

Pacific Northwest University of Health Sciences

College of Osteopathic Medicine Bylaws

**Bylaws of the Pacific Northwest University of Health Sciences
College of Osteopathic Medicine**

Effective: August 6, 2018

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Article I: Organization

Section A. Name and Purpose

1. The Pacific Northwest University of Health Sciences College of Osteopathic Medicine (the "College") is a college operating within the Pacific Northwest University of Health Sciences (the "University"). The College is granted accreditation by the Commission on Osteopathic College Accreditation under the auspices of the American Osteopathic Association.
2. The College shall have as its mission the following: *Pacific Northwest University of Health Sciences College of Osteopathic Medicine educates and trains students to become osteopathic physicians that provide research-driven quality care to communities of the Northwest, particularly rural and underserved populations.*

Approved by PNWU Board of Trustees 01/27/2018

3. These bylaws and any amendments thereto, are subject to adoption by the COM faculty and approval of the dean of the College of Osteopathic Medicine, the president, and the Board of Trustees.

Section B. Dean

The dean is the chief academic officer of the College and must meet, at a minimum, the qualifications for the position as outlined in the accreditation standards of the Commission on Osteopathic College Accreditation. The dean has general responsibility for the implementation of all academic functions of the College. The dean is responsible for exercising academic leadership in the development and maintenance of programs of instruction, research, and service throughout the College. The dean is responsible for the development and implementation of an annual budget for the College that allocates resources to serve the requirements of the mission.

The dean, with permission of the provost, may appoint such additional associate deans, assistant deans and department chairs as may be needed to execute the academic and business affairs of the College. All such actions shall comply with recruitment, hiring, and promotion policies and procedures of the University. The Dean creates and maintains an organizational structure that clearly identifies responsible authority and reporting relationships for each department of the College.

Section C. Departments

1. The College's departments form the overall academic and administrative units for education, scholarly activity, service, clinical practice, and general support within the College. The associate deans, assistant deans, chairs, and directors over the departments shall possess the qualifications, authority, and responsibility for administering their areas in accordance with these bylaws, the University's bylaws, the University's policies and procedures, and accreditation standards.

Section D. Faculty

The faculty define how the students will achieve the educational program objectives, including osteopathic core competencies, and is responsible for the detailed design and implementation of the components of a curriculum that enables its students to achieve those competencies and objectives. To do so, faculty must meet, at a minimum, the qualifications for the position as outlined in the accreditation standards of the Commission on Osteopathic College Accreditation and as defined in Washington State Law.

Faculty take an active role in the success of the College through leadership of and participation in College and University

service and scholarly activity opportunities. Such leadership or participation assignments shall be reflected in individual contracts when applicable.

Faculty are responsible at all times to observe those policies and practices which are considered standard professional responsibilities. Faculty shall familiarize themselves with all Human Resources, Academic, and other policies relative to their role as faculty members.

Section E. Committees

The College shall empanel such committees as are needed to provide counsel to the dean for the proper conduct of the academic programs and business affairs of the College. Each committee shall have a charter establishing, at a minimum, its purpose, intended outcomes, functions and duties, membership, and quorum.

1. **Reporting:** Committees of the College shall report to the dean of the College or her/his designee. Unless otherwise stipulated in these bylaws, the University bylaws, accreditation standards, or by committee charter, the chair of each committee shall be appointed by the dean of the College and will provide an annual report of her/his committee's activities to the Executive Committee of the College. Standing committees shall make additional reports to the faculty senate of the University as may be required by University policy or procedure.
2. **Composition:** Appointments to the College's standing committees shall be made in accordance with these bylaws, the University Committees policy, and committee charter.
3. **Meetings:** Committees shall meet as often as necessary in order to accomplish the mission, goals and objectives of the committee charter and the college. Standing committees shall meet as often as needed to accomplish the duties assigned. It is recommended that standing committees meet four (4) times per year unless the agenda dictates less often. Meetings may only be called by the Chair of the committee or the Dean of the College. Each committee shall establish a regular agenda for the conduct of its meeting. Committees shall have recording secretaries with the responsibility for preparing minutes of all meetings. Copies of these minutes, as approved by majority vote of the committee, shall be maintained by the committee chair and made available to all faculty members of the COM and to the Dean except for those committees whose functions/actions are protected under the US Department of Education's Family Educational Rights and Privacy Act (FERPA) and/or confidential personnel laws and regulations.
4. **Quorum:** A quorum of each committee shall be designated in the committee's charter.
5. **Ad hoc Committees:** The dean of the College has the authority to form ad hoc committees as needed. The dean of the College will make known to each ad hoc committee its charge at the first scheduled committee meeting. An ad hoc committee shall exist for as long as its specific charge warrants and as specified by the dean of the College. Associate deans, assistant deans, and department chairs may create ad hoc committees within their areas of responsibility and under their oversight.

6. Standing Committees:

- A. Faculty Council
- B. Executive Committee
- C. Admissions Committee
- D. Curriculum Committee
- E. Reappointment and Promotion Committee
- F. Student Progress Committee

Article II: Amendments to PNWU-COM Bylaws

Amendments to these bylaws may be recommended to the dean by approval of two-thirds vote at any regular or called meeting of the Faculty Council at which there is a quorum. Amendments that conflict with any provision of the PNWU Bylaws and/or policies of the University are without effect. Proposed amendments must have been published and distributed to the faculty at least seven (7) working days before the meeting at which the vote is to be taken. If a quorum is not present at the Faculty Council meeting when the amendment was to have been considered, the vote may be postponed to the next Faculty Council meeting or ballots shall be distributed within five (5) working days after that meeting to eligible faculty and the proposed amendment(s) will require approval by two-thirds (2/3) of the written ballots received. Eligible faculty may vote by mail ballot, electronic mail, or any other means of electronic transmission approved by the Faculty Executive Council. No provisions of this article may be suspended. Any recommended amendments shall be brought forth to the PNWU Board of Trustees by the COM-Dean for approval.

Article III: Rules of Order

The rules contained in the most recent edition of Robert's Rules of Order, Revised, shall govern all meetings of the College and its committees.

ADOPTION AND APPROVAL

SIGNATURES ON FILE

Submitted as adopted by the Faculty and approved by the Dean, College of Osteopathic Medicine:

PNWU-COM Faculty Council Chair

PNWU-COM Dean

Emily Oestreich, PhD

Date

Thomas A. Scandalis, DO

Date

PNWU Interim President

Robert Sutton, PhD

Date

The PNWU COM Bylaws are adopted by the Board of Trustees on _____

PNWU Board of Trustees, Secretary

PNWU Board of Trustees, Chair

Christopher Clark, DO

Date

Heather Phipps, DO

Date

COM BYLAW PROPOSED REVISIONS

09/05/17

Faculty Council unanimous vote

10/28/17

Approved by PNWU Board of Trustees

Date changed	Committee	Subject	Change
09/05/17	PNWU-COM Admissions Committee	Section B: Composition and terms	<p>Added section in red below:</p> <p>1. <u>Composition and terms</u>: The COM Admissions Committee shall serve as the recommendation committee for matriculation at PNWU-COM. The Dean will appoint the membership, which includes a Chair, who holds a faculty appointment, at least three faculty members, and an alumnus when possible. The majority of the voting members of the committee shall be clinical faculty of the College. Physician clinical faculty must have representation on the committee.</p>
09/05/17	COM Curriculum Committee	Section C: Curriculum Committee	<p>Added section in red below:</p> <p>1. <u>Composition and terms</u>: Committee members shall include the Associate Dean for Academic Affairs-Preclinical Education who shall serve as chair, one Vice-Chair elected by the committee from the voting members, two basic science faculty appointed by the Dean, one Regional Assistant Dean appointed by the Dean, two basic science faculty elected by the Faculty Council, two clinical faculty appointed by the Dean and two clinical faculty selected-elected by the Faculty Council, department chairs from the College who are not elected or appointed to serve as voting members-at-large, and PNWU-COM SGA Vice Presidents for Academic Affairs representing OMS I and II appointed by the Dean as non-voting members The Dean of the College may appoint such additional ex-officio members as may be required to meet</p>

			<p>the curricular needs of the College.</p> <p>2. <u>Responsibilities</u>: The Curriculum Committee shall have oversight of the undergraduate educational programs of the college and shall recommend curriculum and policy to the Dean for final approval. Such oversight shall include all aspects of curriculum development and implementation, instructional design, and assignment of faculty and facilities for the proper execution of the educational programs according to accreditation standards. The Dean as Chief Academic Officer of the COM has final authority over curriculum decisions in accordance with the Commission on Osteopathic College Accreditation standards.</p>
09/05/17	COM Student Progress Committee	Section E: Student Progress Committee	<p>Added section in red below:</p> <p>1. <u>Composition and terms</u>: Committee members shall include the PNWU-COM Associate Dean for Medical Student Affairs who shall serve as chair, one (1) at-large representative selected from the clinical department chairs of the College , two (2) at-large representatives selected from the College's regular clinical faculty members, two (2) at-large representatives selected from the College's regular basic science faculty members, one (1) at- large representative selected from the department chairs of the basic sciences, and such additional ex officio members as may be needed to conduct the business of the committee. All members shall be appointed at the discretion of the dean.</p>

COM Bylaws rewrite to better align with University policy, federal and state law, and accreditation standards

08/02/2018 Approved by Faculty

08/06/2018 Approved by Board of Trustees

Date changed	Committee	Subject	Change
08/02/2018		Article I: Organization Section B. Dean	<p>Added section in red below:</p> <p>The dean, with permission of the provost president, may appoint such additional associate deans, assistant deans and department chairs as may be needed to execute the academic and business affairs of the College. All such actions shall comply with recruitment, hiring, and promotion policies and procedures of the University and the University Faculty Handbook. The Dean shall prepare creates and maintains an organizational structure that clearly identifies responsible authority and reporting relationships for each academic department of the College.</p>
8/02/18		Article I: Organization Section C. Departments	<p>1. The College's departments and offices form the overall academic and administrative units for education, scholarly activity, service, clinical practice, and general support within the College. The associate deans, assistant deans, chairs, and directors over the departments and offices shall possess the qualifications, authority, and responsibility for administrating their areas in accordance with these bylaws, the University's bylaws, the University's policies and procedures, and accreditation standards.</p>