

**Bylaws of the Texas College of Osteopathic Medicine
University of North Texas Health Science Center at Fort Worth**

Effective: March 25, 2014

Amended: March 15, 2010; May 17, 2012; January 3, 2013

Article I: Organization

Section A. Name and Purpose

1. The Texas College of Osteopathic Medicine (the "College") is a state-supported institution operating within the University of North Texas Health Science Center (the "Health Science Center"). The College receives accreditation from the Commission on Osteopathic College Accreditation under the auspices of the American Osteopathic Association.
2. The College shall have as its mission the following:

Create solutions for a healthier community by preparing tomorrow's patient-centered physicians and scientists and advancing the continuum of medical knowledge, discovery, and osteopathic medicine to provide comprehensive health care.

Section B. Administration – Office of the Dean

1. The Dean is the chief academic officer of the College. The Dean reports to the president through the provost and 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 shall be responsible for the development and implementation of an annual budget for the College that allocates resources in proportion to the requirements of the mission.
2. The Dean 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 appointments shall be in compliance with policies of the Health Science Center and the Health Science Center Faculty Bylaws as amended. The Dean may prepare and maintain an organizational scheme that clearly identifies responsible authority for each academic and clinical department engaged in the business of the College.

Section C. Academic Departments and Offices

1. The College's academic departments and offices form the overall academic-administrative units of education, research, scholarly activity and general support within the College. The chairs, associate deans, assistant deans and directors over the departments and offices possess the authority and responsibility for administrating their areas in accordance with these bylaws, their department bylaws, faculty bylaws of the Health Science Center and general policies of the Health Science Center. Unless otherwise stipulated in these Bylaws and/or Health Science Center policies, the Dean of the College shall make all appointments and assignments within these departments and offices.

a. The College shall maintain the following standing departments. Each department shall be overseen by a chairman appointed by the Dean who shall have authority over the day-to-day operations of the department.

- i. Community Medicine
- ii. Family Medicine
- iii. Internal Medicine
- iv. Medical Education
- v. Obstetrics and Gynecology
- vi. Orthopaedic Surgery
- vii. Osteopathic Manipulative Medicine
- viii. Pediatrics
- ix. Psychiatry and Behavioral Health
- x. Surgery

b. The College shall maintain the following academic administrative offices. Each office shall be overseen by an individual appointed by the Dean who shall have authority over the day-to-day operations of the office.

- i. Academic Affairs
- ii. Administration and Finance
- iii. Admissions and Outreach
- iv. Osteopathic Research Center
- v. Educational Programs
- vi. Faculty Development

Section D. 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.

1. Reporting: Committees of the College shall report to the Dean of the College or her/his designee. Unless otherwise stipulated in these or the UNTHSC Faculty bylaws, the chair of each committee shall be appointed by the Dean of the College and will provide a 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 Health Science Center as may be required by the faculty bylaws of the Health Science Center.
2. Composition and Terms: Appointments to the College's standing committees shall be made by the Dean of the College in consultation with the committee chair and in accordance with these bylaws and the faculty bylaws of the Health Science Center. Unless otherwise stipulated in these Bylaws, specific terms of membership shall be at the discretion of the Dean. Appointed regular members shall have full voting rights.
3. Meetings: Committees shall meet as often as necessary, but no less than four times per year, in order to accomplish the mission, goals and objectives of the college. 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. A recording secretary shall have 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 as specified by each committee and in accordance with the faculty bylaws of the Health Science Center. A copy of all committee minutes shall be provided to the Office of the Dean for distribution to the Executive Committee of the College.

4. A quorum of each standing committee shall consist of three voting members unless otherwise stipulated in these bylaws.
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. The term and reappointment of such committees shall be in compliance with the UNTHSC Faculty Bylaws. Associate deans, assistant deans and department chairs may create ad hoc committees within their areas of responsibility and under their oversight.

Article II. Standing Committees

Section A. TCOM Executive Committee

1. Composition and terms: The TCOM Executive Committee shall be comprised of the Dean of the College and the chairs of each standing department of the College as identified in Article I, section C.1.a. of these bylaws. The Dean of the College shall serve as chair of the TCOM Executive Committee.
2. Responsibilities: The responsibilities of the Executive Committee shall be to foster, support, and maintain excellence in all aspects of the academic programs of the College. Members of this committee shall exhibit active interest in the progress and future of the College and shall be charged with active participation in major planning for the College as a component of the Health Science Center. They shall review and make recommendations on such matters as are brought before them by the other standing and ad hoc committees of the College and the academic leadership.

Section B. Medical Student Admissions Committee

1. Composition and terms: The Medical Student Admissions Committee shall serve as the administrative body of the office of admissions. Membership shall include: the Assistant Dean of Admissions and Outreach, who shall serve as chair; the chairperson of each of the admissions' selection committees; a department chair at-large from the College; a faculty member at-large whose primary appointment is in the Graduate School of Biomedical Sciences; and a medical student at-large drawn from the third or fourth year class of the College. The majority of the voting members of the committee shall be physician faculty of the College. The members of the committee will be appointed by the Dean in consultation with the Assistant Dean for Admissions and Outreach.
 - a. Other members: The director of admissions, as well as other members of the admissions staff as selected by the chair of the committee shall serve without voting privileges. The Dean may also appoint other members to represent various perspectives within the College as deemed appropriate.
2. Responsibilities: The committee shall recommend to the Executive Committee and the

Dean policies and procedures for the selection of applicants for admission to the College. The committee shall enact all such policies and procedures needed to select candidates for admission to the College and as approved by the Dean.

Section C. Curriculum Committee

1. Composition and terms: Committee members shall include the Associate Dean for Academic Affairs who shall serve as chair, the Associate Dean for Curricular Design and Faculty Development, the Assistant Dean for Rural Education, the Year 1 Curriculum Director, the Year 2 Curriculum Director, the Director of Clinical Education, a department chair from the College to serve as member-at-large, a department chair from the Graduate School of Biomedical Sciences to serve as member-at-large and a TCOM student body representative appointed by the Dean. The Dean of the College may appoint such additional members as may be required to meet the curricular needs of the College.
2. Responsibilities: The Curriculum Committee shall have oversight of the undergraduate educational programs of the college and shall recommend policy to the Executive Committee and 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.

Section D. TCOM Promotion & Tenure Committee

1. Composition and terms: This committee shall consist of seven members. Five (5) shall be appointed by and serve at the discretion of the Dean of the College. Two (2) shall be at-large members elected by the faculty of the college to serve terms of two years. There shall be no term limits. One member shall be appointed to serve as chair of the committee. All members must be tenured and hold the rank of associate professor or professor in the College as her or his primary appointment at the Health Science Center.
2. Responsibilities: This committee shall have the responsibility of promotion, petition for tenure and post-tenure review as required by the Faculty Bylaws of the Health Science Center and make its recommendations to the Dean.

Section E. TCOM Student Performance Committee

1. Composition and terms: Committee members shall include the TCOM Associate Dean for Academic Affairs who shall serve as chair, one (1) at-large representative selected from the department chairs of the College, two (2) at-large representatives selected from the College's full-time faculty members, one (1) at-large representative selected from the department chairs of the Graduate School of Biomedical Sciences, two (2) at-large representatives selected from the faculty of the Graduate School of Biomedical Sciences and such additional non-voting members as may be needed to conduct the business of the committee. All members shall be appointed at the discretion of the dean.
2. Responsibilities: This committee shall have the responsibility of reviewing the performance records of all students matriculated to the College and make recommendations to the Dean regarding matters of continued matriculation, promotion, retention and graduation.

Article III: Amendments to TCOM Bylaws

These bylaws may be amended by approval of the faculty of the Texas College of Osteopathic Medicine. Amendments that conflict with any provision of the faculty bylaws of the Health Science Center or approved policies of the Health Science Center or the University of North Texas system are without effect. Proposed amendments must have been distributed to the faculty at least one week before the vote is to be taken. Paper or electronic ballots will be sent out within five working days prior to the vote deadline. Amendment(s) will require approval by two-thirds (2/3) of the ballots received. No provisions of this article may be suspended.