

**Bylaws of the Faculty of Medicine
Wright State University Boonshoft School of Medicine**

Preamble

The Faculty of Medicine of Wright State University Boonshoft School of Medicine (hereinafter, the “Boonshoft School of Medicine”, or “BSOM”) has adopted these Bylaws of the Faculty of Medicine of the Wright State University Boonshoft School of Medicine (hereinafter, the “Bylaws”) to assist it in the orderly conduct of its affairs and to facilitate the performance of its duties and obligations in accordance with the administrative policies, rules, and regulations of the Board of Trustees of Wright State University (the “Board”).

These Bylaws and any amendments thereto are subject to the approval of the Wright State University Provost and may only be so amended upon the approval of the Provost in accordance with Article VII.

Article I. Administration of the School of Medicine

- 1.1. General. The administration of the School of Medicine shall be conducted by the Dean of Medicine (the “Dean”) and such associate Deans or assistant Deans who may be appointed by the Dean at the Dean’s discretion. The Dean and administrative associates and assistants shall hereinafter be referred to as the Administration of the School of Medicine.
- 1.2. Appointment. The Dean shall be appointed by the Board of Trustees, or the President of Wright State University to the extent such authority is so delegated.
- 1.3. Role and Responsibilities. Unless otherwise delegated by the Dean, the Dean shall be the chief executive of the Faculty of Medicine and the Chief Academic Officer of BSOM. As such, the Dean shall be responsible for the administration, planning, and operation of BSOM within the objectives, policies, programs, services, directives, and authorities established by the University President, Provost, and the Board. The Dean shall also hold primary responsibility for (i) leading, coordinating, and implementing the BSOM strategic plan; and (ii) the conduct and quality of the medical education program, including maintaining accreditation by the appropriate regulatory and accrediting bodies.
- 1.4. Authority; Administrative Appointments & Delegation of Powers. The Dean of Medicine may appoint a designee to serve during the Dean's absence. In case of an emergency, the Wright State University President shall appoint an acting Dean. The Dean of Medicine, in consultation with the Provost, shall have the power to appoint such associate Deans, assistant Deans, directors, and such other administrative staff as the Dean determines to be reasonably necessary to carry out the Dean’s responsibilities. At the Dean’s discretion, the Dean may delegate administrative powers and authority reserved for the Dean to such senior administrators as the Dean determines to be necessary for the proper and efficient operation of BSOM.

1.5. Faculty Appointment. The Dean shall hold a faculty appointment that shall be conferred by the Board at a rank determined by the Appointment, Promotion, and Advancement Committee and Provost consistent with the applicable rank and promotion criteria for BSOM faculty.

Article II. The Faculty of Medicine

2.1. Name. The name of this body shall be the Faculty of Medicine of Wright State University Boonshoft School of Medicine (hereinafter, the “Faculty of Medicine”).

2.2. Composition. The Faculty of Medicine shall be comprised of all individuals who hold a current and active appointment as a faculty member with BSOM. These include:

- a. Full Time Faculty Members. Full Time Faculty Members are all persons appointed to the rank of professor, associate professor, assistant professor, instructor, or professor emeritus and who have an active appointment in a department of BSOM. Categories of full time faculty membership are defined in current BSOM faculty policies.
- b. Part Time Faculty Members. Part Time Faculty Members are all persons appointed with the prefix adjunct. Categories of part time faculty membership are defined in current BSOM faculty policies.
- c. Community Faculty Members. Community Faculty Members are all other voluntary persons who have been duly appointed to the Faculty of Medicine. Categories of community faculty membership are defined in current BSOM faculty policies.

2.2.1 GME Faculty Members. Graduate Medical Education (GME) Faculty Members are trainees in BSOM residencies and fellowships. These persons will be eligible for appointments for the length of their training. Categories of GME faculty membership are defined in current BSOM faculty policies. These persons are not considered as members of the Faculty of Medicine.

2.3. General. In accordance with these BSOM bylaws, faculty shall be appointed by the Dean of the School of Medicine based on the advisement and recommendations of the Appointment, Promotion, and Advancement Committee. All full time Wright State University-employed faculty appointments are subject to approval by the Board. Applicable appointment criteria and policies are detailed in applicable policies and procedures.

2.4. Appointment Process. The process for new and continuing appointments for faculty members is detailed in applicable policies and procedures.

2.5. Responsibilities. All faculty serve at the pleasure of the Dean and will participate in the shared governance and orderly implementation of the medical education program as follows:

- a. Academic Affairs. The Faculty of Medicine shall conduct and supervise instruction in the science and art of medicine. To satisfy this obligation, both to the individual

student and to the people of the state of Ohio, it shall be the responsibility and the prerogative of the Faculty of Medicine to:

1. Establish, evaluate and regulate the curriculum and the standards of acceptable academic performance within BSOM;
 2. Establish standards for admission of students to BSOM;
 3. Establish standards for student promotion and approve candidates from BSOM for certification of graduation by the Board of Trustees of Wright State University;
 4. Prescribe measures to be taken in cases of academic deficiencies and/or failure; and
 5. Consider and recommend upon all general policies bearing upon the quality of instruction in BSOM.
- b. Faculty Affairs. The Faculty of Medicine shall encourage, support, and engage in teaching, committee service, research, and other scholarly endeavors, including but not limited to grants procurement, publishing, updating content and pedagogies, life-long learning, and presenting at regional, national, and international meetings.
- c. Administrative Affairs. The Faculty of Medicine shall maintain an active interest in the process and future of BSOM. Therefore, within the directives and limitations set by the Board of Trustees of Wright State University (or the University administration, as applicable), the Faculty of Medicine shall:
1. Advise the Dean regarding appropriate academic affairs of BSOM;
 2. Perform those tasks supportive of teaching and scholarship: e.g., serve upon faculty and administrative committees, attend to administrative and disciplinary duties, and promote intellectual excellence; and
 3. Participate based on the primary departmental appointment for the purposes of university-wide representation.
- d. Student Affairs. The teaching obligations, duties, and responsibilities of the Faculty of Medicine require that it shall have the authority and power to establish and maintain standards of ethical and professional conduct for students in BSOM. It shall be the responsibility of the Dean (or Dean's designee), to enforce all rules governing student affairs and activities and to oversee admissions, student services activities, resident placement, and financial aid in accordance with applicable laws, policies and procedures.
- 2.6. Removal or Suspension. Removal or suspension of a faculty member during a period of appointment shall occur in accordance with applicable policies and procedures.
- 2.7. Department Chairs; Appointment and Continuances. Recommendation for the appointment of a department chair, or equivalent, shall be made by the Dean of Medicine, in consultation with the Provost. Department chair appointments shall be three (3) years in length, open to renewal.

No more than three (3) years shall elapse without review of the individual in the position of department chair. The process for the review of a department chair will comply with current BSOM policy and procedures. Such policy and procedures will be readily available for review by the faculty. Removal of a faculty member from the position of departmental chair in no way shall affect the individual's appointment or rank in the Faculty of Medicine.

- 2.8. Joint Appointments; Other Wright State Schools and Colleges. Nothing in these Bylaws shall be construed as infringing upon the rank, title, or tenure status of a member holding a joint appointment in another Wright State University school or college.

Article III. Faculty Assembly

- 3.1. Purpose. The purpose of the Faculty Assembly is to provide faculty input and voice consistent with the principles of shared governance regarding all academic, non-academic, and faculty related matters of significance to BSOM.
- 3.2. Powers of the Faculty Assembly. Subject to the express limitations imposed by any superseding rules, regulations, policies, or bylaws of Wright State University, the Faculty Assembly of BSOM shall generally have the authority to:
- a. Amend these bylaws in accordance with Article VII below.
 - b. Participate in the deliberations of the Faculty Assembly.
 - c. Elect Faculty representation on committees on behalf of the Faculty of Medicine or BSOM.
 - d. Unless otherwise specified in these bylaws, to be nominated, elected, and serve (i) as members of faculty standing committees, or (ii) as representatives of the Faculty of Medicine or as representatives of BSOM.
- 3.3. Membership. All Faculty of Medicine with a valid appointment in BSOM are members of the Faculty Assembly.
- 3.4. Voting. All Faculty Assembly members shall be voting members of the Faculty Assembly. The President of the Faculty Assembly may not vote except in the event of a tie.
- 3.5. Meetings. Consistent with the Ohio Revised Code Section 121.22, all voting shall be conducted in open meetings.
- 3.6. Quorum. A quorum to conduct official business of the Faculty Assembly shall be those voting members of the Faculty Assembly who attend the meeting.
- 3.7. Officers of the Faculty Assembly. The Faculty Assembly will have a president, vice president, and secretary who shall be elected by the voting members of the Faculty Assembly:

- a. President. The President presides over meetings of the Faculty Assembly and may create and charge ad hoc advisory committees to the Faculty Assembly. The President shall also serve as a faculty representative on the Dean's Executive Committee. The President may not vote on Faculty Assembly matters except in the event of a tie.
 - b. Vice President. The Vice President of the Faculty Assembly presides at meetings of the Faculty Assembly in the President's absence. When sitting in place of the President, the vice president may vote only to break a tie. In the event the President becomes permanently incapacitated or unavailable due to a change in employment status or circumstances as determined by the Dean, the Vice President shall assume the role of the President until the next election cycle. The Vice President may chair any ad hoc committees of the Faculty Assembly and shall also serve as a faculty representative of the Dean's Executive Committee.
 - c. Secretary. The Secretary of the Faculty Assembly shall be responsible for providing members of the Faculty Assembly with appropriate notice of meetings, including a copy of the agenda. The Secretary shall call meetings of the Faculty Assembly to order, is responsible for recording the membership in attendance at each meeting, and declares whether a quorum has been achieved for purposes of conducting official business. The Secretary shall also be responsible for recording the minutes of the meeting and providing such minutes to eligible members of the Faculty Assembly within ten (10) business days of any Faculty Assembly meeting, or upon a Faculty Assembly member's reasonable request in accordance with these bylaws.
- 3.7.1. Officer Eligibility. Faculty members must meet the following eligibility criteria to serve as an Officer of the Faculty Assembly:
- a. Faculty members must be a Full Time Faculty member of BSOM.
 - b. For the Officer roles of President and Vice President only, faculty members must have attained a faculty rank of Associate Professor or higher.
 - c. Eligible faculty members shall not hold an administrative title within BSOM.
 - d. Eligible faculty members shall not serve as a department chair or acting department chair.
- 3.7.2. Elections. Each voting member of the Faculty Assembly shall be entitled to vote for the slate of Officers of the Faculty Assembly. The election of Faculty Assembly Officers shall be conducted at the May meeting each year in accordance with the nomination and election procedures established by the Nominations and Elections Committee.
- 3.7.3. Term. Officers of the Faculty Assembly shall serve two (2) year terms which shall begin on July 1 of the year in which they are elected and shall be subject to the following term limits:

- 3.7.3.1. President. The president of the Faculty Assembly may serve up to three (3) terms, whether or not such terms are consecutive, after which such individual shall be ineligible to serve as an officer of the Faculty Assembly for four (4) years.
 - 3.7.3.2. Vice President. The vice president of the Faculty Assembly may serve up to two (2) consecutive terms as vice president, after which the individual shall be ineligible to serve as vice president for at least two (2) years.
 - 3.7.3.3. Secretary. The secretary of the Faculty Assembly may serve up to two (2) consecutive terms as secretary, after which the individual shall be ineligible to serve as secretary for at least two (2) years.
- 3.8. General Meetings. The Faculty Assembly shall meet at least two (2) times each year. One meeting shall be held each year in May, and one meeting shall be held each year in November.
- 3.9. Special Meetings. The Faculty of Medicine may call a special meeting on a written petition of at least ten (10) Faculty of Medicine members delivered to the President of the Faculty Assembly, providing at least five (5) business days' notice of such a meeting to be called to order. The Dean may also call a special meeting of the Faculty Assembly upon the delivery of a written petition to the President of the Faculty Assembly providing at least five (5) business days' notice of such a meeting to be called to order. The President of the Faculty Assembly may call a special meeting of the Faculty Assembly upon an affirmative majority vote of the Officers of the Faculty Assembly providing at least five (5) business days' notice of such a meeting to be called to order.
- 3.10. Procedure. Meetings shall be procedurally conducted according to the current version of Robert's Rules of Order.
- 3.11. Agenda. The agenda for each General Meeting shall follow the order and format of: (i) approval of prior meeting minutes; (ii) special announcements; (iii) introduction of new members of the faculty; (iv) old and unfinished business; (v) reports of committees; (vi) reports of special or ad hoc committees or working groups; (vii) new business to be referred for deliberation by the appropriate committee; (viii) adjournment.
- 3.12. Location. Consistent with the Ohio Revised Code Section 121.22, meetings of the Faculty Assembly shall be conducted in person in open meetings. The time and place of all meetings shall be communicated to all members of the Faculty Assembly via a notice in accordance with Section 3.13 of this Article.
- 3.13. Notice. No less than 30 days prior to a general meeting of the Faculty Assembly, the Secretary shall provide an official notice of such meetings to all Faculty Assembly members via recorded official email addresses. Notices of both special and general meetings shall reflect the date, time, location for participants to participate, as well as a copy of the proposed meeting agenda.

- 3.14. Minutes. A record of the minutes of each Faculty Assembly meeting shall be recorded by the Secretary and maintained in an electronic and searchable format. Minutes for Faculty Assembly meetings shall be made available to all Faculty Assembly members who were eligible to participate in such meeting upon written request to the Secretary of the Faculty Assembly.

Article IV. Committees

- 4.1. General. The Faculty of Medicine shall fulfill their responsibilities under Section 2.5 of these Bylaws and participate in the shared governance of BSOM through, among other things, representation, and participation on committees.
- 4.2. Standing Committees. The Faculty of Medicine recognize two types of standing committees (collectively, the “Standing Committees”):
- 4.2.1. Standing Committees of the Faculty. The Standing Committees of the Faculty are those standing committees for which the membership necessarily consists of a majority of members who are Faculty of Medicine. Standing Committees of the Faculty are enumerated and further governed by the charges and terms specified in Article V of these Bylaws.
 - 4.2.2. Standing Committees of the Boonshoft School of Medicine. Standing Committees of BSOM are those Standing Committees for which the membership does not necessarily consist of a majority of members who are Faculty of Medicine. Notwithstanding the foregoing, membership, and participation of the Faculty of Medicine on these Standing Committees is hereby expressly granted in accordance with the applicable membership provisions in order to ensure Faculty of Medicine participation and voice with respect to the important charges these committees have been obligated to fulfill. Standing Committees of BSOM are enumerated and further governed by the charges and terms specified in Article VI of these Bylaws.
- 4.3. Subcommittees. One or more subcommittees of any Standing Committee may be established (or dissolved) upon a majority vote of the voting members of the parent Standing Committee. Any subcommittee of a Standing Committee shall be advisory to the Standing Committee. In no case shall a subcommittee have any powers exceeding those of its parent Standing Committee.
- 4.4. Eligibility, Nominations, and Election of Committee Members. All Faculty of Medicine are eligible to serve as voting members of Standing Committees, subject to any specific eligibility requirements and/or terms and limitations regarding each Standing Committee as further described in Article V of these Bylaws. The process for nominating and electing Faculty of Medicine representatives to Standing Committees shall be as follows:

- 4.4.1. At least 30 days prior to the November meeting of the Faculty Assembly each year, the President of the Faculty Assembly shall circulate a list of open Standing Committee positions for the next Standing Committee election cycle.
- 4.4.2. At any time prior to the November meeting of the Faculty Assembly each year, members of the Faculty of Medicine submit letters of interest addressed to the Nominations and Elections Committee to nominate themselves or others for available Standing Committee positions.
- 4.4.3. All nominations will be referred to the Nominations and Elections Committee which shall be responsible for:
 - 4.4.3.1. Within 60 days of the November Faculty Assembly Meeting, confirming the eligibility of all nominees and potential candidates for Standing Committee membership.
 - 4.4.3.2. No less than 60 days prior to the May Faculty Assembly Meeting, propose a slate of qualified candidates for each Standing Committee from which the Faculty Assembly shall elect its representatives.
- 4.4.4. At the May Faculty Assembly meeting each year, the voting members of the Faculty Assembly shall vote on the slate of eligible and approved candidates for each Standing Committee.
- 4.4.5. A candidate for a Standing Committee shall be elected to a Standing Committee upon obtaining a majority vote of the voting members of the Faculty Assembly present.
- 4.5. Terms. Members of Standing Committees will serve terms as stipulated in Article V. Terms will begin annually, effective on July 1 unless otherwise specified. Elected members of a Standing Committee may not be represented by alternates at committee meetings.
- 4.6. Limits on Standing Committee Participation. No person may serve concurrently on more than two Standing Committees of the Faculty except in rare or extenuating circumstances upon the express written approval of the Dean and the faculty member's department chair delivered to the President of the Faculty Assembly and the Chair of the Nominations and Elections Committee.
- 4.7. Minutes. A record of the minutes of each standing committee meeting shall be recorded in an electronic and searchable format. Minutes for meetings shall be made available to all Faculty Assembly members unless applicable laws and regulations, such as the Family Educational Rights and Privacy Act (FERPA), prevent their availability.
- 4.8. Replacement. If any elected Standing Committee member must be replaced, the committee chair will confer with the committee members to recommend an Immediate Replacement Member to the Dean for approval. No Immediate Replacement Member shall serve a term

extending beyond the next Faculty Assembly meeting. Any membership filled by an Immediate Replacement Member shall be considered a vacant seat with respect to nomination and voting at the next Faculty Assembly meeting.

- 4.9. Attendance: Obligations to Affirmatively Participate. A member of a Standing Committee who is (a) absent for four consecutive meetings or (b) fails to attend over one-half of the scheduled meetings of the committee within an academic year may be replaced upon a motion of the voting members of the Standing Committee approved by a majority vote.
- 4.10. Administrative Representation. The Dean, or a designee of the Dean, shall be an *ex officio*, non-voting member of all standing committees, except the Admissions Committee, Faculty Curriculum Committee, Student Promotion Committee, and Appointment, Promotion, and Advancement Committee for which the Dean shall not be a member nor attend any meetings.
- 4.11. Chairs of Standing Committees of the Faculty. Unless otherwise stated herein, each Standing Committee of the Faculty shall be chaired by a Faculty of Medicine member of the Standing Committee who has served on such Committee for at least one (1) year and who shall be elected by a majority vote of the Standing Committee of the Faculty's voting members. Additional responsibilities and requirements for Standing Committee of the Faculty chairs may be adopted in accordance with the terms and conditions of the applicable section(s) of these Bylaws. Unless otherwise provided herein, the term of a Standing Committee of the Faculty chair shall not exceed three (3) years.
- 4.12. Replacement of Standing Committee of the Faculty Chairs. In the event a Standing Committee of the Faculty chair must be replaced, the voting members of the affected committee shall promptly elect an interim committee chair from the current membership of the Committee. The interim chair shall serve until the next Committee election cycle. As necessary and in accordance with Section 4.8 of this Article, upon election of a replacement chair, the Standing Committee of the Faculty shall select an Immediate Replacement Member to fulfill the vacancy (if any) resulting from the replacement of the chair.
- 4.13. Reporting. At the May Faculty Assembly meeting, each Standing Committee of the Faculty chair shall submit an annual report of the Committee's activities to the Faculty Assembly and the Dean's office to advise all stakeholders on the business, recommendations, and decisions of the respective Committees. In order for a Standing Committee of the Faculty report to become an official report of the Committee, it must be adopted by a majority vote of the members of the Committee.
- 4.14. Conflicts. It shall be the responsibility of Standing Committee of the Faculty chairs to monitor actual and potential conflicts of interest. Committee members shall be responsible for identifying and reporting any such conflicts to the chair. Committee members are expected to recuse themselves from participating in any deliberations, or voting on any matters, that could be influenced by a conflict of interest as defined by the BSOM and Wright State University Conflict of Interest Policies. If a potential conflict arises and a

member fails to recuse themselves from participating with respect to either the deliberations or voting on such conflicted matter, the Committee shall enter into executive session in which the Committee member with the conflict shall be ineligible to participate or attend. In such executive session, the remaining Committee members who are not conflicted shall decide by majority vote whether the potentially conflicted member should be entitled to participate in the relevant matter.

Article V. Standing Committees of the Faculty

5.1. General. The Standing Committees of the Faculty are:

- a. Admissions Committee
- b. Faculty Curriculum Committee (“FCC”)
- c. Student Promotion Committee (“SPC”)
- d. Appointment, Promotion, and Advancement (“APA”) Committee
- e. Nominations and Elections Committee
- f. Faculty Bylaws Committee

5.2. Faculty Representation Ensured. The majority of the voting members of each Standing Committee of the Faculty shall be elected by the voting members of the Faculty Assembly. The number of non-voting members on any Standing Committee of the Faculty shall not exceed the number of voting members.

5.3. Admissions Committee.

5.3.1. Charge and Responsibilities. The Admissions Committee is responsible for developing, approving, and applying University policies and selection processes regarding the review, selection, waitlisting/selecting from the waitlist, and admission of students to the medical education program on behalf of the Faculty of Medicine. Admissions Committee processes are documented in its committee procedures. The Admissions Committee shall select students for admission to the medical education program and has final authority on student selection for the medical education program.

5.3.2. Authority. The Admissions Committee is the final authority on all decisions regarding student admissions and operates independently of the Dean.

5.3.3. Membership. The Admissions Committee shall be composed of thirty-seven (37) members, the majority of which shall be members of the Faculty of Medicine. The membership of the Admissions Committee shall include:

- 5.3.3.1. Twenty-four (24) members of the Faculty of Medicine, as elected by the Faculty Assembly;
- 5.3.3.2. Three (3) members from the general public;
- 5.3.3.3. Six (6) student members; and
- 5.3.3.4. The Associate Dean for Student Affairs & Admissions; Director of Admissions; a representative from WSU Office of General Counsel; and a

representative from WSU Enrollment Management, all of whom shall serve as *ex officio* members.

- 5.3.4. Voting. All members of the Admissions Committee shall be voting members, except for the Associate Dean for Student Affairs & Admissions, Director of Admissions, representative from WSU Office of General Counsel, and representative from WSU Enrollment Management, all of whom shall be non-voting members.
- 5.3.5. Quorum. A quorum shall be at least 50% of voting membership present, with the majority of the quorum being members of the Faculty of Medicine. A quorum is required for all decisions requiring a vote of the committee.
- 5.3.6. Term. Members of the Faculty of Medicine and members of the general public shall serve a term of three (3) years. Faculty of Medicine members are eligible for re-election to consecutive or non-consecutive terms with no limit to the number of terms that a person can serve. Membership terms will be staggered so that no more than one-third of the non-student members will be replaced each year. Student members shall serve a term of one (1) year.
- 5.3.7. Chair. The Admissions Committee will elect a Chair from the Faculty of Medicine serving on the Committee by a majority vote of the voting members. The Chair of the Admissions Committee shall serve a two (2) year, biannually renewable term. The Chair may appoint another voting faculty member as Vice Chair to lead the Admissions Committee meetings when the Chair is unable to attend.
- 5.3.8. Meetings. The Admissions Committee will meet regularly from the initial receipt of American Medical College Admissions Service (AMCAS) applications until the incoming class is finalized. Additional meetings of the Admissions Committee will be convened by the Chair as needed to review issues related to the Admissions committee, processes, review of applications, or consideration of wait-listed candidates.
- 5.3.9. Recusal. A member of the Admissions Committee with connections to any prospective or current applicant must recuse themselves from any recommendations and votes regarding any such applicant(s) for which the vote is directly related.
- 5.3.10. Admissions Committee; Standing Subcommittees. The Admissions Committee shall have four (4) standing subcommittees:
 - 5.3.10.1. Three (3) Selection Subcommittees. The Selection Subcommittees are responsible for providing rating and decision recommendations to the Admissions Committee. Selection Subcommittee processes are documented in the Admissions Committee procedures.

- 5.3.10.1.1. Membership. Each Selection Subcommittee shall be composed of:
 - 5.3.10.1.1.1. Eight (8) members of the Faculty of Medicine from the Admissions Committee;
 - 5.3.10.1.1.2. One (1) general public member from the Admissions Committee; and
 - 5.3.10.1.1.3. Two (2) student members from the Admissions Committee.
- 5.3.10.1.2. Voting. All members of a Selection Subcommittee shall be voting members.
- 5.3.10.1.3. Quorum. A quorum shall be at least 50% of voting membership present, with the majority of the quorum being members of the Faculty of Medicine. A quorum is required for all decisions requiring a vote of the subcommittee.
- 5.3.10.1.4. Term. Students shall serve a single term of one (1) year. Faculty of Medicine and general public members shall serve a term of three (3) years. Membership terms will be staggered so that no more than one-third of the non-student members will be replaced each year.
- 5.3.10.1.5. Chair. Each Selection Subcommittee will elect a Chair from the Faculty of Medicine serving on the Subcommittee by a majority vote of the voting members. The Chair of the Selection Subcommittee shall serve a one (1) year, annually renewable term. The Chair may appoint another voting member of the Faculty of Medicine as Vice Chair to lead the Selection Subcommittee meetings when the Chair is unable to attend.
- 5.3.10.1.6. Meetings. Each Selection Subcommittee will meet regularly from the initial receipt of American Medical College Admissions Service (AMCAS) applicants until the incoming class is finalized. Additional meetings may be called by the Selection Subcommittee chair as necessary to fulfill the charge and responsibilities of the subcommittee.
- 5.3.10.2. Pre-Admissions Subcommittee. The Pre-Admissions Subcommittee is responsible for conducting holistic reviews of completed secondary applications and making interview recommendations to the Admissions Committee.
 - 5.3.10.2.1. Membership. The Pre-Admissions Subcommittee shall be composed of seventeen (17) members, the majority of which should be members of the Faculty of Medicine. The membership of the Pre-Admissions Subcommittee shall include:
 - 5.3.10.2.1.1. Nine (9) elected members of the Faculty of Medicine;
 - 5.3.10.2.1.2. Five (5) student members; and
 - 5.3.10.2.1.3. The Director of Admissions, Admissions Services Coordinator, and Outreach and Recruiting Coordinator, all of whom shall serve as *ex officio* members.
 - 5.3.10.2.2. Voting. All members of the Pre-Admissions Subcommittee shall be voting members.
 - 5.3.10.2.3. Quorum. A quorum shall be at least 50% of voting membership present, with the majority of the quorum being members of the Faculty of Medicine. A quorum is required for all decisions requiring a vote of the subcommittee.

- 5.3.10.2.4. Term. Students shall serve a single term of one (1) year. Members of the Faculty of Medicine shall serve a term of three (3) years. Membership terms will be staggered so that no more than one-third of the non-student members will be replaced each year.
- 5.3.10.2.5. Chair. The Pre-Admissions Subcommittee will elect a Chair from the Faculty of Medicine serving on the Subcommittee by a majority vote of the voting members. The Chair of the Pre-Admissions Subcommittee will serve a one (1) year, annually renewable term. The Chair may appoint another voting faculty member as Vice Chair to lead the Pre-Admissions Subcommittee meetings when the Chair is unable to attend.
- 5.3.10.2.6. Meetings. The Pre-Admissions Subcommittee will meet regularly from the initial receipt of American Medical College Admissions Service (AMCAS) applicants until holistic review is complete. Additional meetings may be called by the Pre-Admissions Subcommittee chair as necessary to fulfill the charge and responsibilities of the subcommittee.

5.4. Faculty Curriculum Committee (FCC).

- 5.4.1. Charge and Responsibilities. The FCC has primary responsibility for the oversight and management of the Boonshoft School of Medicine MD program curriculum. The FCC is responsible for the design, implementation, management, assessment, and enhancement of the MD program curriculum to ensure it meets the mission, vision, and values of BSOM, and the program complies with all applicable accreditation standards. The FCC is responsible for the review of all subcommittee reports and recommendations, policies, and adherence to accreditation standards. Any FCC decisions that significantly impact the BSOM budget or are not consistent with compliance or accreditation standards require collaboration with the Dean as further described below.

The FCC has the responsibility and authority for the following areas:

- Establishment of the course schedule (e.g., duration and sequencing) within BSOM and academic calendar and financial aid terms;
- Establishment of the technical standards for student admission and retention for BSOM;
- Establishment of requirements for advancement, promotion and awarding of the MD degree, including but not limited to licensure exams, internal assessments, and professionalism;
- Establishment and approval of program-level competencies and objectives;
- Evaluation and approval of course and clerkship objectives;
- Evaluation and approval of course syllabi;
- Sequencing of curricular content;
- Curriculum mapping;
- Integration of courses, clerkships, the phases of the curriculum, and the curriculum as a whole;

- Review of all courses, clerkships, phases, and the overall curriculum in meeting program competencies and objectives;
- Establishment of educational policies for BSOM; and
- Monitoring of implementation and outcomes of quality improvement measures for the educational program.

5.4.2. Membership. The FCC shall be composed of twenty-two (22) members, the majority of which shall be members of the Faculty of Medicine. The membership of the FCC shall include:

5.4.3.1 Four (4) members of the Faculty of Medicine elected from basic science departments;

5.4.3.2 Four (4) members of the Faculty of Medicine elected from clinical science departments;

5.4.3.3 Three (3) student representatives as follows:

i. One student representative participating in the Foundations Phase of the curriculum;

ii. One student representative participating in the Doctoring Phase of the curriculum; and

iii. One student representative participating in a dual-degree program;

5.4.3.4 Three additional individuals: a medical education librarian, IT representative, and research representative; and

5.4.3.5 The Associate Dean for Medical Education (or their designee), chairs of the FCC subcommittees, Associate Dean for Accreditation and Quality Improvement, curriculum manager, director of student services, and WSU representative from the Office of the Provost, all of whom shall serve as *ex officio* members.

5.4.3. Voting. All members of the Faculty Curriculum Committee shall be voting members of the committee, except for the Associate Dean for Medical Education (or designee), chairs of the FCC subcommittees, Associate Dean for Accreditation and Quality Improvement, curriculum manager, director of student services, WSU representative from the Office of the Provost, and IT representative who shall be non-voting members.

5.4.4. Quorum. A quorum shall be at least 50% of voting membership present, with the majority of the quorum being members of the Faculty of Medicine. A quorum is required for all decisions requiring a vote of the committee.

5.4.5. Term. Students shall serve a single term of one (1) year. Faculty of Medicine shall serve a term of two (2) years. Faculty of Medicine members may serve up to a total of two consecutive terms. After a one-year hiatus, members of the Faculty of Medicine are eligible for re-election to the FCC. Membership terms will be staggered so that no more than one-half of the non-student members will be replaced each year.

- 5.4.6. Chair. The FCC will elect a Chair from the Faculty of Medicine members serving on the Committee by a majority vote of the voting members. The Chair of the FCC will serve a one (1) year, annually renewable term. The Chair may appoint another voting member of the Faculty of Medicine as Vice Chair to lead the FCC meetings when the Chair is unable to attend.
- 5.4.7. Curriculum Changes and Approval. Changes to module or clerkship level objectives, program objectives and competencies, or major shifts in pedagogy require approval of the FCC. All subcommittee and course and clerkship recommendations must be reviewed and approved by the FCC.
- 5.4.8. Administrative Requirements. The Dean may decline FCC actions only if such recommendations or changes:
- a. Are not consistent with accreditation standards;
 - b. Would have a materially adverse effect on the BSOM budget; or
 - c. Are inconsistent with applicable laws, regulations, University policies, or Board of Trustee resolutions.

If the Dean declines an FCC-approved change, the Dean shall notify the FCC chair in writing of the basis for declining the change. The Dean may suggest revisions to render a change to the curriculum appropriate and may request the FCC revise its recommendations.

- 5.4.9. Meetings. The FCC will meet at least four times per year. Additional meetings may be called by the FCC chair as necessary to fulfill the charge and responsibilities of the committee.
- 5.4.10. FCC Standing Subcommittees. The FCC shall have three (3) standing subcommittees:
- 5.4.10.1. Foundations Subcommittee. The Foundations Subcommittee is responsible for reviewing and providing recommendations to the FCC regarding all aspects of the Foundations phase of the curriculum for the Boonshoft School of Medicine.
 - 5.4.10.1.1. Membership. The Foundations Subcommittee shall be composed of:
 - 5.4.10.1.1.1. Module directors of Foundations phase modules;
 - 5.4.10.1.1.2. One (1) student academic representative for each class in the Foundations phase; and
 - 5.4.10.1.1.3. The Vice Chair of Foundations, Associate Dean for Medical Education, and director of students services, all of whom shall serve as *ex officio* members.
 - 5.4.10.1.2. Voting. There shall be one vote per module (i.e., for modules with more than one director, such modules shall have one vote), and one vote

per Foundations student class. The Vice Chair of Foundations, Associate Dean for Medical Education, and director of student services shall be non-voting members.

- 5.4.10.1.3. Quorum. A quorum shall be at least 50% of voting membership present, with the majority of the quorum being Faculty of Medicine members. A quorum is required for all decisions requiring a vote of the Subcommittee.
- 5.4.10.1.4. Term. Students and Faculty of Medicine members shall serve until their role as module director or academic representative expires; Administration representatives likewise shall serve until their role expires.
- 5.4.10.1.5. Chair. The Foundations Subcommittee will elect a Chair from the module directors serving on the Subcommittee by a majority vote of the voting members. The Chair of the Foundations Subcommittee will serve a one (1) year, annually renewable term. The Chair may appoint another voting Faculty of Medicine member as Vice Chair to lead the Foundations Subcommittee meetings when the Chair is unable to attend.
- 5.4.10.1.6. Meetings. The Foundations Subcommittee will meet at least four times per year. Additional meetings may be called by the Foundations Subcommittee chair as necessary to fulfill the charge and responsibilities of the committee.
- 5.4.10.2. Doctoring Subcommittee. The Doctoring Subcommittee is responsible for reviewing and providing recommendations to the FCC regarding all aspects of the Doctoring phase of the curriculum for the Boonshoft School of Medicine.
 - 5.4.10.2.1. Membership. The Doctoring Subcommittee shall be composed of:
 - 5.4.10.2.1.1. Clerkship/module directors and assistant/associate directors of Doctoring phase clerkships/modules;
 - 5.4.10.2.1.2. One (1) student academic representative for each class in the Doctoring phase; and
 - 5.4.10.2.1.3. The Vice Chair of Doctoring, Associate Dean for Medical Education, and director of student services, all of whom shall serve as *ex officio* members.
 - 5.4.10.2.2. Voting. There shall be one vote per clerkship/module and one vote per Doctoring student class. The Vice Chair of Doctoring, Associate Dean for Medical Education, and director of student services shall be non-voting members.
 - 5.4.10.2.3. Quorum. A quorum shall be at least 50% of voting membership present, with the majority of the quorum being Faculty of Medicine members. A quorum is required for all decisions requiring a vote of the Subcommittee.
 - 5.4.10.2.4. Term. Students and Faculty of Medicine members shall serve until their role as clerkship/module director, assistant/associate director, or academic representative expires; Administration representatives shall likewise serve until their role expires.

- 5.4.10.2.5. Chair. The Doctoring Subcommittee will elect a Chair from the clerkship/module directors serving on the Subcommittee by a majority vote of the voting members. The Chair of the Doctoring Subcommittee will serve a one (1) year, annually renewable term. The Chair may appoint another voting member of the Faculty of Medicine as Vice Chair to lead the Doctoring Subcommittee meetings when the Chair is unable to attend.
- 5.4.10.2.6. Meetings. The Doctoring Subcommittee will meet at least four times per year. Additional meetings may be called by the Doctoring Subcommittee chair as necessary to fulfill the charge and responsibilities of the committee.
- 5.4.10.3. Assessment & Evaluation Subcommittee (A&E). The A&E Subcommittee is responsible for reviewing and recommending to the FCC effective assessment and evaluation practices, protocols, methods, and tools to ensure the fair, accurate, and effective assessment of student knowledge, skills, and progression throughout each phase of the curriculum of the Boonshoft School of Medicine.
- 5.4.10.3.1. Membership. The A&E Subcommittee shall be composed of:
- 5.4.10.3.1.1. Three (3) Foundations faculty module directors;
 - 5.4.10.3.1.2. Three (3) Doctoring faculty clerkship or assistant/associate clerkship directors;
 - 5.4.10.3.1.3. One (1) student from the Foundations phase;
 - 5.4.10.3.1.4. One (1) student from the Doctoring phase; and
 - 5.4.10.3.1.5. Director of Assessment & Evaluation, the Assessment & Evaluation coordinator, and Director of Research Statistics, all of whom shall serve as *ex officio* members.
- 5.4.10.3.2. Voting. All members of the A&E Subcommittee shall be voting members of the committee, except for the Assessment & Evaluation coordinator who shall be non-voting.
- 5.4.10.3.3. Quorum. A quorum shall be at least 50% of voting membership present, with the majority of the quorum being Faculty of Medicine members. A quorum is required for all decisions requiring a vote of the Subcommittee.
- 5.4.10.3.4. Term. Students shall serve a single term of one (1) year. Faculty of Medicine members shall serve a term of two (2) years. Faculty members may serve up to a total of two consecutive terms. After a one-year hiatus, members of the Faculty of Medicine are eligible for re-election to the A&E Subcommittee. Membership terms will be staggered so that no more than one-half of the non-student members will be replaced each year.
- 5.4.10.3.5. Chair. The A&E Subcommittee will elect a Chair from the Faculty of Medicine serving on the Subcommittee by a majority vote of the voting members. The Chair of the A&E Subcommittee will serve a one (1) year, annually renewable term. The Chair may appoint another voting member of the Faculty of Medicine as Vice Chair to lead the A&E Subcommittee meetings when the Chair is unable to attend.

5.4.10.3.6. Meetings. The A&E Subcommittee will meet at least four times per year. Additional meetings may be called by the A&E Subcommittee chair as necessary to fulfill the charge and responsibilities of the committee.

5.5. Student Promotion Committee (SPC).

5.5.1. Charge and Responsibilities. The SPC is responsible for reviewing and determining the academic standing of all enrolled BSOM MD program students, including promotion and graduation. The SPC will also address reported deficits in academic performance and allegations of student breaches in professional behavior in accordance with the Student Honor Code and BSOM and University Policies and procedures. The SPC will review all matters related to or involving academic difficulty or allegations of misconduct and will ensure the due process rights of all individuals in question. The SPC will make recommendations to the appropriate leadership for action and improvement.

The SPC refers students to either the Associate Dean for Medical Education for academic difficulty or the Associate Dean for Student Affairs & Admissions for professionalism or behavioral concerns, who in turn shall recommend to the SPC a course of action for students who do not meet expectations in any aspect of the curriculum, including allegations of student breaches in professional behavior. The SPC shall vote to adopt, modify, or otherwise implement any such recommended actions. Students have an opportunity to appeal decisions of the SPC, in accordance with applicable policies.

The SPC shall conduct all deliberations in accordance with BSOM and University policies and procedures regarding academic promotion, advancement, and graduation, and, as applicable, codes of conduct governing student performance, professionalism, and behavior.

5.5.2. Membership. The SPC shall be comprised of:

5.5.2.1. Nine (9) members of the Faculty of Medicine elected by the Faculty Assembly, with a maximum of one member per department and no members holding the rank of Emeritus; and

5.5.2.2. The Associate Dean for Student Affairs & Admissions and the Associate Dean for Medical Education, or their respective designees, and a representative from WSU Office of General Counsel, all of whom shall serve as *ex officio* members.

5.5.3. Voting. All members of the Faculty of Medicine elected to the SPC shall be voting members of the SPC. The Associate Dean for Student Affairs & Admissions and the Associate Dean for Medical Education, or their respective designees, and the representative from WSU Office of General Counsel shall be non-voting members.

- 5.5.4. Quorum. A quorum shall be at least 50% of voting membership present, with the majority of the quorum being members of the Faculty of Medicine. A quorum is required for all decisions requiring a vote of the committee.
- 5.5.5. Term. Faculty of Medicine members shall serve a term of two (2) years and may serve up to two (2) consecutive terms. After a one-year hiatus, members of the Faculty of Medicine are eligible for re-election to the SPC.
- 5.5.6. Chair. The SPC will elect a chair from the Faculty of Medicine members serving on the Committee by a majority vote of the voting members. The Chair of the SPC will serve a one (1) year, annually renewable term. The Chair may appoint another voting faculty member of the Faculty of Medicine as Vice Chair to lead the SPC meetings when the Chair is unable to attend.
- 5.5.7. Meetings. Meetings will be convened by the chair at least quarterly, or may be called to hold a special meeting at the request of the chair, the Dean, or Associate Dean for Student Affairs & Admissions.
- 5.5.8. Recusal. A member of the Faculty of Medicine teaching in one or more modules/clerkships/electives may serve on the SPC but must recuse themselves from any recommendations and votes regarding any student(s) for which the vote is directly related to one or more modules/clerkships/electives for which they have instructed, supervised, or evaluated the student directly. Additionally, a member of SPC who has provided health services, including psychiatric/psychological counseling, to a medical student must recuse themselves from any recommendations and votes regarding that student.

5.6. Appointment, Promotion, and Advancement (APA) Committee.

- 5.6.1. Charge and Responsibilities. The APA Committee shall review all new faculty appointments to recommend an appropriate rank to the Dean for all new faculty appointments based on the then-current BSOM rank and promotion criteria. The committee is also responsible for evaluating applications for appointment renewal, faculty promotion, development leave, and faculty awards related to excellence in teaching and research in accordance with the Faculty appointment, promotion, and renewal policies.
- 5.6.2. Membership. The APA Committee shall be composed of eight (8) members of the Faculty of Medicine elected by the Faculty Assembly. The membership of the APA Committee shall include:
 - 5.6.2.1. At least three (3) members elected from clinical science departments, with a maximum of one member per department;
 - 5.6.2.2. At least three (3) members elected from basic science departments, with a maximum of one member per department;
 - 5.6.2.3. No members of the APA Committee shall be department chairs;

- 5.6.2.4. No members of the APA Committee shall hold the rank of Emeritus;
 - 5.6.2.5. All members of the APA Committee must hold the rank of Associate Professor or Professor;
 - 5.6.2.6. At least three (3) members of the committee shall be at the rank of Professor; and
 - 5.6.2.7. The Associate Dean for Faculty Affairs and a representative from the WSU Office of General Counsel, both of whom shall serve as *ex officio* members.
- 5.6.3. Voting. All members of the APA committee are eligible to vote except for the Associate Dean for Faculty Affairs and representative from the WSU Office of General Counsel, provided, however that:
- a. Committee members may only vote on resolutions to recommend appointment to a faculty rank that is equivalent to, or lower than their own; and
 - b. Committee members may only vote on resolutions to recommend promotion to a faculty rank that is equivalent to, or lower than their own.
- 5.6.4. Quorum. A quorum shall be at least 50% of voting membership present, with the majority of the quorum being members of the Faculty of Medicine. A quorum is required for all decisions requiring a vote of the committee.
- 5.6.5. Term. Members shall serve a term of two (2) years and may serve up to two consecutive terms. After a one-year hiatus, members of the Faculty of Medicine are eligible for re-election. Membership will be staggered so that no more than one-half of the members will be replaced each year.
- 5.6.6. Chair. The chair of the APA committee shall be at the rank of Professor. The APA Committee will elect a Chair from the elected Faculty of Medicine members serving on the Committee by a majority vote of the voting members. The Chair of the APA Committee will serve a one (1) year, annually renewable term. The Chair may appoint another voting member of the Faculty of Medicine as Vice Chair to lead the APA Committee meetings when the Chair is unable to attend.
- 5.6.7. Meetings. Regular meetings of the APA Committee shall be held at least twice annually. Additional meetings may be called by the APA committee chair to review new appointments, and at scheduled intervals for faculty promotions and awards. Furthermore, upon request from the Associate Dean for Faculty Affairs, the chair shall promptly hold a special meeting to review and recommend faculty ranks for any new appointments.
- 5.6.8. Recusal. A member of the APA Committee with a relationship/connection to any faculty member going up for appointment, renewal, promotion, development leave, and/or consideration for faculty awards must recuse themselves from any

recommendations and votes regarding any such faculty member(s) for which the vote is directly related.

5.7. Nominations and Elections Committee.

- 5.7.1. Charge and Responsibilities. The Nominations and Elections Committee is responsible for preparing and presenting to the Faculty Assembly a slate of candidates about which the voting members of the Faculty Assembly shall vote to elect representatives to the Standing Committees (except for the Nominations and Elections Committee itself, for which such nominations will be governed by Section 5.7.5 below). Furthermore, it shall be the responsibility of the Nominations and Elections Committee to:
- 5.7.1.1 Determine the eligibility of members of the Faculty of Medicine with respect to service on each Standing Committee;
 - 5.7.1.2 Solicit interest from the Faculty of Medicine for participation on Standing Committees, including but not limited to letters of interest and intent in service on particular committees;
 - 5.7.1.3 Poll the Faculty of Medicine members to develop a slate of candidates for election to Standing Committees;
 - 5.7.1.4 Poll the Faculty of Medicine members to develop a slate of candidates for election to Officers of the Faculty Assembly; and
 - 5.7.1.5 Establish rules and procedures to govern the orderly and efficient election of Faculty of Medicine representatives to the Standing Committees and Officers of the Faculty Assembly.
- 5.7.2. Membership. The Nominations and Elections Committee shall consist of eight (8) members of the Faculty of Medicine elected by the Faculty Assembly, with a maximum of one member per department. The Dean, or their designee, shall serve as an *ex officio* member.
- 5.7.3. Voting. All members of the Faculty of Medicine elected to the committee shall be voting members of the Nominations and Elections Committee. The Dean, or their designee, shall be a non-voting member.
- 5.7.4. Quorum. A quorum shall be at least 50% of voting membership present, with the majority of the quorum being members of the Faculty of Medicine. A quorum is required for all decisions requiring a vote of the committee.
- 5.7.5. Nominations and Election of Nominations and Elections Committee Members. The nominations for candidates for positions on the Nominations and Elections Committee shall be solicited directly from the Faculty Assembly by the President of the Faculty Assembly. General election rules developed by the Nominations and Elections Committee shall govern the election of Nominations and Elections Committee members.

- 5.7.6. Term. Members shall serve a term of two (2) years and may serve up to two (2) consecutive terms. After a one-year hiatus, members are eligible for re-election.
- 5.7.7. Chair. The Nominations and Elections Committee will elect a Chair from the Faculty of Medicine members serving on the Committee by a majority vote of the voting members. The Chair of the Nominations and Elections Committee will serve a one (1) year, annually renewable term. The Chair may appoint another voting member of the Faculty of Medicine as Vice Chair to lead the Nominations and Elections Committee meetings when the Chair is unable to attend.
- 5.7.8. Meetings. Regular meetings of the Nominations and Elections Committee shall be held at least twice annually at least 30 days in advance of any regular meeting of the Faculty Assembly. Additional meetings may be called by the Nominations and Elections Committee chair. Upon the receipt of a written request to the chair of the Nominations and Elections Committee from the President of the Faculty Assembly, the chair of the Nominations and Elections Committee shall promptly convene a special meeting to address any such special matters identified to the chair by the President of the Faculty Assembly.
- 5.7.9. Recusal. A member of the Nominations and Elections Committee with a relationship/connection to any faculty member nominated for a position on a Standing Committee or Officers of the Faculty Assembly must recuse themselves from any recommendations and votes regarding any such faculty member(s) for which the vote is directly related.

5.8. Faculty Bylaws Committee.

- 5.8.1. Charge and Responsibilities. The Faculty Bylaws Committee shall be responsible for reviewing and recommending to the Faculty of Medicine revisions and updates on all matters directly pertinent to these Faculty Bylaws of the Boonshoft School of Medicine. This responsibility includes, but is not limited to, recommendation and review of needed modifications or amendments as deemed necessary for the proper internal governance of the Faculty of Medicine. Furthermore, in accordance with Article VII, it shall be the responsibility of the Faculty Bylaws Committee to comprehensively review these Bylaws in their entirety at least once every three (3) years and provide recommendations to the Faculty Assembly regarding any proposed revisions or updates.
- 5.8.2. Membership. The Faculty Bylaws Committee shall be composed of eight (8) members of the Faculty of Medicine elected by the Faculty Assembly, with a maximum of one member per department. A representative from the WSU Office of General Counsel and the Dean, or their designee, shall serve as *ex officio* members.

- 5.8.3. Voting. All members of the Bylaws Committee shall be eligible to vote except for the representative from the WSU Office of General Counsel and the Dean, or their designee.
- 5.8.4. Quorum. A quorum shall be at least 50% of voting membership present, with the majority of the quorum being members of the Faculty of Medicine. A quorum is required for all decisions requiring a vote of the committee.
- 5.8.5. Term. Faculty of Medicine members shall serve a term of four (4) years and may serve up to one (1) term. After a one-year hiatus, members of the Faculty of Medicine are eligible for re-election. Membership will be staggered so that no more than one-fourth of the members will be replaced each year.
- 5.8.6. Chair. The Faculty Bylaws Committee will elect a Chair from the Faculty of Medicine serving on the Committee by a majority vote of the voting members. The Chair of the Faculty Bylaws Committee will serve a one (1) year, annually renewable term. The Chair may appoint another voting member of the Faculty of Medicine as Vice Chair to lead the Faculty Bylaws Committee meetings when the Chair is unable to attend.
- 5.8.7. Meetings. Regular meetings of the Faculty Bylaws Committee shall be held at least twice annually at least 30 days in advance of any regular meeting of the Faculty Assembly. Additional meetings may be called by the Faculty Bylaws Committee chair. Upon the receipt of a written request to the chair of the Faculty Bylaws Committee from the President of the Faculty Assembly, the chair of the Faculty Bylaws Committee shall promptly convene a special meeting to address any such special matters identified to the chair by the President of the Faculty Assembly.
- 5.8.8. Reporting. At least 30 days prior to the annual May meeting of the Faculty Assembly, it shall be the responsibility of the Faculty Bylaws Committee to provide a report to the members of the Faculty Assembly regarding on the status of the committee's work, findings, and recommendations, including all recommended revisions, updates, and voting resolutions to be decided upon by a vote of the Faculty Assembly.

Article VI. Standing Committees of the Boonshoft School of Medicine

- 6.1. Standing Committees of the Boonshoft School of Medicine. Boonshoft School of Medicine recognizes that additional Standing Committees may be required for the efficient operation of the medical education program in accordance with accreditation standards and to achieve the mission and vision of the school. Standing Committees of BSOM are differentiated from Standing Committees of the Faculty by virtue of their membership composition. Specifically, membership of Standing Committees of BSOM may or may not have Faculty of Medicine representation. Standing Committees of BSOM are charged and chartered in

accordance with their own terms, which shall be approved by the Dean of BSOM. For purposes of informing the Faculty of Medicine, these standing committees currently include – but may not necessarily be limited to, and may be changed or eliminated in the future – the following:

- a. Executive Committee;
- b. Inclusive Excellence Committee;
- c. Research Committee;
- d. Medical Student Honor Code Council;
- e. Continuous Quality Improvement Committee; and
- f. Continuing Medical Education Committee.

A complete list of the Standing Committees of BSOM, including charges and membership, is available on the BSOM Faculty Affairs webpage.

Article VII. Review, Amendments, and Interpretation

7.1. Review. These Bylaws must be reviewed and revised (or restated, if no revisions are found necessary) pursuant to Section 7.2 of these Bylaws at least once every three (3) years, initiated by the Faculty Bylaws Committee, per their charge and responsibilities in Section 5.8 of these Bylaws. Should the revision (or restatement) not occur within three years plus ninety (90) days since the last revision or restatement, the Provost shall have discretion to enact amendments that the Provost deems necessary to ensure proper continued operation of BSOM and maintain compliance with applicable accreditation standards. The purpose and focus of this review shall be:

- 7.1.1 To maintain compliance with the requirements and expectations of all accrediting bodies regarding faculty bylaws and faculty governance;
- 7.1.2 To ensure these Bylaws continue to facilitate the role of the Faculty of Medicine properly and efficiently in the shared governance of BSOM;
- 7.1.3 To improve the operation and further the educational mission and vision of BSOM; and
- 7.1.4 To comply with and conform to applicable laws, regulations, University policies and procedures, and WSU Board of Trustee resolutions.

7.2. General Amendments. These Bylaws may be adopted, altered, amended, repealed, or restated either in whole or in part at a meeting of the Faculty Assembly by an affirmative vote of at least two-thirds of the votes cast by the voting members of the Faculty Assembly. Pursuant to Section 5.8.8, the Faculty Bylaws Committee shall provide a report to the members of the Faculty Assembly regarding on the status of the committee's work, findings, and recommendations, including all recommended revisions, updates, and voting resolutions to be decided upon by a vote of the voting members of the Faculty Assembly at least 30 days prior to the Faculty Assembly meeting. No amendment shall become effective unless and until such adoption or amendment by the voting members of the Faculty Assembly is approved by the Wright State University Provost.

- 7.3. De Minimis Amendments. Notwithstanding the foregoing, these Bylaws may further be amended to correct clerical errors (e.g., spelling, punctuation, and grammar), update hyperlinks or references to associated policy or procedure documents, and correct titles or contact information upon the unanimous vote of all voting members of the Faculty Bylaws Committee and ratification by the President of the Faculty Assembly.
- 7.3.1. Required Notice; Implementation. Any such De Minimis Amendment(s) shall be communicated to the Faculty of Medicine in writing upon ratification by the President of the Faculty Assembly. No De Minimis Amendment(s) shall take effect for at least ten (10) days after such notice has been sent.
- 7.3.2. Objections; De Minimis Amendments. A written objection that is (i) signed by at least four (4) Faculty of Medicine members, and (ii) delivered to the President of the Faculty Assembly within the ten-day notice period specified by Section 7.3.1 above shall function as a Faculty of Medicine veto of the De Minimis status of the proposed amendment(s). In the event a De Minimis Amendment is vetoed, the effect of the veto shall be to raise the status of the De Minimis amendment(s) to a general amendment, subject to the approval requirements specified by Section 7.2 above.
- 7.4. Interpretation. Any references in these Bylaws to any policy, provision, handbook, chapter, code of conduct, or other referenced external source shall be deemed to be references to such policy, provision, handbook, chapter, code of conduct, or other referenced external source as the same may be amended, supplemented, or replaced from time to time, and any successor promulgated or released to the same general intent and effect.
- 7.5. Subordination. These Bylaws are expressly subordinate to applicable laws, regulations, University policies, and applicable resolutions of the WSU Board of Trustees. In the event of a conflict between any of the foregoing and these Bylaws, the former shall prevail.

Approved by the BSOM Faculty Assembly on December 19, 2024