the D&I statement. The committee supports the ODI in its functions, including but not limited to:

- 1) Develop policies for, and promote the recruitment, inclusion, engagement, retention, and progression of a diverse pool of medical and postgraduate students, staff, and faculty that is representative of our diversity categories
- 2) Promote all pipeline programs for faculty, staff, and student diversity
- 3) Organize and participate in seminar, workshop, and symposia series that promote D&I
- 4) Promote D&I scholarship, including attracting external grants
- 5) Monitor regularly the D&I climate of the College of Medicine
- 6) Collaborate with other TAMU-based D&I interest groups
- 7) Promote and facilitate the attainment of excellence in all things at the College of Medicine, including teaching, research, and service.





















## Functions

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

- 1) Advancement
- 2) Conditional advancement (promotion) dependent results of other items such as satisfactory completion of specified academic work by an established date, counseling, mandated fitness for duty evaluation, or other requirements made by the committee.
- 3) Retention with a specific requirement to repeat a course, component of a course, sequence of courses, or a year.
- 4) Concern list for continued monitoring of specific issues for correction
- 5) Probation
- 6) Dismissal
- 7) Completion of other requirements deemed appropriate by the Committee

## Tenure and Faculty Promotion Committee

### Membership

- Departments in the College shall elect the following to represent that department on the Tenure and Faculty Promotion Committee:
  - One standing committee member from the department's tenured faculty (as feasible).
  - One alternate committee member from the department's tenured faculty (as feasible) who shall serve and vote in the absence of the standing member.
  - One standing committee member from the department's academic professional track faculty (non-tenure track) (as feasible).
  - Two standing committee members from the Department of Medical Education's Affiliated Faculty
  - One alternate committee member from the Department of Medical Education's Affiliated Faculty
- The General Faculty shall elect three (3) at-large tenured members; these three (3) at-large tenured members must be from different departments; therefore, each department may nominate one faculty member from their department per election year.
- The Tenure and Faculty Promotion Committee or the Dean may appoint *ad hoc* non-voting members and *ex officio* non-voting members.

Committee membership will be limited to:

- Faculty at the rank of professor or associate professor (unmodified or modified) who are full-time or part-time employees of Texas A&M College of Medicine.
- Affiliated faculty at the rank of clinical professor or associate professor of the practice, and adjunct professor or adjunct associate professor
- Faculty who do not serve on the dean's staff nor serve as department head.

### Terms of Office

Faculty members shall serve staggered three-year terms with one permitted successive term. The Chair and Vice-Chair shall be elected by the Committee for a one-year term and may serve continuously for three consecutive terms.

Terms for new members, the Chair and the Vice Chair shall begin August 1, except under unusual circumstances.

### Meetings

Meetings of the Committee shall be arranged as needed by the Chair.

### Functions

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

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

- Conduct the periodic peer review of tenured faculty members in conjunction with an advisory (non-binding) report from the tenured faculty member's departmental peer group about the impact of the faculty member's research, teaching, and service.
- Review all expedited tenure recommendations for the College after they have moved through the proper department committee review and department head review, subsequently making an independent recommendation to the Dean regarding tenure on arrival for each candidate it reviews.
- Conduct regular review and revision of the College Guidelines for Faculty Evaluation for approval by the Dean and Dean of Faculties and Associate Provost.

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

Criteria for voting eligibility is as follows:

- Committee members may not vote on candidates within their home department.
- Committee members may not vote on candidates who are immediate family members.
- Only Committee members at or above the rank to which the candidate is applying can vote.
- Only tenured Committee members are eligible to vote in cases where tenure is being considered for the candidate, or when the candidate already holds tenure and is seeking promotion.
- Affiliated faculty members may not vote on tenure consideration of candidates, on tenured faculty seeking promotion, or on promotion of non-tenure track General Faculty.

## **Veterans Administration Dean's Committee**

### **Membership**

The Dean (or Dean's representative) and the Dean's Committee (Medical Education Subcouncil) will nominate members as specified in VHA Handbook 1400.3, Appendix A, Paragraph 3.

The Dean (or the Dean's representative) shall chair the Veterans Administration Dean's Committee.

### **Meetings**

The Committee shall meet when called by the Chair at least once each quarter (VHA Handbook 1400.3, Appendix A, Paragraph 1.d.). The Dean can meet electronically through video conferencing if desired.

### **Functions**

Detailed regulations covering the Veterans' Administration Dean's Committee (also known as the Medical Education Subcouncil) are presented in VHA Handbook 1400.3, Paragraph 7.b. and Appendix A paragraph 2.



### **SECTION 3. Appendices**

This section currently contains no appendices.