

# Texas College of Osteopathic Medicine TCOM Bylaws

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

Approved by the Faculty and Effective  
July 9, 2018

### Article I: Organization

#### Section A. Name and Purpose

1. The Texas College of Osteopathic Medicine (the "College") is a state-supported school 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 health care.*

*In fulfillment of its mission, the Texas College of Osteopathic Medicine shall:*

- *Recruit and support a diverse student body with the academic and humanistic qualifications to become accomplished osteopathic physicians dedicated to patient care and service to their communities;*
- *Provide a curriculum that is evidence-based and grounded in the learning sciences;*
- *Offer clinical experiences that prepare its graduates for diverse careers in medical practice;*
- *Promote scientific discovery through mentored research;*
- *Create opportunities for postdoctoral education in support of the health care workforce in the State of Texas.*

3. The Texas College of Osteopathic Medicine shall offer the Doctor of Osteopathic Medicine degree program with the objectives of:

- *Providing learners with a firm foundation in the medical sciences and Osteopathic philosophy necessary for the acquisition of clinical competence;*
- *Providing learners with a broad exposure to and engagement in clinical practice that will prepare them for postdoctoral training and independent practice in osteopathic medicine;*
- *Fostering habits of lifelong learning and investigation;*
- *Promoting professionalism and humanism in health care delivery and community service.*

#### Section B. Administration – Office of the Dean

1. The Dean is the chief academic officer of the College. The Dean reports to 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

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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, directors 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 shall 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 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 administering their areas in accordance with these bylaws, their department bylaws and procedures, faculty bylaws of the Health Science Center and general policies of the Health Science Center and the UNT System. Unless otherwise stipulated in these bylaws and/or policies of the Health Science Center or the UNT System the Dean of the College shall make all leadership 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. The Department of Family Medicine must include a designated discipline chief for Osteopathic Manipulative Medicine. The chair if so credentialed may meet this requirement.

Department of Family &  
Osteopathic Manipulative  
Medicine  
Internal Medicine & Geriatrics  
Medical Education  
Pediatrics

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

Academic Affairs  
Admissions and Outreach  
Dean of the College  
GME/Educational Programs

Each administrative department may include such sub-departments or divisions as is needed to effect efficient workflow for the department to achieve its obligations.

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## 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 Health Science Center 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 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. The chair of the committee may vote on all matters brought before the committee.
3. Meetings: Standing committees shall meet as often as necessary, but not 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, directors 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 or equivalents of each standing department of the College as identified in Article I, Section C.1.a. and each administrative department as identified in Section C.1.b of these bylaws, and one TCOM Faculty Senator. These members shall be considered *ex officio* to the committee. The Dean of the College may make such additional

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appointments as needed to assure representation from all core academic programs of the college. Such appointments will be subject to majority approval of the *ex officio* members. 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 to the Dean of the College 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 governance body of the office of admissions. Membership shall include: the Director 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 Director of Admissions and Outreach.
  - a. 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 non-voting 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 applicants for admission to the College as approved by the Dean.

### Section C. Curriculum Committee

1. Composition and terms: Committee members shall include the Senior Associate Dean for Academic Affairs who shall serve as chair, one TCOM student body representative from each TCOM class (only the second and third year class representatives will have a vote), a TCOM clinical department chair, a faculty member whose primary appointment is in the Graduate School of Biomedical Sciences and four TCOM faculty who are Fellows of the Academy of Medical Educators (AME). The Dean of the College may appoint such additional members as may be required to meet the curricular needs of the College.
  - a The Dean shall seek nominees from among the AME Fellows with final appointments determined by a vote of all TCOM faculty. AME nominees shall not be members of the TCOM Executive Committee.

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- b The Assistant Dean for Rural Education, the Year 1 Curriculum Director, the Year 2 Curriculum Director, the Assistant Dean for Clinical Education, and the first year and fourth year Class representatives shall be non-voting members of the committee.
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 shall be appointed by and serve at the discretion of the Dean of the College. Two 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 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 to review all documentation for, promotion subsequent to initial appointment, petitions 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 Senior Associate Dean for Academic Affairs who shall serve as chair, one at-large representative selected from the standing department chairs of the College, two at-large representatives selected from the College's full-time or affiliate faculty, two at-large representatives selected from the College's basic science faculty that have full-time appointments at the Health Science Center, 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.

### Section F. TCOM Advisory College Council

1. Composition and terms: Council members shall include the TCOM Executive Director of Student Advising who shall serve as chair, the designated senior advisor of each of the Advisory Colleges and one student representative. All members shall be appointed at the discretion of the Dean upon the advice of the Senior Associate Dean for Graduate Medical Education under whose auspices the Council will function.
2. Responsibilities: The Council shall have the responsibility of overseeing the structure and activities of the TCOM Advisory Colleges and make recommendations to the Dean regarding

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student assignment to the colleges, appointment of advisors and curricular content. The Council will assure the integration of activities of the Advisory Colleges with the Office of Student Affairs of the Health Science Center.

### **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 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.

Prior Revisions:  
June 11, 2018  
May 1, 2016  
March 25, 2014  
January 3, 2013  
May 17, 2012  
March 15, 2010