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BYLAWS

Article I. VISION AND MISSION

Section I.1 Vision

To be a leader in medical education, delivery of care and scholarship. We do this by focusing intentionally on the constellation of:

- Character: integrity, empathy, humanism, professionalism;
- Content: medical knowledge, technology, innovation, integration;
- Context: patient-centered models, cultural sensitivity, health care systems, finance, ambulatory settings, patient safety, chronic disease prevention and management;
- Creativity: innovation, inquisitive scholars;
- Collaboration: team-based care, patient and family partnerships, shared decision-making;
- Communication: empathy, compassion, active listening;
- Community: servant leadership, public education, partnership, leadership.

Section I.2 Mission

To transform health care by inspiring empathetic scholars.

Section I.3 Motto

- Learn
- Apply
- Serve

Section I.4 Core Values

- Collaboration
- Communication
- Empathy
- Servant Leadership
- Diversity and Inclusion
- Integrity
- Innovation
- Continuous Improvement

Section I.5 Pillars

- Education
- Community
- Research
- Patient Centered Care
Article II. Bylaw Purpose and Intent

The purpose and intent of these Bylaws are to:

Define guidelines and procedures for the organization and governance of the School of Medicine so that members of the faculty understand their responsibilities and can perform their duties with respect to education, research, and service to the School of Medicine;

Provide a forum in which matters of concern to the faculty or administration may be discussed, opinions and positions formulated, and consensus reached and formally expressed;

Outline mechanisms by which the faculty functions in an advisory capacity to the Administration in matters of mutual interest;

Provide avenues for a collaborative approach to achieving the mission of the School of Medicine.

Article III. GENERAL PROVISIONS

Section III.1 Collaborations

Texas Christian University is the M.D. degree granting institution and serves as the academic institution of record for all School of Medicine medical students and School of Medicine faculty. The School of Medicine is a public/private collaboration between a public research university, University of North Texas Health Sciences Center (UNTHSC), and a private university, Texas Christian University (TCU).

Section III.2 Administrative Officers

(a) Dean

The dean of the School of Medicine is the Chief Academic Officer of the medical school and is responsible for the implementation of its policies and compliance with accreditation requirements. The dean may delegate responsibilities to other appropriate administrators, including the senior associate, associate, assistant deans, and department chairs, to assist in discharging these duties within the School of Medicine. The dean is appointed and reports to the provost of Texas Christian University (TCU) (hereafter referred to as “university”), the M.D. degree granting institution. The dean is responsible for:

- Oversight of the development and implementation of the medical school strategic plan;
- Development, implementation, and evaluation of medical school affiliations that support school of medicine goal and programs;
- Development, implementation, and evaluation of medical school policies;
- Compliance with all accreditation, institutional and regulatory requirements;
- Oversight of the review, analysis, and implementation of educational, research, and administrative programs for the School of Medicine;
- Oversight and preparation of the annual School of Medicine budget;
- Oversight of the admission and education of School of Medicine students and trainees;
- Oversight of the School of Medicine learning environment;
- Oversight of the academic appointment, promotion, and review of School of Medicine faculty;
- Oversight of programs that review and provide professional development for faculty and staff;
- Appointment of members to School of Medicine standing committees as articulated in medical school bylaws;
Appointment of School of Medicine, vice, senior, associate, and assistant deans;

(b) Departments

Academic units of the medical school shall be departments. The dean establishes and, if necessary, closes academic departments. The department chairs are responsible and authorized to:

- Define strategic direction of the department aligned with the School of Medicine goals;
- Oversee the implementation of university and School of Medicine policies that affect the department;
- Represent the department in its official business;
- Oversee faculty appointments, reviews including promotion and disciplinary actions, and dismissal;
- Oversee the professional development and the formal and informal review of faculty members;
- Collaborate with other School of Medicine, TCU and UNTHSC leaders in support of overall goals;
- The chair of each department may establish committees within the unit to carry out the functions of the unit.

All department chairs report to the Dean with regard to their educational and academic roles and responsibilities at the School of Medicine. In establishing new clinical departments, the Dean will consider the following:

- The depth and diversity of the existing clinical faculty who are boarded and specialized in the proposed clinical department;
- Contributions of the current faculty to the missions of the School of Medicine;
- Budgetary requirements for sustaining a new clinical department, including the appointment of a qualified department chair.

(c) Administrative Titles

Recognizing that from time to time, administrative titles may change, all administrative titles (e.g., assistant dean; associate dean; etc.) delineated in this document shall reflect such changes, and shall not require a vote by the members of the General Faculty.

The School of Medicine Executive Committee will review all requests and consider the expected contributions of the new department to the School of Medicine’s mission, curriculum and the ability of the department to deliver and enhance the appropriate curriculum.

Article IV. Faculty

Section IV.1 Membership

(a) Faculty Status

For the purposes of LCME and other institutional reporting, School of Medicine faculty are classified in one of three faculty status types: full-time faculty; part-time faculty; or affiliate faculty.

(i) Full-time faculty

Full-time faculty are employed at ≥.75 FTE by School of Medicine or are employed at ≥.75 FTE with an
affiliated teaching institution. Full-time faculty devote their primary activities to one or more of the academic missions and must meet the requirements for appointment in the non-tenure track in the School of Medicine. Full-time faculty are considered part of the General Faculty of the School of Medicine and are eligible to participate in School of Medicine faculty governance, including service on School of Medicine committees, and as eligible voting faculty for all School of Medicine faculty governance matters. School of Medicine employed full-time faculty are also considered members of the university’s General Faculty and eligible to vote and participate in University Faculty Senate activities.

(ii) Part-Time faculty
Part-time faculty are employed at ≤.74 FTE by the School of Medicine or are employed at ≤.74 FTE with an affiliated teaching institution. Part-time faculty include School of Medicine faculty who do not receive a base salary from the School of Medicine but may receive compensation or stipend for services rendered to the School of Medicine. Part-time faculty must meet the requirements for appointment as faculty in the School of Medicine. Part-time faculty are eligible for the School of Medicine Faculty Courtesies and Privileges, including a School of Medicine email, access to TCU and UNTHSC library resources, and School of Medicine faculty development programming. Part-time faculty are considered part of the General Faculty of the School of Medicine and are eligible to participate in School of Medicine faculty governance, including service on School of Medicine committees and as eligible voting faculty for all School of Medicine faculty governance matters.

(iii) Affiliate faculty
Affiliate faculty are typically clinicians or others who are employed outside of the School of Medicine or affiliated teaching institutions and who make significant contributions to the mission of the School of Medicine. Affiliate faculty are considered part of the General Faculty of the School of Medicine and are eligible to participate in faculty governance, including service on School of Medicine committees and as eligible voting faculty for all School of Medicine faculty governance matters.

The School of Medicine faculty includes all full-time, part-time, and affiliate faculty members, who hold an appointment at the School of Medicine in the ranks of professor, associate professor or assistant professor.

The President of the UNTHSC, the Chancellor of TCU, the UNTHSC Provost and the TCU Provost will be ex-officio and non-voting members of the voting faculty. All other administrators who hold faculty appointments, including the dean, vice, senior associate, associate and assistant deans, will be members of the voting faculty.

Section IV.2 Faculty Roles, Responsibilities, and Governance
The primary means through which the faculty govern themselves is through the General Faculty Assembly. The General Faculty Assembly is composed of all full-time, part-time, and affiliate faculty. The General Faculty Assembly is responsible for and authorized to:

- Elect all faculty committee members holding elected positions (noting that School of Medicine members of faculty committees may be appointed, ex-officio, students, or administrators);
- Adopt and amend bylaws to govern its proceedings;
- Receive reports from faculty committees and School of Medicine leadership as appropriate;
- Through the committee structure, determine the policies of the School of Medicine and the rules and regulations which govern the conduct of the educational activities of the school;
- Through its committee structure, prescribe the requirements and formulate policies for medical student admission and promotion; curriculum design, implementation and evaluation; programs of study; and graduation requirements in the School of Medicine;
- Through its committee structure, handle student progress and appeals of decisions related to student progress, and violations of School of Medicine and university policies, consistent with university policies;
- Hold regular meetings for the discussion of matters relating to the mission, goals and objectives of the School of Medicine;
- Formulate recommendations to the dean regarding faculty appointments and promotion;
- Act upon reports from and make recommendations to the dean, faculty committees, Departments and other academic units of the School of Medicine;
- Support and fulfill compliance, accreditation and continuous quality improvement requirements.
- Formulate strategies and support the efforts and goals of all pillars of the medical school.

Section IV.3 Voting
All full-time, part-time, and affiliate faculty holding faculty rank at assistant professor and above will have voting rights on faculty business in the School of Medicine. The faculty shall vote on any recommended changes to the School of Medicine Bylaws. In addition, the dean may elect to seek the vote of the faculty on other issues.

Section IV.4 Appointment, Reappointment, and Promotion of the Faculty
School of Medicine faculty appointments to the ranks of assistant professor, associate professor, and professor shall be made only in the non-tenure track, and within academic departments in the School of Medicine.

General requirements and procedures for appointment, reappointment, and promotion of all academic ranks are described in the School of Medicine Faculty Handbook with any additional requirements being delineated by each department, but not to supersede School of Medicine requirements.

(a) Faculty Academic Department
Faculty are appointed by the dean on the authority of the provost. All School of Medicine faculty report to the dean through the department chair.

All faculty of the School of Medicine must hold a primary faculty appointment in a School of Medicine academic department. Faculty may hold secondary appointments in other departments, with approval of the primary department chair. The primary academic department will be determined by the dean, or designee, based on faculty member’s primary mission and contributions. Joint appointments made in two or more academic departments or schools shall be at the same academic rank in each entity.
(b) Provisions

All appointments shall specify clearly the conditions and responsibilities of the faculty member and shall be given in writing to the appointee in the form of an appointment letter. All promotions and new appointments shall become effective as specified in the School of Medicine Faculty Bylaws.

The appointment process should involve the departmental faculty, the department chair, and the dean, and must comply with university policies and procedures. Upon appointment, faculty members are informed by their department chair, or immediate supervisor, of School of Medicine policies, on assignment of responsibilities, evaluation, renewal of appointment and promotion, and dismissal, as stated in the Faculty Handbook.

Article V. General Faculty Assembly

Section V.1 Duties of the General Faculty Assembly

The General Faculty Assembly is the legislative body of the faculty. Through the General Faculty Assembly come the rules and processes by which the faculty governs itself. The duties of the General Faculty Assembly include:

- Receive a State of the School address by the dean;
- Receive reports from the standing committees;
- Elect faculty members to standing committees;
- Debate and vote upon any proposed changes to the School of Medicine Bylaws;
- Debate and vote upon other matters of concern to the governance of the faculty.

Section V.2 Notice of meetings

The presiding officer of standing General Faculty Assembly meeting will be the dean or designee, who will provide notice of all meetings to all faculty at least four weeks in advance of a regular meeting, and no less than 48 hours prior to a special meeting, except in extraordinary circumstances. The presiding officer will conduct all such meetings. Notice will be given by e-mail utilizing the preferred e-mail address, or to another designated email address supplied by the faculty member to the Office of Faculty Affairs. Notice by e-mail will be deemed delivered when sent. The notice will include the agenda.

Section V.3 Voting

When voting is required on a matter brought to the voting faculty, it will take place following a regular or special faculty meeting addressing the issue on which voting is required. The faculty meeting will serve as the principal forum for discussion of any issues on which voting is required. Voting will be conducted by confidential secure electronic means, such as e-mail or web-based voting. When the presiding officer gives notice of a meeting, s/he will include notice of the date(s) and the way such voting will occur. Voting will remain open for 10 business days, excluding holidays, except under extraordinary circumstances. A simple majority of all affirmative votes cast will constitute an affirmative vote when the total number of votes cast represents a quorum as required in Section 5.04. Proxy voting will not be allowed.
Section V.4  Quorum
Five percent (5%) of the voting faculty will constitute a quorum for voting of the General Faculty for committee elections and bylaw revisions. A quorum is not required to conduct business at a General Faculty Assembly meeting.

Section V.5  Ex-officio Membership
Ex-officio members shall not be eligible to vote on standing committees. Ex-officio members shall not be counted as part of the total membership of a committee for purposes of determining the number of members necessary to constitute a quorum.

Section V.6  Regular meetings
The voting faculty will meet not less than twice each year, at a time and place announced by the dean. The medical school will maintain a record of the discussions at such meetings for faculty to review. Minutes will be disseminated to all faculty via email and posted to the Faculty Meetings website. In addition, the meetings will be available for faculty to view by video streaming.

Section V.7  Special meetings
A special meeting may be called either by the dean or upon request in writing by at least ten (10) members of the voting faculty. The meeting notice must include the reason for calling a special meeting. No business will be transacted except as stated in the notice calling the meeting.

The medical school will maintain a record of the discussions at such meetings for the faculty to review. Minutes will be disseminated to all faculty via email and posted to the Faculty Meetings website. In addition, the meetings will be available for faculty to view by video streaming.

Article VI.  Council of Chairs
Section VI.1  Charge
The Council of Chairs will be responsible for representing the interests of each department to the dean, ensuring adherence to the policies and procedures of the medical school, aligning goals of each department to the mission of the medical school, and providing input into the strategic plan of the school. The Council of Chairs shall be advisory to the dean.

Section VI.2  Membership
Membership: Each department chair will serve on the Council of Chairs.

Ex-officio members: The Dean, Senior Associate Dean for Faculty Affairs and Development; Associate Dean for Strategy and Communication; Professionalism Resource Officer; Senior Associate Dean for Educational Affairs and Accreditation will serve as ex-officio members.

Chair: The dean will preside over the Council of Chairs.

Section VI.3  Meetings
The Council of Chairs shall meet in person quarterly. The dean may call additional meetings as needed. Chairs may also submit a formal request to the dean and call a meeting of the council as needed.
Article VII. Executive Committee

Section VII.1 Charge
The Executive Committee determines the governance and policymaking processes of the educational program. It shall have responsibility for advising the dean on matters of governance, policymaking and strategic direction. It shall serve as the approval body for educational program and school policies that are not governed by other School of Medicine standing committees. Recommendations from the committee may be made to the dean.

The School of Medicine Executive Committee will review all requests for new departments and consider the expected contributions of the new department to the School of Medicine’s mission, curriculum and the ability of the department to deliver and enhance the appropriate curriculum.

Section VII.2 Membership
The Executive Committee of the School of Medicine is composed of the following voting members:
- Senior Associate Dean for Educational Affairs and Accreditation;
- Senior Associate Dean for Finance and Administration;
- Assistant Dean for Admissions and Outreach;
- Senior Associate Dean for Faculty Affairs and Development;
- Associate Dean for Strategy and Communication;
- Assistant Dean for Curriculum
- Assistant Dean for Student Affairs;
- Assistant Dean for Diversity and Inclusion;
- Assistant Dean for Assessment and Quality Improvement;
- Assistant Dean for Narrative Reflection and Patient Communication;
- Professionalism Resource Officer;
- One (1) Department Chair;
- Two (2) faculty representatives.

Ex-officio membership: The dean and executive director for accreditation and organizational performance will serve as ex-officio members.

Chair: The dean will preside over the Executive Committee.

Section VII.3 Selection
The department chair representative shall be elected by the Council of Chairs to serve a three-year term and is eligible for nomination and re-election for one additional term. The two faculty member representatives shall be nominated by the Nominating Committee and elected by the General Faculty to serve a three-year term. Faculty representatives are eligible for nomination and re-election for one additional term.

Section VII.4 Meetings
The Executive Committee will meet regularly, at least quarterly.
Standing committees are an integral component in a climate and empowerment model of shared
governance and principles of partnership and accountability in support of the School of Medicine
mission and vision. The standing committees of the School of Medicine play a key role in the governance
and decision-making of the School of Medicine. Standing committees have responsibilities to take
action, make recommendations, or both. The role of each committee is established by the charge. For
committees that take action, the committees shall act autonomously and in alignment with the mission,
vision, and values of the medical school; within the scope of responsibilities delegated to the committee
by the medical school.

Section VIII.2  Membership
All members of the General Faculty are eligible for appointment or election to committees.

Section VIII.3  Dean Representation on Standing Committees
School of Medicine deans (e.g., associate deans; assistant deans) may not serve as voting members of
standing committees. Deans may serve in an advisory, resource, or ex-officio role for committees
directly related to their primary administrative role with the school.

Deans may serve as non-voting committee chairs as designated in the Bylaws. Deans do not count
towards committee quorum.

Section VIII.4  Student Representation on Standing Committees
Student membership on standing committees will be chosen according to procedures established by the
student government with the guidance of the assistant dean for student affairs. The student members
of the standing committees will typically serve terms corresponding with the academic year. Student
representation on committees will be designated according to each committee’s operational rules. The
number of student representatives on committees will gradually increase as appropriate from the
enrollment of the inaugural class to the fourth class. Students serving on committees should be in
satisfactory academic standing and not involved in any disciplinary plan or competency action plan.

Section VIII.5  Timing of Election or Appointment
Members of the standing committees will be elected or appointed following the regular spring faculty
meeting. Terms of office will begin on July 1 following the election. The terms of office of the standing
committee faculty members will be three years, except where otherwise noted. Committees may
include additional members, who will serve in an (non-voting) advisory capacity, as described in the
committee’s operational rules, except in the case of the Admissions Committee which will include at-
large non-faculty members who will be voting members. If the committee determines that it requires
additional input from a specific group or segment of the faculty, it may create one or more
subcommittees. Such subcommittees should be described in the standing committee’s operational
rules.

Section VIII.6  Accreditation Limitations
For all committees in the initial committee structure of the newly accredited college, initial terms of
office will be staggered.
During the initial years of accreditation, students will be selected to fill only those slots which are consistent with their status as articulated in the committee’s operational rules.

Section VIII.7  Vacancies
When needed, the Nominating Committee or the dean or designee, consistent with the original selection process, will appoint a member of the faculty to fill a vacancy on a Standing Committee for the remainder of the vacant position’s term. A faculty member completing a term for a vacant position is eligible to be nominated and appointed or elected for a subsequent full-term per the committee’s nomination and selection process.

Article IX.  Standing Committees Procedures
Section IX.1  Meetings
Standing committees will meet as often as required to conduct the business of the committee. The committee will keep minutes of its meetings, recognizing and assuring the confidential nature of decisions related to Admissions; Appointment, and Promotion; and Student Progression and Promotion.

Section IX.2  Quorum and Voting
Faculty must constitute the majority of voting members present at all meetings of the Appointment and Promotion Committee; Curriculum Committee; Admissions Committee; and Student Progression and Promotion Committee.

Unless otherwise specified in the relevant policy, a quorum for voting purposes for standing committees and other School of Medicine committees shall consist of a majority of the eligible members present at that meeting, ensuring the stipulations for majority faculty voting described above. Only those present in person or by videoconference or teleconference may vote.

A simple majority vote of those present and voting at any committee meeting at which a quorum is present shall constitute the action or report of the committee.

Voting Procedure in the Event of a Tie: In the event of a tie vote on standing committee membership, the dean or designee shall cast the deciding vote.

Section IX.3  Chair
The chair of each standing committee will preside at committee meetings and solicit and prepare the agenda. A vice chair may be selected by the committee from among the committee members. Typically, standing committee chairs should be selected from the general faculty, unless otherwise designated by the Bylaws.

Section IX.4  Terms
Faculty members may serve a maximum of two consecutive terms on a committee, after which a minimum of one-year break in service is required before serving again unless otherwise noted or waived by the dean for a good cause.
Section IX.5  Report to Faculty
Each committee will provide either a written and/or oral report annually to the faculty at the spring faculty meeting.

Section IX.6  Establishment of sub-committees
Standing committee chairs may establish subcommittees, ad hoc committees, and/or work groups as needed.

Article X.  Standing Committees

Section X.1  Accreditation and Continuous Quality Improvement Committee (ACQI)
Charge: The committee will periodically review reports and information gleaned from the LCME accreditation and strategic planning processes and recommend quality improvement measures to ensure compliance to the dean and pertinent School of Medicine standing committees for action. This committee will also periodically review aggregate data pertaining to student performance, faculty teaching and assessment, and post-graduation data and compare it against institutional benchmarks to ensure achievement of education program goals. To support units where a CQI recommendation has been made, the ACQI Committee will develop and implement actions plans to ensure progress on educational program goals and the school’s ongoing accountability and accreditation.

Membership: There will be eight (8) members total consisting of six (6) faculty members; one (1) department chair and the executive director of accreditation and organizational performance.

Ex-officio membership: The senior associate dean for educational affairs and accreditation, the senior associate dean for faculty affairs and development, the associate dean for finance and administration, the associate dean for communications and strategy, the assistant dean for assessment and quality improvement, the professionalism resource officer, and the faculty accreditation lead will serve as ex-officio members of the committee.

Chair: The senior associate dean for educational affairs and accreditation assistant dean for assessment and quality improvement will serve as chair.

Selection: Four faculty members will be nominated by the Nominating Committee and appointed by the dean. Two faculty members will be nominated by the Nominating Committee and elected by the General Faculty. The department chair will be nominated by the Nominating Committee and appointed by the dean.

Term: The term of office for the faculty members and department chair will be three (3) years. Faculty members are eligible for re-election for one full-term. There is no term limit for the executive director for accreditation and organizational performance.

Meetings: The committee will meet quarterly.

Quorum: Quorum is defined as described in the Bylaws Section IX.2.
Section X.2  Admissions Committee

Charge: The Admissions Committee will be responsible for considering and selecting applicants for admission using a holistic admission process that gives balanced and equal consideration of academic and non-academic factors required to be successful as a self-directed adult learner in the unique curriculum of training “empathetic scholars.” The Admissions Committee upholds the mission of recruiting a diverse student body. Its decisions regarding such selections will be final and not subject to administrative review within the School of Medicine. This committee will also periodically review policies, procedures and aggregate data pertaining to student performance and compare it against institutional benchmarks to ensure student selection criteria aligns with the medical education objective and goals. The Admissions Committee will present an annual report and recommendations to the Executive Committee.

Membership: There will be eighteen (18) members of the Admissions Committee, consisting of twelve (12) faculty, three (3) medical students, and three (3) at-large non-faculty members.

Ex-officio membership: The assistant dean for admissions and outreach, assistant dean for diversity and inclusion, and assistant dean for assessment and quality improvement will serve as ex-officio members of the committee.

Chair: The Chair of the committee will be the assistant dean for admissions and outreach. The committee chair will have no voting rights and will provide guidance on all matters of admissions. In any event, the dean or designee can appoint a new committee chair.

Selection: The faculty members are nominated by the Nominating Committee and appointed by the dean. Non-faculty at-large members, and student members shall be appointed by the dean or designee.

Term: The term of office for faculty will be three (3) years. The term for at-large non-faculty members will be one (1) year renewable for up to three (3) additional terms. The student members will serve a term of one (1) year and will not be renewable. Faculty members are eligible for reappointments for one full-term.

Quorum: Quorum is defined as ten (10) members present, of which six (6) must be faculty

Note: Until students are eligible for appointment to this committee, the quorum is adjusted to eight (8) members present, of which five (5) must be faculty.

Section X.3  Appointment and Promotion (A&P) Committee

Charge: This committee will review and advise the dean regarding each proposed faculty appointment, or promotion above the level of Assistant Professor. The committee actions shall be reported in summary fashion to the School of Medicine on an annual basis

Membership: There will be nine (9) members of this committee. All members must be School of Medicine faculty at the rank of Professor.

Ex-officio membership: The senior associate dean for faculty affairs and development will serve as an ex-officio member of the committee.
Chair: The committee chair will be appointed by the dean.

Selection: The faculty members are nominated by the Nominating Committee and appointed by the dean.

Term: The term of office will be three (3) years. Members are eligible for reappointment for one full term.

Quorum: Quorum is defined as two-thirds (2/3) of voting committee members.

**Section X.4**

Charge: The Budget Advisory Committee will review the School of Medicine budget on an annual basis and provide input and recommendations to the dean for consideration.

Membership: There will be up to thirteen (13) members total consisting of the dean, senior associate dean for educational affairs and accreditation, associate dean for finance and administration; senior associate dean for faculty affairs and development; two (2) department chairs; two (2) School of Medicine faculty; and one representative (chief medical officer, chief financial officer, chief academic officer, or equivalent designee identified by the CEO) from affiliated hospitals.

Ex-officio: The dean will serve as an ex-officio member of the committee.

Chair: The dean will serve as chair of the committee.

Selection: Two faculty members will be nominated by the Nominating Committee and elected by the General Faculty. The department chair will be nominated by the Council of Chairs and appointed by the dean.

Term: The term of office for the faculty members and department chairs will be three (3) years. Faculty members are eligible for re-election for one full term. Affiliated hospital representatives will have no term limit. However, their appointment on the Budget Advisory Committee is co-terminus with their role as the chief medical or chief academic officer at the respective affiliated hospital. There is no term limit for the dean, senior associate dean for educational affairs and accreditation, associate dean for finance and administration, and the senior associate dean for faculty affairs and development.

Meetings: The committee will meet at least annually prior to the submission of the annual School of Medicine budget to the university. The committee will generate annual report to the General Faculty.

**Section X.5 Curriculum Committee**

Charge: The Curriculum Committee has responsibility for the overall design, management, implementation, integration, evaluation, and enhancement of the School of Medicine Curriculum. This committee is empowered to advance educational goals and to evaluate components of the curriculum and the curriculum as a whole, ensuring vertical and horizontal integration.

Membership: There will be up to fifteen (15) members, consisting of eleven (11) faculty and four (4) medical students, one (1) medical student from each cohort.
Ex-officio membership: TCU and/or UNTHSC medical librarian(s), the assistant dean for curriculum, senior associate dean for educational affairs and accreditation, assistant dean for student affairs, senior associate dean for faculty affairs and development, associate dean for admissions and student diversity, assistant dean for admissions and outreach, assistant dean for evaluation assessment and quality improvement, and executive director for simulation will serve as ex-officio members.

Chair: The assistant dean for curriculum will serve as committee chair and will have no term limits.

Selection: The Curriculum Committee includes faculty representatives who are elected to serve by the General Faculty as well as faculty who are nominated by the School of Medicine Nominating Committee and appointed by the dean or designee.

Six (6) faculty members will be nominated by the Nominating Committee and appointed by the dean.

Five (5) faculty members will be nominated by the Nominating Committee elected from the General Faculty

Term: The term of office for the faculty shall be three (3) years. The term of office for students typically will be one (1) phase and may be renewable for up to two (2) additional phases.

Quorum: Quorum is defined as described in the bylaws Section IX.2.

Section X.6 Diversity Committee

Charge: The Diversity Committee develops programs that build and maintain a positive, supportive, and inclusive environment for the institution’s faculty, staff, and student populations. The Committee reviews and advocates for critical diversity issues, coordinates diversity programs and initiatives across the School of Medicine, advises on diversity planning, and identifies best practices. The committee is responsible for addressing and prioritizing opportunities and challenges identified by analysis of diversity and engagement surveys and other sources of feedback on campus climate.

Membership: There will be sixteen (16) members consisting of five (5) faculty members; one (1) department chair, five (5) staff members, two (2) medical students, and three (3) at-large community members.

Ex-officio Membership: The assistant dean for diversity and inclusion, senior associate dean for faculty affairs and development, assistant dean for admissions and outreach, assistant dean for student affairs, assistant dean for curriculum, assistant dean for assessment and quality improvement and the executive director for accreditation and organizational performance.

Chair: The assistant dean for diversity and inclusion will serve as committee chair and will have no term limits.

Selection: Two (2) faculty members will be nominated by the Nominating Committee and elected by the General Faculty with the remaining three (3) faculty members nominated by the Nominating Committee
and appointed by the dean or designee. The department chair will be nominated by the Council of Chairs and appointed by the dean. Community members at-large shall be appointed by the dean or designee.

Term: The faculty and department chair members will serve a term of three (3) years, renewable for one additional term. The staff members will serve a term of three (3) years and will be eligible for reappointment. Community at-large members will serve a one (1) year term with eligibility for a one (1) year renewable term for up to two (2) additional terms. The student members will serve a term of one (1) year and will be eligible for reappointment for up to two years.

Meetings: The Diversity Committee will meet monthly, unless advance notice of cancellation is given.

Reports: The Diversity Committee will provide a report annually to the General Faculty and ongoing updates and an annual report to the dean.

Section X.7 Nominating Committee

Charge: The Nominating Committee shall call for nominations for committee membership from the faculty at-large in the spring at least one month prior to the annual spring faculty meeting and will prepare the recommended slate for the members of committees to be presented at the annual spring meeting. Nominations will also be accepted from the floor at the annual Spring Faculty Meeting.

Membership: The Nominating Committee is comprised of one faculty representative from each of the School of Medicine Standing Committees: one (1) member from the Council of Chairs; and three (3) elected at-large faculty representatives.

Chair: The chair will be elected by the members of the committee and will serve a term of two years.

Selection: Committee faculty representatives will be made by the designated committees or council. Elected at-large faculty representatives will be nominated by the School of Medicine Nominating Committee and elected by the General Faculty.

Term: The term of office for elected members and department chairs will be three (3) years. Committee representatives will serve as members of the Nominating Committee for the duration of their appointment on their respective committee.

Meetings: The Nominating Committee will meet annually during the Spring, prior to the compilation of the annual committee ballot and prior to the Spring Faculty Meeting.

Section X.8 Student Appeals Committee

Charge: The Student Appeals Committee will consider appeals of final decisions of the Student Progression and Promotion Committee. Decisions of this committee are binding and cannot be appealed further within the medical school.

Membership: There will be five (5) members, consisting of five (5) faculty members. It is preferred that faculty members have previously served on the Student Progression and Promotion Committee prior to serving on the Student Appeals Committee.
Ex-officio membership: The senior associate dean for educational affairs and accreditation will serve as ex-officio member of this committee.

Chair: The chair will be appointed from among the committee faculty members by the dean or designee.

Selection: The Nominating Committee will present a roster of faculty to be appointed to the committee by the dean or designee. No member of the Student Progression and Promotion Committee will serve simultaneously as a member of the Student Appeals Committee.

Term: The term of office will be three (3) years.

Section X.9 Student Progression and Promotion Committee

Charge: The Student Progression and Promotion Committee will have jurisdiction to consider all cases of unsatisfactory academic or non-academic performance. The committee will have broad discretion to address issues related to a student’s academic progress and disciplinary matters, and to formulate plans for progression and discipline in a manner consistent with medical school policy. The committee will also certify that students have met the criteria for promotion to the next academic level and have met the criteria for graduation and receipt of the MD degree. A student with a failing grade may choose to appeal the grade to the Student Progression and Promotion Committee.

Membership: There will be seven (7) members consisting of seven (7) faculty members.

Ex-officio membership: The assistant dean for student affairs, the assistant dean for curriculum, and the professionalism resource officer will serve as ex-officio members of the committee.

Chair: The dean or designee will appoint the chair from among the faculty members of the committee.

Selection: The Student Progression and Promotion Committee includes faculty representatives who are elected to serve by the General Faculty as well as faculty who are nominated by the School of Medicine Nominating Committee and appointed by the dean or designee.

Three (3) faculty representatives will be elected by the General Faculty;

Four (4) faculty representatives will be appointed by the dean or designee from a list provided by the Nominating Committee.

Due to conflict of interest policies, professionals who deliver health care and/or psychiatric/psychological services to school of medicine students, or have relationships that may introduce a reasonable risk of bias regarding students may not serve on this committee.

Term: The term of office for the faculty will be four (4) years.

Article XI. Ad hoc Committees

Ad hoc committees may be established by the dean. Such committees will exist only to perform such functions as specified in the charge to the committee. The committee will automatically dissolve after acceptance of the final committee report by the dean.
Article XII. Amendments

The Faculty Bylaws may be amended in the following manner:

The proposed amendment(s) shall be presented at a regular meeting of the Faculty of the School of Medicine or a meeting called for this purpose, or by email communications.

The proposed amendment(s) shall be circulated to members of the voting faculty at least two (2) weeks prior to any meeting at which such amendment will be considered.

Voting will be conducted in the same manner as other matters on which a vote is required.

Amendments must be approved by a quorum of the voting faculty (as described in Section V.4). The dean may elect to utilize email communications for voting.

An amendment is adopted if it is approved by a simple majority of the votes cast.