

**BYLAWS**  
**CHARLES R. DREW UNIVERSITY OF MEDICINE AND SCIENCE (CDU)**  
**COLLEGE OF MEDICINE (COM)**

*Revised: November 29, 2021*

*Revised: February 22, 2023*

*Revised: September 11, 2023*

**Preamble:**

This revision of the Bylaws shall become effective immediately upon adoption and shall supersede any and all previous Constitution and Bylaws of this, the Faculty of the College of Medicine (COM) of the Charles R. Drew University of Medicine and Science (CDU).

The Board of Trustees delegates to the President of Charles R. Drew University of Medicine and Science the duty and authority to operate Charles R. Drew University of Medicine and Science. The Administration and Faculty are accountable to the President for implementing the University's mission.

With concurrence of the President, the Provost appoints and authorizes the Dean of the College of Medicine (COM) to operate the COM. With the general oversight of the CDU Provost and Chief Academic Officer, the Dean is responsible for all aspects of COM programs. In the spirit of shared governance, the Dean, head of the COM, shall seek the advice and recommendations of the COM Faculty regarding COM programs as part of the integrated institutional responsibility structure.

These Bylaws provide a governance structure for the COM Faculty to carry out its responsibilities in support of Charles R. Drew University of Medicine and Science's mission.

**CHAPTER I - NAMES**

The name of this organization shall be the Faculty of the College of Medicine (henceforth referred to as "the Faculty") of the Charles R. Drew University of Medicine and Science (henceforth referred to as "the University"). The duly recognized governing body of the organization is the "Faculty Executive Board" (also referred to as "the FEB"), which exercises delegated authority from and on behalf of the Faculty.

College of Medicine Faculty Member; in accordance with the Faculty Handbook (Academic Senate) Faculty members are academics recommended by the college for appointment through the Appointment and Admissions Process, who are approved by the Dean, and if indicated, the Academic Senate, the Provost, the President, and the Faculty Affairs Committee of the Board of Directors, as specified by the University Bylaws. The College of Medicine offers appointments in five series:

1. Regular.
2. Clinical.
3. Adjunct.
4. Community.
5. Visiting.

All College of Medicine Faculty must demonstrate a contribution to academic citizenship.

**CHAPTER II – MEMBERSHIP**

**Section 1.**

All persons having faculty appointments in the College of Medicine are members of the Faculty. The Faculty is

responsible for participating significantly in the initiation, development, and implementation of the education, research, service, and Inter-Professional Community and Pipeline Programs in the College of Medicine and is responsible for the conduct of the College of Medicine's Educational, Research, and Service Inter-Professional, Community and Pipeline Programs. The Faculty votes on the College of Medicine Bylaw Amendments and elects Faculty Executive Board Officers.

## **Section 2.**

Faculty appointments are made in accordance with Faculty Appointments and Promotions Criteria and Definitions of the College of Medicine.

## **Section 3.**

Deans, Associate Deans, Assistant Deans, and Department Chairs must have obtained or maintained faculty appointments made through the College of Medicine's Faculty Appointments and Promotions Process. While these administrators participate in faculty governance deliberations, they are excluded from the Faculty Executive Board voting with the exception of the Department Chairs serving on the Faculty Executive Board.

## **Section 4.**

A. Faculty Classification: Faculty Classification Types, College of Medicine at Charles R. Drew University.

1. Regular Faculty (Professor, Associate Professor, Assistant Professor, Instructor, and Lecturer).

a) Expectations:

- Contribute to instruction, research, clinical practices, and service.

b) Employment Status:

- Employed by Charles R. Drew University 75% to 100%.

c) Voting Rights:

- Regular faculty are eligible to vote in the Department, College, University General Assembly of the Academic Senate. These Faculty are eligible for election to the Academic Senate.

Exception Regular Faculty (see additional provision status for regular Faculty not meeting 75% to 100% employment status) as per the University Academic Senate Bylaws.

2. Clinical Faculty (Clinical Professor, Clinical Associate Professor, Clinical Assistant Professor, Clinical Instructor).

a) Expectations:

- Contribute to the instruction, research, clinical practice, and service.

b) Employment Status (one of the following):

- Employed by Charles R. Drew University Healthcare Affiliate or as an independent practitioner up to a 100% of the time.
- Employed by CDU at less than 75% of the time with an expectation of ongoing employment or employed by a CDU Healthcare Affiliate and assigned to duties related to CDU through a contractual agreement between CDU and Healthcare Affiliate.

c) Voting Rights:

- Clinical Faculty are eligible to vote at the department level in the College of Medicine, Faculty Executive Board, and/or Assembly.
- Clinical Faculty are not eligible for the General Assembly and not eligible for election to the Academic Senate except in circumstances of extraordinary service. Extraordinary service appointments can be made in circumstances where Faculty members perform (make extraordinary contributions in at least

two areas (instruction, research, clinical practice, service). These Faculty members are appointed through the same appointments and promotions peer review, and approval processes as all Faculty members are, but additionally must be vetted and agreed upon by the College of Medicine Dean, the FEB Chair, and the Provost. This vetting would allow them to hold office and/or vote at the university level (Academic Senate).

3. Adjunct Faculty (Adjunct Professor, Adjunct Associate Professor, Adjunct Assistant Professor, Adjunct Instructor (with or without clinical modifier).
    - a) Expectations:
      - Contribute to instruction, research, clinical practice, and service.
    - b) Employment:
      - Engaged by CDU for teaching or education at less than 75% of the time and not employed by a CDU healthcare affiliate site, i.e., clinical entity.
  4. Community Faculty (Community Professor, Community Associate Professor, Community Assistant Professor, Community Instructor).
    - a) Expectations:
      - Contribute to the instruction, research, and service. They are active in the local or regional “community” in positions of significance to healthcare and the CDU mission. They do not carry conventional academic credentials.
    - b) Employment:
      - Engaged by CDU for teaching or education at less than 75% of the time.
    - c) Voting Rights:
      - Community Faculty are eligible to vote in the College of Medicine, can participate in Faculty Executive Board, have voting rights in the General Assembly and are eligible for election to the Academic Senate as well as the Faculty Executive Board. If employed at 75% or less, the Community Faculty will have voting rights in the College of Medicine and their Department at the discretion of the Department Chair.
  5. Visiting Faculty (Visiting Professor, Visiting Associate Professor, Visiting Assistant Professor, Visiting Instructor) with or without the clinical modifier.
    - a) Expectations:
      - Contribute to instruction, research, service, and clinical practice.
    - b) Employment:
      - Employment is at another institution. These Faculty are engaged by the College of Medicine for employment for a semester or a year with continued long-term employment expectation at another institution.
    - c) Voting Rights:
      - There is no expectation of voting rights in the Department or at the College of Medicine level. There is no expectation for voting rights in the General Assembly or Academic Senate, and there is no eligibility for election to the Academic Senate or the Faculty Executive Board.
- B. Eligibility: All members of the Faculty with the exception of Visiting Faculty are eligible to serve on Standing or Special Committees in the College of Medicine.
- C. Reports: The Chair of each Standing Committee (unless excused) shall present an oral report and/or a written summary at the semi-annual full faculty meeting or the meeting of the Faculty Executive Board.
- D. Appointments: For term limits, please refer to the individual committee policy.
- E. Chairs: For term limits, please refer to the individual committee policy.

- F. Authority: Standing Committees derive their authority from the College of Medicine approved Bylaws and are guided by the committee charges approved by the Faculty Executive Board (see Committee Descriptions).
- G. Confidentiality Agreement: Members of Committees that address confidential academic personnel matters are required to sign a University Confidentiality Agreement and must agree not to discuss, disclose, or reproduce any confidential information generated in connection with meeting proceedings except as is necessary to carry out official membership responsibilities or as required by law.
- H. Disciplinary Action: Actual or attempted violations of any rules of confidentiality or attempts to influence members of any Committee with confidential deliberations by anyone who is not on the Committee may result in disciplinary action up to and including termination of affiliation with the University. Similarly, any substantiated violations of confidentiality rules by Committee members may result in disciplinary action up to and including termination of affiliation with the University.

### **CHAPTER III – COLLEGE MISSION VISION, AND GOALS**

#### **Section 1. Mission:**

The College of Medicine’s mission is to provide education, research, and clinical service in the context of community engagement in order to train physician leaders who promote wellness, who provide care with excellence and compassion, and who are committed to transforming the health of diverse and underserved communities.

#### **Section 2. Vision:**

The College of Medicine vision is *Excellent health and wellness for all in a world without health disparities.*

#### **Section 3. Goals:**

The College seeks to establish the premier mission-based medical school in the nation by building upon an over 50-year history of mission-focused Graduate Medical Education and an effective and highly successful 40-year medical education partnership between CDU and UCLA in order to develop an innovative, high-performing program that will educate a diverse workforce and increase the pool of physicians who are both committed and uniquely trained to provide high quality patient-centered, culturally-sensitive, evidence-based care to diverse populations and underserved communities. The goals of the College include but not limited to:

- A. Support and promote shared governance and faculty consultation within the College of Medicine.
- B. Make transparency a top priority of the organization with clear delineation of responsibility and authority at all levels.
- C. Maintain a system of fair elections for officers of the Faculty Executive Board.
- D. With the approval of the Provost, recruit, appoint, retain, and promote a Faculty composed of individuals who carry out creative, educational and/or clinical program development for the underserved or biomedical research, or both.

- E. Ensure an effective faculty grievances system within the College of Medicine.
- F. Adhere to traditional principles and practice of academic freedom and peer faculty governance.
- G. Assist investigators in conducting basic, applied, and translational research with a special emphasis on advancing the state of understanding about underserved populations and to establish research support systems.
- H. Develop a system of academic health care services with an emphasis on primary care and community service.
- I. Identify and admit students of the highest academic caliber who will carry out the mission of the College of Medicine and the University.
- J. Foster the progress and promote the retention and matriculation of all qualified students.
- K. Create a broad array of educational programs, each of which trains people to respond to the needs of underserved populations with competence and compassion.
- L. Foster collaboration in shared governance with the Academic Senate and the faculty governing bodies of the other colleges, institutes and centers of the University.
- M. Participate as required in the University academic planning and program evaluation.
- N. Participate in all aspects of university administration as required in furtherance of the university Mission and goals.

**Section 4. Relationship to Others:**

The Faculty Executive Board of the College of Medicine is an entity made up solely of faculty members of the College with the exception of Deans. It is a forum for “shared governance” and is the highest elected forum for Faculty matters within the College. The Faculty Executive Board serves as an advisory body to the Dean in the administration and management of the College.

**CHAPTER IV -FACULTY EXECUTIVE BOARD**

**Section 1. Composition:**

The Faculty Executive Board will be composed of 12 members of the Faculty of the College of Medicine.

**Section 2. Membership:**

Membership on the Faculty Executive Board will be as follows:

- A. Chair (who will serve automatically in the Legislative Council of the Academic Senate).
- B. Vice Chair.
- C. Six Regular Faculty members (see Regular Faculty Profiles and Provisions).
- D. Six Clinical or Community Faculty members (see Clinical and Community Faculty Profiles and Provisions).

- E. Ex officio non-voting members.
  - a. Chairs of the Standing Committees (internally appointed as a Chair by the FEB, not elected).
  - b. Dean of the College of Medicine, Associate Deans, Assistant Deans, Department Chairs of College of Medicine unless independently elected to the Faculty Executive Board.

**Section 3. Support:**

Administrative support is provided to the Faculty Executive Board by the office of the Dean, through the office of the Senior Associate Dean for Faculty Affairs of the College of Medicine.

**CHAPTER V – AUTHORITY**

**Section 1. Functions:**

The functions of the Faculty Executive Board are:

- A. To consider and act upon, on behalf of the Faculty of the College of Medicine acting through its own departmental governance structures, matters relating to academic policy and Faculty conduct at the University, as they pertain to the College or its discipline.
- B. To serve as the official forum and voice of the College of Medicine Faculty members; and
- C. To consider, on behalf of the College of Medicine Faculty, other matters of general University-wide policy affecting and concerning College Faculty members, and to make recommendations thereon through appropriate governance channels.
- D. To ensure that all college and academic policies are approved by the University Administration and the Board of Trustees.

**Section 2. Extent of Responsibility:**

The Faculty Executive Board has the responsibility to represent, articulate, initiate, and act on the academic and professional interests of the COM Faculty. It is authorized to consider, discuss, and decide matters of academic policy within the province of the Faculty, with the oversight by the Dean. The COM Faculty Executive Board authority and responsibility is delegated by the Faculty and recognized by the COM Dean. The following areas are considered within the province of the Faculty of the College of Medicine: curricula, appointments and promotions, granting Doctor of Medicine degrees and resident certification, admission of candidates for Doctor of Medicine degrees and postgraduate certification, research, the College of Medicine academic plan, and faculty governance.

Exceptions to the FEB authority in the College of Medicine are guided by the Liaison Committee on Medical Education (LCME) accreditation standards for medical education programs leading to the MD degree and are as follows:

- The College of Medicine Admissions Committee (COM AD) has the final responsibility for accepting students to the MD program.
- The College of Medicine Education Policy and Curriculum Committee (COM EPCC) will oversee the medical education program as a whole and has responsibility for the overall design, management, integration, evaluation, and enhancement of a coherent and coordinated medical curriculum.
- The College of Medicine Committee on Medical Student Evaluations & Promotions (COM MSEP)

has the final authority to make decisions regarding promotion, remediation, and graduation.

## **CHAPTER VI – OFFICERS**

### **Section 1. Number and Title:**

The officers of the Faculty Executive Board shall be a Chairperson (hereinafter referred to as “the Chair”) and a Vice Chairperson (hereinafter referred to as “the Vice Chair”)

### **Section 2. Nominations and Elections:**

Nominations and Elections Committee shall be composed of one representative from the Regular Faculty, one representative from the Clinical Faculty, and one representative from the Adjunct or Community Faculty. One of these representatives will serve as the Chair of the committee appointed by the FEB Chair.

Faculty Executive Board representatives, who run in for elective office on the FEB or for appointment by the internal selection (vote) to the Legislative Council of the Academic Senate cannot serve on the Nominations and Elections Committee. In such cases, where this is the case, the Chair of the FEB can appoint one of the other members of the FEB or the Faculty at large to serve.

Election shall be by secret ballot of the College of Medicine Faculty as a whole, in accordance with the adopted parliamentary authority.

A ballot shall be sent by email to each voting member of the Faculty as a whole at least two weeks prior to the Fall Meeting of the Faculty. Ballots shall be returned to the Nominations and Elections Committee composed of at least three members appointed by the Chair on the FEB with approval of the Faculty Executive Board, to process the return ballots and report the results to the next meeting of the Faculty Executive Board.

### **Section 3. Terms:**

The officers shall be elected for a term of two years and may serve no more than two terms consecutively. Additional series of terms may be served after a minimum of two years interruption.

### **Section 4. Duties:**

A. The Faculty Executive Board Chair shall,

1. Be the executive officer and elected spokesperson of the Faculty.
2. Receive reports from all committees of the Faculty Executive Board.
3. Review for approval all minutes for meetings of the Faculty Executive Board or the Faculty as a whole prior to submitting them for approval to the Faculty Executive Board, or to the Faculty as a whole respectively.
4. Preside over meetings of the Faculty Executive Board and the Faculty as a whole without vote except in the case of a tied vote, the Chair of the Faculty Executive Board may cast a tie-breaking vote.

B. The Vice Chair shall in the absence of the Chair assume all duties and functions of that office. The Vice Chair unless substituting for the Chair shall have a vote in the Faculty Executive Board.

## **CHAPTER VII - FACULTY REPRESENTATIVES**

### **Section 1. Number and Title:**

The Faculty shall be represented on the Faculty Executive Board by 12 members as follows:

- A. Regular Faculty:
  - Six members of the Regular Faculty shall be elected by the Faculty as a whole.
- B. Clinical or Community Faculty:
  - Six members of the Clinical and Community Faculty shall be elected by the Faculty as a whole.

### **Section 2. Nomination and Election:**

The Nominating Committee shall present a slate of not fewer than two nominees nor more than six nominees for each of the Faculty representative constituencies (Regular, Clinical, Community) to be filled.

The Nominating Committee shall present a slate of not less than one nominee for each College of Medicine representative position to be filled.

Election proceedings will follow those outlined in Chapter 6, Section 2.

### **Section 3. Terms:**

- A. There will be annual elections of Faculty representatives to the FEB as follows:
  - 1. Three Regular Faculty for a two-year term each;
  - 2. Three Clinical or Community Faculty for a two-year term each.
- B. Elections of faculty representatives are staggered, such that each year half of its representatives are elective, (i.e., three representatives for each Faculty Constituency Group and one College of Medicine Department Chair Representative).
- C. The faculty representative shall be elected for a term of two years and may serve in that elected position no more than two terms consecutively. Additional series of terms may be served after a minimum of two years interruption or in the case of re-election to a different representative position.

### **Section 4. Duties:**

The Regular or Clinical/Community Faculty representatives shall:

- A. Have one vote each at the meetings of the Faculty Executive Board.
- B. Represent their Faculty Constituency Group in matters before the Faculty Executive Board.
- C. Be the liaison from the Faculty Executive Board to the Faculty Constituency Group.
- D. Serve on the Faculty Executive Board Nominating Committee if appointed by the FEB Chair.

## **CHAPTER VIII - MEETINGS**

### **Section 1. Faculty as a whole:**

- A. Semi-Annual Meetings:
  - 1. Spring meeting;

2. Fall meeting;
  3. The semi-annual meetings of the Faculty as a whole will occur by action of the Faculty Executive Board setting the time, date and place of such meetings.
- B. Special Meetings: Special meetings may be convened at the call of the Chair with approval of one-fourth of the Faculty Executive Board, or by a petition of at least one-fourth of the Faculty as a whole.
  - C. Notice of Meetings: Notice of special meetings shall be given at least seven days prior to said meeting.
  - D. Presiding Officer: The Chair of the Faculty Executive Board (or in the Chair's absence, the Vice Chair) shall preside at all meetings of the Faculty as a whole.
  - E. Quorum: 20% of the membership of the regular Faculty as a whole shall constitute a quorum.
  - F. Adjournment of meetings: Once a quorum is present, a meeting may continue and need not be adjourned, notwithstanding the withdrawal of the number of members necessary to constitute a quorum.
  - G. Participation of Others: At the discretion of the Chair, with the concurrence of the majority of the members of the FEB, present and voting, other individuals who are not members of the Faculty may participate in the meetings of the Faculty as a whole without vote.
  - H. The University President, and/or other members of the University Executive Council who are not members of the College of Medicine Faculty may be invited to attend meetings of the Faculty Executive Board without vote.
  - I. Voting Rights: All persons, with the exception of the faculty administrators (Dean's office having faculty appointments through the College of Medicine) have voting privileges.
  - J. Voting Requirements: Official action of the full-time Faculty as a whole shall require approval of those eligible members present and voting. In case of a tie vote, the Chair may cast a tie-breaking vote. Proxy voting shall not be permitted.

**Section 2. Faculty Executive Board:**

- A. Regular Meetings: Regular meetings of the Faculty Executive Board should be held monthly and must be held at least on a bi-monthly basis (6 meetings annually). Two of the meetings may be held in conjunction with a meeting of the Faculty as a whole. The meetings shall be open to all faculty members of the College of Medicine.
- B. Special Meetings: Special meetings of the Faculty Executive Board may be convened at the call of the Chair with approval of one-fourth of the Faculty Executive Board, or by a petition of at least one-fourth of the Faculty as a whole.
- C. Notice of meetings: Routine notice of regular Faculty Executive Board meetings is not necessary. Notice of special meetings or special subjects at routine meetings shall be given at least seven days prior to said meeting.
- D. Presiding officer: The Chair of the Faculty Executive Board (or in the Chair's absence, the Vice Chair) shall preside at all Faculty Executive Board meetings.
- E. Quorum: Fifty-one (51%) percent of the membership of the Faculty Executive Board shall fit a quorum.

F. Adjournment of meetings: Once a quorum is present, a meeting may continue and need not be adjourned, notwithstanding the withdrawal of the number of members necessary to a quorum.

G. Participation of Others:

1. At the discretion of the Chair or of the majority of the Faculty Executive Board present and voting, other individuals who are not members of the Faculty may participate in the meetings of the Faculty Executive Board without vote.
2. Ex Officio Members:  
The Dean, Associate Deans, Assistant Deans, and Department Chairs of the College of Medicine may be invited to participate in meetings of the Faculty Executive Board without vote.

The Chairs of all the Committees of the Faculty Executive Board of the College of Medicine are expected to give reports (as appropriate) at the monthly meetings of the Faculty Executive Board.

H. Voting Rights: The following are the voting members of the Faculty Executive Board:

1. Regular Faculty Representatives six,
2. Clinical and Community Faculty Representatives six,
3. Faculty Executive Board Vice Chair.

I. Voting Requirements: Official action of the Faculty Executive Board shall require a quorum of seven voting members. In case of a tie vote, the Chair of the Faculty Executive Board may cast a tie-breaking vote. Proxy voting shall not be permitted.

## **CHAPTER IX - REFERENDUM**

In the event that the College shall be required to conduct a referendum of the COM Faculty as a whole, the Faculty Executive Board shall superintend such a referendum and report the results on behalf of the College of Medicine.

## **CHAPTER X - STANDING AND SPECIAL COMMITTEES**

**Section 1. The Standing Committees of the Faculty Executive Board shall be:**

- A. Faculty Appointments and Promotions
- B. Educational Policy and Curriculum
- C. Medical Student Admissions
- D. Faculty Concerns and Grievance
- E. Medical Student Evaluation and Promotions
- F. Nominating and Elections
- G. Diversity, Equity and Inclusion
- H. Continuous Quality Improvement Advisory Committee

## Section 2. Duties of the Standing Committees:

### A. Faculty Appointments and Promotions (A&P) Committee

#### 1. Roles and Responsibilities

- a. To ensure uniform application of criteria across the COM, there will be only one COM A&P Committee.
- b. The A&P Committee is charged to evaluate the quality of the appointment or promotion packet through qualitative assessment and shall make one of the following determinations:
  - Support the recommendation for appointment or promotion in the requested Series and at the requested Rank.
  - Recommend appointment or promotion in another Series or at another Rank.
  - Defer action with specific requests for additional information (this action should only be taken if the A&P Committee believes additional information is required to make a determination).
  - Deny the appointment or promotion.

#### 2. Membership and Procedures

The FEB will elect faculty nominees for membership from the Faculty by majority vote. The results of the election are forwarded to the Dean for a final appointment. Please refer to the most current CDU Faculty Appointment and Promotion Criteria and Definitions Policy for specifics on membership, terms, charge, and procedures.

### B. Educational Policy and Curriculum Committee (EPCC)

#### 1. Roles and Responsibilities

The College of Medicine (COM) Educational Policy and Curriculum Committee (EPCC) is the committee charged to represent the Faculty to oversee the medical education program as a whole and has responsibility for the overall design, management, integration, evaluation, and enhancement of a coherent and coordinated medical curriculum. The EPCC will formulate and periodically review the educational program objectives for the undergraduate medical education. The EPCC will review and revise the medical school curriculum, including the scheduling of courses, clerkships and didactic series. In addition, the EPCC is responsible for evaluating all courses and clerkships of the undergraduate medical education curriculum to ensure achievement of the approved course/clerkship objectives and that they follow COM's overall educational program objectives.

- a. Ensures the integrated institutional responsibility for the overall design, management, evaluation, and central oversight of a coherent, efficient, coordinated curriculum, including curriculum coordination, development, objectives, content and methods of evaluation.
- b. Define the objectives of the educational program for the MD degree.
- c. Ensures the medical education program as a whole is designed to achieve coherence and coordination via logical sequencing of the various segments of the curriculum coordination and integration of content within and across the academic periods of study.
- d. Develop and implement policies regarding the amount of time medical students spend in required activities, including contact hours and time in clinical clerkships rotations.
- e. Determine the types of patients, clinical conditions, and appropriate clinical setting for education experiences, along with expected level of medical student responsibility.
- f. Regularly evaluate and, when necessary, modify the curriculum, student experiences, and methods of student assessment to ensure that the objectives of each student and course, as well

- as the overall medical education program are achieved.
- g. Maintain minutes and implement methods that invite input from all Faculty on the curriculum, draft policies, and actions of the EPCC.
  - h. Maintain compliance with LCME standards.

## 2. Membership and Procedures

Members to the EPCC shall be recommended by the Faculty Executive Board (FEB), department chairs, and the Faculty based on their expertise of curriculum design, instructional methods, and evaluation. All members must be CDU Faculty members. Please refer to the most current CDU policy: Education Policy and Curriculum Committee Policy for specifics on membership, terms, charge, and procedures.

### C. Medical Student Admissions Committee

#### 1. Roles and Responsibilities

The Admissions Committee is charged to select candidates for admission to the MD Program and guarantee the selection of prospective medical students for admission is not influenced by any political or financial factors.

#### 2. Membership and Procedures

The FEB will elect Faculty nominees for membership from the Faculty by majority vote. The results of the election are forwarded to the Dean for a final appointment. Please refer to the most current CDU policy: Admissions Committee Policy for specifics on membership, terms, charge, and procedures.

### D. Faculty Concerns and Grievance Committee

#### 1. Roles and Responsibilities

The Faculty Concerns and Grievance Committee is charged to review the concerns and grievances of Faculty members.

#### 2. Membership and Procedures

The FEB will elect Faculty nominees for membership from the Faculty by majority vote. The results of the election are forwarded to the Dean for a final appointment. Please refer to the most current CDU policy: Faculty Concerns and Grievance Committee Policy for specifics on membership, terms, charge, and procedures.

### E. Medical Student Evaluations & Promotions Committee

#### 1. Roles and Responsibilities

The Committee on Medical Student Evaluations & Promotions is responsible for: 1) reviewing the academic and professional progress of all students as they progress through the curriculum, 2) recommending students for advancement to the next level of training, 3) deciding on appropriate action for students earning one or more academic deficiency, and 4) final review and certification that each student has met all required outcome measures and standards of achievement for

graduation.

## 2. Membership and Procedures

The FEB will elect Faculty nominees for membership from the Faculty by majority vote. The results of the election are forwarded to the Dean for final appointment. Please refer to the most current CDU policy: Committee on Medical Student Evaluations & Promotions Policy for specifics on membership, terms, charge, and procedures.

## F. Nominating and Elections Committee

### 1. Roles and Responsibilities

The Nominations Committee is responsible for identifying a slate of qualified candidates for election to the Faculty Executive Board.

### 2. Membership and Procedures

Membership and procedures are outlined in Chapter VII above.

## G. Diversity, Equity, and Inclusion Committee

### 1. Roles and Responsibilities

The Diversity, Equity and Inclusion Committee is responsible for the review and recommends to COM effective policies and practices to ensure ongoing, systematic, and focused recruitment and retention activities to achieve mission-appropriate diversity outcomes among students, Faculty, and senior administrative staff.

- Review strategies, programs, and outcomes related to recruitment and retention of medical students, Faculty, and senior administrative staff from COM-defined diversity categories.
- Review outcome data from pipeline programs aimed at developing a diverse pool of medical school applicants locally and nationally.
- Review outcome data of COM programs and other programs to support school-defined diversity among students, residents, fellows, Faculty, and senior administrative staff.
- Align the work of the DEI Committee and University efforts in advancing diversity with the University-wide Strategic Plan.

### 2. Membership and Procedures

The FEB will elect membership from the Faculty by majority vote. Please refer to the most current CDU policy: Diversity, Equity and Inclusion Policy for specifics on membership, terms, charge, and procedures.

## H. Continuous Quality Improvement (CQI) Advisory Committee

### 1. Roles and Responsibilities

In alignment with the Liaison Committee on Medical Education (LCME) Element 1.1, all medical schools are required to engage in a systematic process of planning and quality improvement. The Continuous Quality Improvement Advisory committee ensures systematic evaluation of the educational program to promote effectiveness, efficiency, and ongoing improvement in alignment with LCME Standards and Elements. The College of Medicine, Office of Academic Affairs, under the purview of the Senior Associate Dean of Academic Affairs, will provide effective systematic

monitoring of the medical education program's policies, processes, and practices to ensure compliance with LCME standards and elements through a continuous quality improvement plan.

- Oversight across all LCME standards is outlined in the LCME Data Collection Instrument (DCI) and the Continuous Quality Improvement (CQI) Dashboard and is maintained by our Director of CQI and Accreditation.
- The CQI Advisory Committee will provide oversight over the development and implementation of the CQI Plan, which is actualized in the LCME DCI and CQI Dashboard.
- The CQI Plan provides extensive details identifying the type of metric, the source, measurement schedule, target, accountable title, office responsible for monitoring, and the reason the element is being monitored. CQI data may include performance metrics in various areas related to LCME standards and COM Strategic Plan.
- The data may include quantitative and qualitative information and may inform decisions about whether long-term and short-term programmatic goals are being met.

## 2. Membership and Procedures

The FEB will elect membership from the Faculty by majority vote. Please refer to the most current CDU policy: Continuous Quality Improvement Advisory Committee Policy for specifics on membership, terms, charge, and procedures.

### **Section 3. Special Committees:**

Special committees (i.e., Ad Hoc Committees and Task Forces) may be appointed, as the need arises, by the Chair with approval of the Faculty Executive Board. Prior to the creation of each such special committee, the following must be clearly articulated in writing:

- A. A written charge
- B. Specific outcomes or product to be delivered
- C. Beginning date and expected date of sunset
- D. Appointment of a chair for the special committee
- E. Identification of support/administrative staff (if needed)
- F. Identification and approval of budget resources (if needed)

### **Section 4. General:**

- A. Confidentiality Agreement: Members of committees that address confidential academic personnel matters are required to sign a University Confidentiality Agreement and must agree not to discuss, disclose, or reproduce any confidential information generated in connection with meeting proceedings except as is necessary to carry out official membership responsibilities or as required by law.
- B. Disciplinary Action: Actual or attempted violations of any rules of confidentiality or attempts to influence members of any Committee with confidential deliberations by anyone who is not on the Committee may result in disciplinary action up to and including termination of affiliation with the University. Similarly, any substantiated violations of confidentiality rules by Committee members may result in disciplinary action up to and including termination of affiliation with the University.

## **CHAPTER XI - DISSOLUTION**

In case of dissolution, this organization shall be dissolved in accordance with California State Law, the Internal Revenue Code of the United States, and other applicable statutes.

## **CHAPTER XII - PARLIAMENTARY AUTHORITY**

The current edition of Robert's Rules of Order Newly Revised shall be the authority for any procedure not specifically covered in these bylaws, special rules of order, or policies of the College of Medicine. The Faculty as a whole, the Faculty Executive Board officers and representatives, Committee Chairs and members, the Dean, Associate and Assistant Deans and all who participate agree to abide by these rules at all duly constituted meetings of the College of Medicine.

## **CHAPTER XIII - AMENDMENTS**

### **Section 1.**

These bylaws may be amended by two-thirds vote of Faculty members present and able to vote at any duly called meeting of the full Faculty as a whole or by referendum providing previous notice has been sent to all members of the Faculty as a whole at least 15 days prior to the meeting.

### **Section 2.**

Proposed amendments to the bylaw shall be submitted in writing to the Bylaws Committee at least 45 days prior to the meeting where the proposed amendments are to be considered.

### **Section 3.**

The Bylaws Committee shall be constituted to put the proposed amendment in proper form and distribute copies via email and/or paper copy to the Faculty as a whole at least 15 days prior to the meeting where the amendment is to be considered.

### **Section 4.**

Proposed amendments to the bylaws may be submitted by any member of the Faculty as a whole.

### **Section 5.**

Any amendment to be presented for action shall be accompanied by a written or a verbal argument stating the reasons for introducing the amendment and stating what fault it seeks to correct. Any amendments made necessary by the law shall be made by the Faculty Executive Board at any duly constituted meeting whenever such necessity arises.

### **Section 6.**

These bylaws will be reviewed by the Faculty Executive Board periodically but not less often than every three years.

## **CHAPTER XIV - ADOPTION OF BYLAWS**

This revision of the bylaws and amendments voted upon and approved by voting members of the Faculty shall become effective immediately upon signed approval of the Board of Trustees and Academic Affairs

Committee of the Board of Trustees, President, Provost, Dean, Faculty Executive Board Chair and shall supersede any and all previous constitution and bylaws of the Faculty of the College of Medicine of the Charles R. Drew University of Medicine and Science.

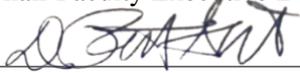


10/25/2023

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Eleby Washington, MD  
Chair Faculty Executive Board

Date



09/11/2023

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Deborah Prothrow-Stith, MD

Date

Dean, College of Medicine