

Bylaws for the College of Medicine at Florida State University

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Revisions

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April 2020

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December 2020

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May 2022

June 2022 by FSU FDA

These are the bylaws for the College of Medicine at Florida State University. These bylaws were last approved on November 15, 2021 by a majority of the applicable voting members of the college.

Preamble

The Florida State University College of Medicine (FSU COM) was created in statute by the Florida Legislature with a unique statutory mission, which is to “educate and develop exemplary physicians who practice patient-centered health care, discover and advance knowledge, and are responsive to community needs, especially through service to elder, rural, minority, and underserved populations.” The FSU COM faculty share in the mission and vision and have promulgated these bylaws to provide a framework for executing responsibilities in support of the mission. These bylaws along with the *FSU COM Faculty Handbook*, which are intended to be consistent with the *FSU Constitution*, *FSU Faculty Handbook*, FSU policies and procedures, and Liaison Committee on Medical Education (LCME) and Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA) Standards, were enacted to provide operating procedures within university policy, while recognizing the uniqueness of the College of Medicine. The operating procedures described below provide a process and ensure a forum for faculty participation in the leadership of the College of Medicine.

I. Bylaws

A. Adherence with Other Governing Documents. At all times, college policy shall adhere to and be consistent with all university policies found in the FSU Constitution, the BOT-UFF Collective Bargaining Agreement (if applicable to this college), the Faculty Handbook, and the Annual Memorandum on the Promotion and Tenure Process issued by the Office of Faculty Development and Advancement.

B. Bylaws Revision. The Dean or a majority of the voting membership of the College of Medicine may propose amendments to these bylaws. Such proposed change is circulated at least one week in advance of the regular or special meeting at which the amendment(s) will be considered. Amendment(s) may only be voted on if a quorum is present. The amendment becomes part of the bylaws when it is adopted by a two-thirds vote of all voting members present at the meeting. The meeting shall be called by the Dean on his/her own initiative or at the request of the chair of the Faculty Council and the chair of the Faculty Council shall preside.

C. Substantive Change Statement. Faculty and staff members are expected to be familiar with and follow the Florida State University Substantive Change Policy as found on the university web site <https://sacs.fsu.edu/substantive-change-policy/>

II. Membership and Voting Rights

A. Faculty Membership. The faculty of the College of Medicine shall consist of those persons holding all full-time and part-time appointments at the rank of professors, associate professors, assistant professors, assistants-in, and associates-in. Persons appointed to a faculty position must possess appropriate academic degrees or be otherwise appropriately credentialed, demonstrate achievements within their disciplines, demonstrate the capability and continued commitment to be effective teachers, and have a commitment to continuing scholarly activity. The appointment process must involve the faculty member, the department chair, and the Dean, and it must comply with university policies and procedures. Upon appointment, faculty members are informed by their department chair or immediate supervisor of college policies on assignment of responsibilities, evaluation, renewal of appointment, promotion and/or granting of tenure, and dismissal, as stated in the Faculty Handbook.

B. College Membership. In addition to the faculty defined in II.A above, the following are members of the College of Medicine: Preceptors, clerkship directors, clerkship faculty, and other members of the academic and administrative staff as the faculty itself shall determine.

C. Faculty Voting Rights. The full-time faculty constitutes the basic legislative body of the college, subject to the Constitution of the University and the regulations of the Florida Board of Governors, state law, and accreditation requirements, and therefore has jurisdiction in all educational and academic matters within the purview of the College of Medicine, including determination of its curriculum, and its admission and graduation standards. They are the voting members of the faculty and include those persons whose primary academic appointments are within the College of Medicine and who hold the full-time rank of professor, associate professor, assistant professor, or instructor in one of the departments and may be tenured, tenure-earning, or non-tenure-earning.

D. Non-faculty Voting Rights. Part-time faculty, faculty with visiting appointments, research associates, postdoctoral fellows, temporary faculty, volunteer faculty, and instructional personnel working for graduate degrees at FSU are non-voting members of the college. Part-time community-based faculty members have academic input through their regional medical school campus dean, education director and department chair.

III. College Organization and Governance

A. Jurisdiction.

1. The basic legislative body of the College of Medicine shall consist of the full voting faculty in the college, defined as full-time faculty. Subject to state law, the regulations of the Florida Board of Governors, and the Constitution of FSU, this legislative body shall have full authority to develop policy and decide matters of curriculum, program offerings,

admissions, grading, and any other academic matters of concern to the college.

2. The voting faculty in the College may resolve on any issue of general interest to the University or College and make recommendations to the appropriate officer or body.

B. College Faculty Meetings. Meetings of the College of Medicine Faculty:

1. The College of Medicine Faculty meet in regular sessions at least twice each year at the call of the Chair of the Faculty Council.
2. Special sessions are held at the call of the Dean, either on his/her own initiative or at the written request of faculty members to the Faculty Council. After review of a written request, the Faculty Council makes a recommendation to the Dean for a meeting.
3. The Chair of the Faculty Council, after receiving input from the faculty, and in consultation with the Dean, prepares the meeting agenda and serves as the presiding officer. In the absence of the Chair of the Faculty Council, the Vice-Chair of the Faculty Council presides.
4. The voting members of the full-time faculty in attendance at any regular or specially called meeting, including those attending in person or via videoconference or other electronic means, shall constitute a quorum.
5. Order of Business: The agenda for the meeting is distributed to the faculty in advance by the Chair of the Faculty Council. Items may be added to the agenda of any meeting under New Business by a majority vote of voting members present.
6. All meetings are to be conducted in accordance with Robert's Rules of Order, latest revision, except as otherwise provided in these bylaws.
7. The minutes of meetings are recorded and distributed to all college faculty and staff.

C. College Leadership.

1. Office of the Dean
 - a. Appointment: The Dean is appointed by the President, reports to the Provost, and serves at their pleasure.
 - b. Duties:
 - i. The Dean is the chief academic and administrative officer of the college and has ultimate individual responsibility for the design and management of the educational program.
 - ii. The Dean is responsible for the management of the college's resources and has authority to ensure the implementation and management of the educational program, and to facilitate change when modifications to the curriculum are determined to be necessary.

- iii. The Dean establishes the administrative structure, academic departments, and programmatic direction to ensure that the College of Medicine fulfills its mission.
- 2. Office of Senior Associate Dean
 - a. Appointment: The Senior Associate Deans are appointed by and serve at the pleasure of the Dean.
 - b. Duties: The duties of the Senior Associate Deans are delineated in their letters of offer and their annual Assignment of Responsibility.
- 3. Office of Associate Dean
 - a. Appointment: The Associate Deans are appointed by the Dean or the Senior Associate Dean for Medical Education and Academic Affairs and serve at their pleasure.
 - b. Duties: The duties of the Associate Deans are delineated in their letters of offer and their annual Assignment of Responsibility.
- 4. Office of Department Chair
 - a. Appointment: The chair is appointed by and serves at the pleasure of the Dean.
 - b. Duties: The chair is the executive officer of the department.
 - i. Duties of this office include recruiting and hiring faculty, presiding at departmental meetings, acting as liaison between the department and the administrations of the college and university, serving as a member of the Executive Committee, administering budgets developed by the chair and faculty and approved by the Dean, and coordinating the activities of the department.
 - ii. In collaboration with the Senior Associate Dean for Medical Education and Academic Affairs and the Office of Medical Education, the chair is responsible for assigning faculty to teach courses and for otherwise facilitating the implementation and evaluation of educational programs and evaluation of the performance of faculty involved in those programs.
 - iii. The chair is also responsible for evaluation of the research and service performance of the faculty in the department (including promotion and tenure decisions).
 - iv. It is the duty of the chair to make recommendations for the growth, advancement, and the encouragement of research for the department.
 - v. Discretionary within each department is the establishment of an associate chair whose responsibilities are defined and elaborated upon by the department. The associate chair serves in the absence of the chair and has additional duties established by the department. The associate chair is appointed by the chair.

D. College Committees.

(Note: At any meeting of a COM committee, a majority of the committee members shall constitute a quorum for the transactions of business and the act of a majority of the

members present at any meeting at which a quorum is present shall be the act of the committee.)

3. Faculty Council. The Faculty Council fosters communication between the faculty and the college administration on any medical school policies and practices that may be of concern to the faculty. The Faculty Council Executive Committee serves as an advisory group to the executive leadership of the college.
 - a. Membership: All faculty shall be members of the Faculty Council. Voting members shall consist of full- time faculty with primary academic appointments within the College of Medicine.
 - b. Faculty Council Executive Committee:
 - i. The Executive Committee of the Faculty Council consists of two voting faculty members from each academic department in the College.
 - ii. Members of the Faculty Council Executive Committee are elected in June of each year by the voting members of the faculty in their respective departments and serve for two-year renewable terms beginning in July.
 - iii. Elections are staggered so that members from the same department are elected on alternate years.
 - c. Chair: The Executive Committee of the Faculty Council elects a chair annually from among its own members. The Chair of the Council:
 - i. Acts as a liaison between the Council and the college administration.
 - ii. Presides at meetings of the COM Faculty.
 - iii. Prepares the agenda for meetings of the COM Faculty, in consultation with the Dean.
 - iv. Serves a voting member of the College Executive Committee, to which the Chair of the Council may present issues of concern to the faculty, thus facilitating communication between the administration and the faculty.
 - v. Reports on actions of the College Executive Committee to the Faculty Council.
 - d. Vice-Chair: The Executive Committee of the Faculty Council elects a vice-chair annually from among its own members. To be eligible for the vice-chair role, the Council member must be serving in the first year of a two-year term. The Vice-Chair of the Council:
 - i. Supports the chair in carrying out his or her responsibilities.
 - ii. Serves as a proxy for the Chair when necessary.
 - iii. Agrees, upon election, to serve as the Chair the following year in order to create continuity of leadership for the Council.
 - e. Meetings of the Faculty Council Executive Committee: The Faculty Council Executive Committee meets at least monthly to discuss issues of concern to the faculty, and to develop recommendations to be forwarded to the college administration on behalf of the faculty

2. College Executive Committee. This committee advises the Dean on major operational and management issues and approves all major policies and procedures relating to the operation of the college. The committee assists with dissemination of information to the faculty, administration, and staff on medical school policies and practices, certifies graduation, and provides reports to the semi-annual meetings of the faculty on all policy and procedural changes, reviews, and makes recommendations on reports from the CQI Committee and other issues that require a vote of the full faculty.
 - a. Membership: The voting members of the College Executive Committee are the Dean, senior associate deans, associate deans, department chairs, chairs of the Curriculum Committee, Faculty Council, and Council on Diversity and Inclusion. Other members may be appointed by the Dean to serve as ex officio non-voting members.
 - b. Chair: The Dean or his/her designee chairs the meetings of the committee and prepares the agenda.
 - c. Meetings: The College Executive Committee meets monthly, or as needed.
 - d. Agenda: Members of the College Executive Committee may request that items be added to the agenda for regular meetings by placing a request with the Dean's administrative assistant no less than one day prior to the meeting at which the agenda item is to be discussed.
3. Continuous Quality Improvement (CQI) Committee. The CQI Committee is a standing committee of the FSU COM charged with the systematic evaluation of compliance with LCME accreditation elements and overall review of the measures and metrics of the COM Strategic Plan. The CQI Committee is responsible for the following:
 - a. Reviewing and monitoring performance on LCME Standards or Elements within a given Standard. Specifically, compliance with each element is judged at one of four levels: strength, satisfactory, satisfactory with need for additional monitoring, or unsatisfactory.
 - b. Annually reviewing policies associated with Accreditation Standards and Elements.
 - c. Developing CQI Dashboards.
 - d. Providing support to departments, divisions, units or programs where a CQI recommendation has been made.
 - e. Developing and evaluating the results of Quality Improvement Plans (QIP).
 - f. Reviewing the measures and metrics of the COM's Strategic Plan.

The evidence to support each rating and a specific plan to address elements that need additional monitoring or are unsatisfactory will be maintained in a database by the Associate Dean for CQI. The CQI Committee utilizes the COM's Strategic Plan to help guide its activities, ensuring compliance with the COM's overall mission and vision.

- a. Membership: The voting membership of the CQI Committee consists of organizational leaders and faculty appointed by the Associate Dean for

- CQI in consultation with the Dean and Senior Associate Dean for Medical Education & Academic Affairs.
- b. Chair: The Associate Dean for CQI is chair of the CQI Committee.
 - c. Meetings: The CQI Committee meets monthly, or as needed.
 - d. Agenda: The Associate Dean for CQI sets the agenda for the regular meetings based on an established schedule for monitoring elements, information from other committees, departments, or units of the COM or from the Dean. Members of the CQI Committee may request that items be placed on the agenda for regular meetings by placing a request with the Associate Dean for CQI's administrative staff no less than one week prior to the meeting at which the agenda item is to be discussed.
 - e. Reporting: The Associate Dean for CQI reports at least quarterly on the activities of the CQI Committee to the Executive Committee.
4. Curriculum Committee. The Curriculum Committee has responsibility for curricular design and development, implementation, and evaluation consistent with the mission of the college. To ensure a coherent, coordinated, and integrated professional medical curriculum, the committee reviews all components of the curriculum in the college on an ongoing basis and makes appropriate revisions and changes, as necessary.
- a. Membership: The voting membership of the Curriculum Committee consists of 12 faculty members (6 from the clinical science departments – Family Medicine and Rural Health, Geriatrics, and Clinical Sciences – and 6 from the basic/behavioral science departments – Biomedical Sciences and Behavioral Sciences and Social Medicine) elected by the faculty, four student representatives elected by the medical student body, one each from Years 1, 2, 3, & 4 (each class will offer a nomination to the Associate Dean for Student Affairs for approval prior to appointment) and a student representative from the Council on Diversity and Inclusion. In addition, the following individuals shall serve as ex-officio voting members of the committee: Senior Associate Dean for Medical Education and Academic Affairs, Associate Dean for CQI, Directors of Clinical Foundations and Clinical Programs, Associate Dean for Student Affairs, Director of the Bridge Program, and a regional campus dean appointed by the Senior Associate Dean for Regional Campuses. Other college administrators may be appointed as members of the committee by the Dean or Senior Associate Dean for Medical Education and Academic Affairs.
 - b. Terms: Elected Members of the Curriculum Committee are elected to three-year terms.
 - c. Chair: The Chair of the Curriculum Committee is appointed by and reports to the Senior Associate Dean for Medical Education and Academic Affairs who is responsible for oversight of the medical education program. The Chair prepares the agenda for each meeting.
 - d. Meetings: The Curriculum Committee meets monthly, or as needed.
 - e. There shall be two committees reporting to the Curriculum Committee. These committees continuously review their years of the curriculum, address implementation issues, and recommend changes to the

Curriculum Committee for improvement of content, integration, and evaluation as necessary. The chairs of these committees shall be appointed by and report to the Senior Associate Dean for Medical Education and Academic Affairs.

- i. The Year 1 & 2 Committee shall be comprised of the Director of Clinical Foundations, who serves as chair; all Year 1 and Year 2 Course/Assistant Course and Block/Assistant Block Directors, four student representatives (one each from Years 1 and 2, elected by their respective classes, plus the two student members representing Years 1 and 2 on the Curriculum Committee), and representatives from the Office of Medical Education.
 - ii. The Year 3/4 Committee shall be comprised of the Director of Clinical Programs, who serves as chair, the Senior Electives Director, the Education Directors for each clerkship, the Regional Campus Deans, four student representatives (one each from Years 3 and 4, elected by their respective classes, plus the two student members representing Years 3 and 4 on the Curriculum Committee), and representatives from the Office of Medical Education.
5. Promotion Committee. The Promotion Committee is charged with making recommendations on promotion for all full-time faculty.
- a. Membership: The Promotion Committee is comprised of six non-tenure-earning, full-time faculty members -- one from each of the five academic departments of the College of Medicine at the level of Associate Professor or Professor and one from the School of Physician Assistant Practice (SPAP) at the level of Associate Professor or Professor and the five members of the college Tenure Committee, who are ex-officio voting members. Department Chairs will not serve on the Promotion Committee unless it is determined that there are not enough faculty with appropriate rank and/or tenure to represent the department on the committee.
 - b. Terms: Committee members are elected by the departmental faculty of the College of Medicine for three-year, renewable terms. Terms are staggered so members rotate periodically.
 - c. Chair: The Chair of the Promotion Committee is elected annually by the members of the committee.
 - d. Departmental promotion committees will be established to make promotion recommendations, via secret ballot, to the department chair.
 - e. The SPAP will establish a promotion committee to make promotion recommendations, via secret ballot, to the Director of the SPAP.
 - f. Procedure for Promotion of Tenure Track Faculty
 - i. The department chair will submit the candidate's prepared materials for promotion to the College Promotion Committee no later than September 1 each year. The chair's recommendation to the college Promotion Committee must be accompanied by the results of a secret ballot of the tenured faculty in the candidate's department. If the candidate is being considered for promotion to Associate Professor, only Associate Professors or Professors may participate in the secret

ballot. If the candidate is being considered for promotion to Professor, only Professors may participate in the secret ballot.

- ii. The College Promotion Committee will review all candidates for promotion and recommend, via secret ballot, for or against promotion to the Dean.
- iii. For tenure-track faculty recommended by the Promotion Committee for promotion, the Dean, if supportive of promotion, forwards his/her recommendation to the Office of Faculty Development and Advancement (see university faculty handbook) who in turn will send the Dean's recommendation and supporting materials to the University Promotion and Tenure Committee.
- iv. The University Promotion and Tenure Committee will review the candidate's materials and forward its recommendation to the Provost and President.

The candidate may withdraw his or her binder at any level regardless of the results of the vote. If the candidate does not exercise this option to withdraw the binder from further consideration, the binder must be submitted to the next level.

- g. Procedure for Promotion of Non-Tenure Track Faculty
 - i. The department chair or director of the SPAP will submit the candidate's prepared materials for promotion to the College Promotion Committee no later than September 1 each year. The chair or director of the SPAP's recommendation to the college Promotion Committee must be accompanied by the results of a secret ballot of the voting faculty in the candidate's department or the SPAP. If the candidate is being considered for promotion to Associate Professor, only Associate Professors or Professors may participate in the secret ballot. If the candidate is being considered for promotion to Professor, only Professors may participate in the secret ballot.
 - ii. The College Promotion Committee will review all candidates for promotion and recommend, via secret ballot, for or against promotion to the Dean.
 - iii. For non-tenure-track faculty, the Dean has the final decision for promotion.
 - iv. For non-tenure-track faculty recommended by the Promotion Committee for promotion, the Dean reviews the recommendation and submits advice regarding whether the record of the candidate meets the appropriate promotion criteria to the President via the Office of Faculty Development and Advancement for final action. These recommendations are not reviewed by the University Promotion and Tenure Committee.
 - v. Recommendations for non-tenure track promotions should be submitted to the Office of Faculty Development and Advancement no later than March 15 each year.
- 6. Tenure Committee. The Tenure Committee is charged with making recommendations on tenure for all regular, full-time, tenure-track faculty.

- a. **Membership:** The committee is comprised of five tenured, full-time faculty members of the College of Medicine elected by the tenure track faculty of the College of Medicine. Department Chairs will not serve on the Tenure Committee unless it is determined that there are not enough tenured faculty to represent the department on the committee.
 - b. **Terms:** Committee members are elected for three-year renewable terms. Terms are staggered so members rotate periodically.
 - c. **Chair:** The Chair of the committee is elected annually by the members of the committee.
 - d. **Departmental Committees:** Departmental committees are established in accordance with the provisions of Section 5 of the FSU Faculty Handbook to make tenure recommendations, via secret ballot, to the department chair.
 - e. **Procedure for Granting of Tenure:**
 - i. The Departmental Tenure Committee reviews, votes via secret ballot and submits a recommendation for or against tenure for the faculty candidate.
 - ii. The department chair will submit the candidate's prepared materials to the college Tenure Committee, accompanied by the results of a secret ballot of the tenured faculty in the candidate's department.
 - iii. After review of the candidate's tenure binder, the college Tenure Committee forwards to the Dean, via secret ballot, a recommendation for or against (or abstain) awarding tenure.
 - iv. The Dean, if supportive, forwards the recommendation to the University Promotion and Tenure Committee via the Office of Faculty Development and Advancement.
 - v. The candidate may withdraw his or her binder at any level regardless of the results of the vote. If the candidate does not exercise this option to withdraw the binder from further consideration, the binder must be submitted to the next level.
7. **Committee on Clinical Faculty.** The Committee is charged with establishing criteria for the appointment and promotion of all Clinical Faculty. It reviews all applications for Clinical Faculty appointments above the rank of Clinical Assistant Professor and makes recommendations on such appointments to the Dean. Appointments at the Clinical Instructor and Clinical Assistant Professor ranks are approved by the individual department chairs. All requests for promotion of Clinical Faculty above the rank of Clinical Assistant Professor are referred to the Committee on Clinical Faculty for review and recommendation to the Dean, based on the criteria for promotion. Should initial appointment or promotion be denied by the Chair, a candidate may appeal to the Committee on Clinical Faculty. The Committee will reevaluate the application and make a recommendation to the Dean. If the Committee on Clinical Faculty votes to deny an initial appointment above the level of Clinical Assistant Professor, the applicant may appeal to the Dean. Denial of promotion to a specific rank may be appealed in like manner. The Dean's decision is final.

- a. Membership: The voting membership of this committee is comprised of the five Department Chairs and the Associate Dean of the School of Physician Assistant Practice., The Sr. Associate Dean for Medical Education and Academic Affairs, Senior Associate Dean for Regional Campuses or designee, and the COM's Associate Director of Administrative Services serve as ex-officio, non-voting members.
 - b. Chair: The Chair is elected annually by the committee.
 - c. Meetings: The committee meets as necessary and conducts much of its work electronically.
8. Student Evaluation & Promotion Committee. The Student Evaluation & Promotion Committee makes recommendations regarding the standards and procedures for student evaluation, advancement, graduation, and disciplinary action. Upon approval by the Dean, the standards and procedures are included in the student handbook. This committee reviews the academic performance and progress of each student and determines the status of each student regarding promotion, remediation, probation, or dismissal. This committee also verifies individuals in each class for graduation.
- a. Membership: The committee is made up of representatives from each department in the college to include at least one faculty representative from the first and second year, at least one faculty representative from the third- and fourth-year educational program and at least one regional campus dean. Faculty representatives are elected within the departments. The regional campus dean is selected by the campus deans' group. The Dean appoints the members of the committee, upon the recommendation of the department chairs and regional campus deans. The Associate and Assistant Deans for Student Affairs and the Senior Associate Dean for Medical Education and Academic Affairs are ex officio non-voting members of the committee.
 - b. Terms: Committee members are appointed by the Dean for one-year terms and may be renewed annually.
 - c. Chair: The Chair of the committee is appointed by the Dean.
 - d. Committee Roles:
 - i. Reviews each student's performance at the end of each semester and makes recommendations regarding the students' continued progress in the College of Medicine. The Committee reviews remediation plans submitted by Course/Block/Education Directors for individual students and approves or makes recommendations for alternative plans, where appropriate. The Committee also reviews each student's performance on the USMLE Exams and makes recommendations regarding students' continued progression in the College of Medicine based on this performance.
 - ii. Reviews and makes recommendations regarding students' requests for leaves of absence. The Committee may also initiate leaves of absence for students.
 - iii. Approves Candidates for Graduation: The procedure for approving candidates for graduation from the College of Medicine is as follows: At

least thirty days before graduation, the Student Evaluation & Promotion Committee reviews each candidate's file and forwards the list of students who have completed all requirements for graduation to the Executive Committee for final certification.

9. Admissions Committee. This committee establishes the criteria and procedures for the admission of medical students and students for the Bridge program based upon the mission of the College of Medicine. The committee considers students for admission who apply through the early decision and regular admission processes.
 - a. **Membership:** The committee is made up of College of Medicine faculty members and students. A solicitation for new members is sent each summer by the Assistant Dean for Admissions to all faculty, so everyone on the faculty has the opportunity to volunteer. Approval from Departments Chairs is sought so individuals who volunteer can have committee membership included as part of the faculty member's assignment of responsibilities. Recommendations from department chairs and the Associate Dean for Student Affairs and Admissions are sent to the Dean regarding the committee's membership. The Dean signs the committee appointment letters which are sent to the faculty members who volunteer and have approval from their department chair to include the committee membership in their AOR. The Associate and Assistant Deans for Student Affairs and the Senior Associate Dean for Medical Education and Academic Affairs shall be ex officio voting members of the committee.
 - b. **Terms:** Members are appointed annually for one-year renewable terms.
 - c. **Chair:** The chair is appointed by the Dean.
 - d. **The Admissions Selection Subcommittee** consists of a cross section of the full Admissions Committee. This subcommittee is charged with reviewing the list of qualified applicants identified by the full Admissions Committee and making the final decision on which applicants are admitted on a rolling basis, including approving all applicants from the Waitlist whom it designates as acceptable for admission. This subcommittee reviews all interviewed applicants across the entire admissions cycle. There are eleven members on this subcommittee. Eight regular faculty members are appointed by agreement of the Dean of the College, the Associate Dean for Student Affairs and Admissions, and the Assistant Dean for Admissions. They are selected to represent all Departments within the College and includes a Regional Campus Dean and a representative from the counseling office within Student Affairs. The other three members of the subcommittee are ex-officio: Associate and Assistant Deans for Student Affairs and the Assistant Dean for Admissions. All eleven are voting members.
 - e. **Meetings:** Following each interview session, the committee meets as scheduled by the Admissions Office. The full Admissions Committee reviews applicants after each set of interviews and creates a list of qualified applicants based on the college's criteria for admission. The Admissions Selection Subcommittee meets following each full Admissions

Committee meeting and carries out the committee's charge to make final decisions for admission. All committee members must participate in the annual admission committee workshop or an alternate orientation session provided by the Admissions Office.

- f. Quorum: A quorum for the full Admissions Committee is a majority of the committee who participated in interviewing the students being discussed. A quorum of the Admissions Selection Subcommittee is a majority of the voting members of the Committee.
- g. Conflict of Interest/Recusal Policy for Members of the Admissions Committee: The COM has a Conflict of Interest policy regarding admissions, which is included in the orientation manual for admissions committee members.
 - i. If a member of the Admissions Committee has a familial relationship or other close personal relationship with an applicant who is being considered for admission, that member must notify the Assistant Dean for Admissions or the Chair of the Admissions Committee of that relationship and must recuse himself or herself from any interview, discussion, or vote relating to that applicant.
 - ii. If a member of the Admissions Committee is aware that an undisclosed familial or other close relationship exists between another member of the Committee and an applicant, that member must notify the Assistant Dean for Admissions or the Chair of the Admissions Committee of that relationship so that the member who has the relationship can be recused from any deliberation or actions relating to the applicant.
 - iii. The LCME Standard prohibiting influence of political or financial factors is discussed as part of the Admissions Committee Orientation/workshop and is included in the materials provided to all members of the Admissions Committee.
- h. Managing Students on the Waitlist
 - i. The Admissions Selection Subcommittee approves all applicants whom it designates as "Accept When" status or "High Hold" status as acceptable for admission.
 - ii. Movement from the waitlist/alternate list to the accepted list is based on a hybrid of numerical ranking by the Full Admissions Committee members who are present at the meeting when the applicant was discussed, creation of balance in the class, and meeting the mission of the College. Those decisions are made by the unanimous approval of the Assistant Dean for Admissions, the Assistant Dean for Student Affairs and Diversity and the Associate Dean for Student Affairs, with delegated authority from the Admissions Committee. The general basis for the decisions was previously agreed upon by the Admissions Committee.
 - iii. The number of acceptances offered is reported to the Admissions Committee.

10. Regional Medical School Campus Deans Committee. This committee handles issues relating to administration of the regional medical school campuses. The committee is charged with ensuring that there are adequate resources on each campus to provide comparable clinical instruction and student support to the assigned medical students.
- a. **Membership:** This committee is comprised of the College of Medicine's Senior Associate Dean for Regional Campuses, each Regional Medical School Campus Dean, the Regional Director for Southwest Florida, the Senior Associate Dean for Medical Education and Academic Affairs, the Director of Campus Clinical Relations, each Regional Campus Administrator, the Associate Dean for Student Affairs and Admissions, the Director of Rural Medical Education, the Director of Clinical Programs and the Associate Dean for Faculty Development.
 - b. **Chair:** The chair is the Senior Associate Dean for Regional Campuses.
 - c. **Meetings:** The Regional Medical School Campus Deans Committee meets twice a month or upon the call of the Chair.
11. Scholarship Committee. This committee establishes criteria and procedures for awarding of COM-directed scholarships to Bridge and medical students. The Committee also makes nominations to the Dean for students nominated from the college to outside entities requesting one or a limited number of applicants per school.
- a. **Membership:** The committee is selected by the Associate Dean for Student Affairs and Admissions and includes the following ex-officio voting members: Associate Dean for Student Affairs and Admissions, Assistant Dean for Student Affairs, Senior Associate Dean for Medical Education and Academic Affairs, Assistant Director of Student Support Services, Assistant Dean of Interdisciplinary Medical Sciences/Director of the Bridge to Clinical Medicine, Director of the IMS Pre-Health Academic Programming Assistant Director of Accounting, the Financial Aid Program Manager, and Student Support Coordinators.
 - b. **Terms:** Committee members are selected as needed by the Associate Dean for Student Affairs and Admissions.
 - c. **Chair:** The Financial Aid Program Manager serves as chair of the committee.
 - d. **Meetings:** The committee meets at the beginning of the academic year to award available scholarship funds to students for the Fall and Spring semesters. It may meet at other times upon the call of the Dean.
12. Council on Diversity and Inclusion. The Council on Diversity and Inclusion is charged with supporting the mission of the College by ensuring that diversity and inclusion are upheld as core institutional values.
- a. **Membership:** The Council on Diversity and Inclusion is comprised of faculty, staff, and students, who are nominated by the Council and appointed by the Dean. Membership on the Council should reflect a broad range of faculty and staff from multiple academic departments, divisions, regional campuses, and other units, as well as students from several degree programs and at different points in their program. Every effort

- should be made to ensure broad and inclusive representation on the Council.
- b. Terms: Members of the Council serve one-year renewable terms, from July 1st until June 30th of the next calendar year. Members who begin off-cycle will serve until June 30th and may then be reappointed for the next full term. Student members may deviate from the standard terms to accommodate academic calendars, dissertation defenses, or for other academic reasons.
 - c. Chair/Leadership: The Council selects a Chair, two equal Co-Chairs or a Chair and Vice Chair from among its membership annually and the Dean appoints those individual(s). If the Dean declines the Council's selection, the Council and Dean will negotiate an alternative proposal. The Dean holds final authority to appoint Council leadership. The Council and the Dean should consider conflicts of interest and other relevant factors to ensure that the Council and its leadership are well placed to advance the mission of the Council, and thereby the College. The term of service for Council leadership is the same as for members, and terms are renewable. The Chair or one of the Co-chairs will be selected to serve on the College's Executive Committee.
 - d. Meetings: The Council meets monthly or on the call of the Chair(s).
13. Wellness Committee. The Wellness Committee has responsibility for promoting wellness at the student, staff, individual faculty, departmental, chair, and student affairs levels. The Committee's charge is to provide guidance and recommendations to the highest levels of administration for:
- Creating a culture that promotes wellness, the acquisition of competencies in self-care and resilience, and eliminates the stigma of mental illness at FSU COM
 - Assessing students, staff and faculty regarding wellness
 - Developing curriculum innovations geared at improving knowledge of the science of wellness
 - Developing curriculum modification to reduce stress and increase wellness in students
 - Developing wellness programs that include both curricular and extra-curricular options.
 - Other recommendations that build and enhance a culture of wellness
- a. Membership: The voting membership of the Wellness Committee consists of 23 members:
 - i. Nine (9) faculty members, elected by the faculty council (consideration should be given to broad departmental representation and there may be overlap between the categories of members in the following areas: UME, GME, leadership of the COM's pipeline programs and representation from Student Counseling Services),
 - ii. Seven (7) student members (one student from each medical student class, elected by the class, one PA student elected by the PA student body, one Bridge student, elected by the Bridge class, and one PhD student elected by the PhD students),

- iii. Two (2) staff members elected at a regularly scheduled staff meeting, and
 - iv. A designee from the Dean's Office – Administration (1).
 - v. In addition, the following individuals will serve as ex-officio voting members of the committee – Assistant Dean for Student Affairs and Diversity, Assistant Dean for Student Counseling Services, Designated Institutional Official or other GME representative appointed by the DIO and a campus dean selected by the campus deans' group.
- b. Terms: Faculty and staff members of the Wellness Committee are appointed for a three-year term, which may be renewed twice (9 years total). Student members of the committee are elected annually by the respective student bodies and may be the same members for the student's tenure at the College. In the event of an unforeseen vacancy, seats may be filled by appointment of the committee chairs until the time of the next election.
 - c. Chair: The Co-Chairs of the Wellness Committee are elected by the voting members of the Committee and may serve for up to three one-year renewable terms. The Chair prepares the agenda for each meeting.
 - d. Meetings: The Wellness Committee meets once monthly, or as needed.
14. Special Committees and Task Forces. The Dean may appoint special committees and task forces, as necessary, including but not limited to the following:
- a. Awards Committee
 - b. Strategic Planning Committee
 - c. Graduation Committee
 - d. LCME Committee(s)
 - e. Faculty Search Committee(s)

E. Faculty Senators. Election of Representatives to the Faculty Senate:

1. The allocation of College of Medicine representation in the University Faculty Senate is in accordance with current University policy. Senators serve for a term of two years and must be elected prior to the regularly scheduled April meeting of the Senate. The Secretary of the Senate provides a list of the eligible faculty members in each college or school to the respective Deans by February 15 of each year.
2. Procedure for Electing Senators
 - a. Nominations: The Faculty Council receives from the Dean the list of persons eligible for election and sends this list to the eligible voting members of the faculty with an invitation for nominations.
 - b. Nominations are returned to the chair of the Faculty Council at least three days before the date of the final ballot.
 - c. Ballots for the election are prepared by the Faculty Council and distributed to all voting members of the College, who then vote anonymously, via electronic methods, for the persons to be elected.
 - d. The nominees receiving the largest number of votes in this ballot are declared elected. Additional balloting takes place only in the event of a tie.

The nominee (among those not elected) who receives the most votes will be the college alternate representative to serve whenever illness, professional travel, or other obligations make it impossible for the designated Senator or Senators to be present. A faculty member thus representing a unit shall have the full privileges of Senate membership.

F. Unit Reorganization. Does not apply as COM is out-of-unit.

IV. Degree Approval

The process for academic achievement and degree approval is provided in Appendix 1, The FSU College of Medicine Student Handbook.

Appendix (optional – add as many as necessary or delete if this section is not used)

Appendix 1 FSU College of Medicine Student Handbook

Appendix 2 FSU COM School of Physician Assistant Practice Student Handbook