

Texas College of Osteopathic Medicine TCOM Faculty Handbook

This handbook is intended to provide information about the policies and procedures of the College that may affect faculty activities. The Texas College of Osteopathic Medicine and the University of North Texas Health Science Center reserve the right to modify those policies and procedures at any time. The contents of this handbook will be periodically updated to reflect those modifications. Faculty are asked to contact the office of the Dean of the Texas College of Osteopathic Medicine for the most current and applicable policies regarding any matters covered in this handbook.

November 2019

Texas College of Osteopathic Medicine UNTHSC Faculty Handbook

The University of North Texas Health Science Center publishes a handbook that provides basic information for faculty and is intended to be a general summary of university policies, guidelines, and resources. The Faculty Handbook Website provides access to detailed information that is essential to sustaining the integrity of the academic programs of the Texas College of Osteopathic Medicine and should be used in conjunction with the information provided herein.

The Faculty Handbook of the University of North Texas Health Science Center may be found at

<https://www.unthsc.edu/academic-affairs/faculty-affairs/handbook-home/>

Texas College of Osteopathic Medicine Mission, Goals and Objectives

In support of the Mission, Vision and Values of the University of North Texas Health Science Center, the faculty of the Texas College of Osteopathic Medicine has adopted the following statement of its mission, goals, and objectives.

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.**

The vision statement of the Health Science Center may be found at:

<https://www.unthsc.edu/about-us/vision/>

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
October 3, 2019

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

Texas College of Osteopathic Medicine TCOM Bylaws

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 and Osteopathic Medicine or other departments must employ one Doctor of Osteopathic Medicine with a minimum of three years of full-time faculty experience, an active medical license, and active board certification from the American Osteopathic Board of Neuromusculoskeletal Medicine (AOBNMM) or a Certificate of Special Proficiency in OMM (C-SPOMM) whose principal duties include developing the osteopathic content of the COM's. 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/Office of
Osteopathic Clinical Education
Admissions and Outreach
Dean of the College
GME/Educational Programs
Office of Research

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

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.

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TCOM Bylaws

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 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 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

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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.
 - b The Assistant Dean for Rural Education, the Year 1 Curriculum Director, the Year 2 Curriculum Director, the Assistant Dean for Osteopathic 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.
3. The Chair of the TCOM Promotion and Tenure Committee shall have discretion to appoint ad-hoc reviewers from other schools or colleges within UNTHSC as a contingency in situations whenever a full complement of regular or ad-hoc members is unavailable from within TCOM to vote on faculty promotion or post-tenure review. The selection of such non-TCOM ad-hoc reviewers shall be from full-time, tenured faculty members, and shall be limited to constitute no more than a minority of the full complement of voting members.

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.

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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 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:
September 10, 2019
June 11, 2018
May 1, 2016
March 25, 2014
January 3, 2013
May 17, 2012
March 15, 2010

Texas College of Osteopathic Medicine Code of Ethics

All employees of the University of North Texas Health Science Center are required to adhere to Human Resources **Policy 05.505, Employee Ethics & Standards of Conduct**. This policy may be found online at

<https://unthsc.policytech.com/?public=true&siteid=1>

Additionally, all faculty students and staff engaged in the delivery of the Doctor of Osteopathic Medicine degree program shall be familiar with and agree to adhere to the Code of Ethics of the American Osteopathic Association as it may apply to their daily professional activities. The AOA Code of Ethics is stated herein and may found at

<http://www.osteopathic.org/inside-aoa/about/leadership/Pages/aoa-code-of-ethics.aspx>

AOA Code of Ethics

The American Osteopathic Association (AOA) Code of Ethics is a document that applies to all physicians who practice osteopathically throughout the continuum of their careers, from enrollment in osteopathic medical college/school through post graduate training and the practice of osteopathic medicine. It embodies principles that serve as a guide to the prudent physician. It seeks to transcend the economic, political, and religious biases, when dealing with patients, fellow physicians, and society. It is flexible in nature in order to permit the AOA to consider all circumstances, both anticipated and unanticipated. The physician/patient relationship and the professionalism of the physician are the basis for this document.

The AOA has formulated this Code to guide its member physicians in their professional lives. The standards presented are designed to address the osteopathic and allopathic physician's ethical and professional responsibilities to patients, to society, to the AOA, to others involved in health care and to self.

Further, the AOA has adopted the position that physicians should play a major role in the development and instruction of medical ethics.

Section 1. The physician shall keep in confidence whatever she/he may learn about a patient in the discharge of professional duties. Information shall be divulged by the physician when required by law or when authorized by the patient.

Section 2. The physician shall give a candid account of the patient's condition to the patient or to those responsible for the patient's care.

Section 3. A physician-patient relationship must be founded on mutual trust, cooperation, and respect. The patient, therefore, must have complete freedom to choose her/his physician. The physician must have complete freedom to choose patients whom she/he will serve. However, the physician should not refuse to accept patients for reasons of discrimination, including, but not limited to, the patient's race, creed, color, sex, national origin, sexual orientation, gender identity, or disability. In emergencies, a physician should make her/his services available.

Section 4. A physician is never justified in abandoning a patient. The physician shall give due notice to a patient or to those responsible for the patient's care when she/he withdraws from the case so that another physician may be engaged.

Texas College of Osteopathic Medicine Code of Ethics

AOA Code of Ethics (continued)

Section 5. A physician should make a reasonable effort to partner with patients to promote their health and shall practice in accordance with the body of systematized and scientific knowledge related to the healing arts. A physician shall maintain competence in such systematized and scientific knowledge through study and clinical applications.

Section 6. The osteopathic medical profession has an obligation to society to maintain its high standards and, therefore, to continuously regulate itself. A substantial part of such regulation is due to the efforts and influence of the recognized local, state and national associations representing the osteopathic medical profession. A physician should maintain membership in and actively support such associations and abide by their rules and regulations.

Section 7. Under the law a physician may advertise, but no physician shall advertise or solicit patients directly or indirectly through the use of matters or activities which are false or misleading.

Section 8. A physician shall not hold forth or indicate possession of any degree recognized as the basis for licensure to practice the healing arts unless he is actually licensed on the basis of that degree in the state or other jurisdiction in which she/he practices. A physician shall designate her/his osteopathic or allopathic credentials in all professional uses of her/his name. Indications of specialty practice, membership in professional societies, and related matters shall be governed by rules promulgated by the American Osteopathic Association.

Section 9. A physician should not hesitate to seek consultation whenever she/he believes it is in the best interest of the patient.

Section 10. In any dispute between or among physicians involving ethical or organizational matters, the matter in controversy should first be referred to the appropriate arbitrating bodies of the profession.

Section 11. In any dispute between or among physicians regarding the diagnosis and treatment of a patient, the attending physician has the responsibility for final decisions, consistent with any applicable hospital rules or regulations.

Section 12. Any fee charged by a physician shall compensate the physician for services actually rendered. There shall be no division of professional fees for referrals of patients.

Section 13. A physician shall respect the law. When necessary a physician shall attempt to help to formulate the law by all proper means in order to improve patient care and public health.

Section 14. In addition to adhering to the foregoing ethical standards, a physician shall recognize a responsibility to participate in community activities and services.

Section 15. It is considered sexual misconduct for a physician to have sexual contact with any patient with whom a physician-patient relationship currently exists.

Section 16. Sexual harassment by a physician is considered unethical. Sexual harassment is defined as physical or verbal intimation of a sexual nature involving a colleague or subordinate in the workplace or academic setting, when such conduct creates an unreasonable, intimidating, hostile or offensive workplace or academic setting.

Texas College of Osteopathic Medicine Code of Ethics

AOA Code of Ethics (continued)

Section 17. From time to time, industry may provide some AOA members with gifts as an inducement to use their products or services. Members who use these products and services as a result of these gifts, rather than simply for the betterment of their patients and the improvement of the care rendered in their practices, shall be considered to have acted in an unethical manner.

Section 18. A physician shall not intentionally misrepresent himself/herself or his/her research work in any way.

Section 19. When participating in research, a physician shall follow the current laws, regulations and standards of the United States or, if the research is conducted outside the United States, the laws, regulations and standards applicable to research in the nation where the research is conducted. This standard shall apply for physician involvement in research at any level and degree of responsibility, including, but not limited to, research, design, funding, participation either as examining and/or treating provider, supervision of other staff in their research, analysis of data and publication of results in any form for any purpose.

Texas College of Osteopathic Medicine Nondiscrimination in the Workplace

It is the policy of the University of North Texas Health Science Center to not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status, or Veterans of the Vietnam Era status, in its educational programs, activities, admission, or employment policies and practices. The Texas College of Osteopathic Medicine further extends its nondiscrimination standards to include ethnicity, sexual orientation, gender, and gender identity.

In addition to complying with federal and state equal opportunity laws and regulations, the health science center declares harassment that is based on individual differences (including sexual orientation) to be inconsistent with its mission and educational goals. The nondiscrimination policy is supported by the health science center's policy statement on cultural awareness and diversity. The health science center specifically incorporates protections for qualified persons with disabilities, a prohibition against sexual harassment, and a prohibition against age limitations.

All Faculty, including those with affiliate or adjunct appointments, are required to be aware of and conform to the policies of the health science center and the additional standards of the college when engaged in activities involving the college, its students, staff, other faculty or its sponsored programs.

For further information, please see Human Resources Policy 05.201, **Nondiscrimination-Equal Opportunity and Affirmative Action** and Human Resources Policy 05.210, **Procedure for Alleged Discrimination in Employment**. Additional information may be found in:

- Human Resources Policy 05.202
Age Discrimination;
- Human Resources Policy 05.203
Employment of Persons with Disabilities;
- Human Resources Policy 05.204
Employment of Veterans.

All health science center policies may be found at

<https://app.unthsc.edu/policies/Home/AllPolicies>

Texas College of Osteopathic Medicine Faculty Appointments

Acceptance of a formal appointment to the faculty of the college is required of all individuals providing learning experiences for students enrolled in academic programs under its sponsorship. Appointments are also required for any qualified faculty employed by the health science center and assigned to the college for the conduct of research or the delivery of clinical services. Clinical providers employed by the health science center are required to complete credentialing through the Office of Faculty Affairs as well as the credentials department of UNTHSC irrespective of their participation in education or research programs.

Faculty categories vary by assignment and include adjunct and affiliate positions. For a complete discussion of the faculty appointment process please refer to the UNTHSC Faculty Handbook at

<https://www.unthsc.edu/academic-affairs/faculty-affairs/hiring-new-faculty/>

Texas College of Osteopathic Medicine Faculty Promotion, Tenure and Post-Tenure Review

The procedures of the Texas College of Osteopathic Medicine (TCOM) are in addition to general procedures outlined in the University of North Texas Health Science Center (UNTHSC) Faculty Handbook and Bylaws. The responsibility of UNTHSC is to develop a faculty of the highest quality by recognizing and encouraging academic achievement. Evaluation of faculty members is detailed in the UNTHSC Faculty Bylaws (Article VI).

Physician clinicians must have completed an American Osteopathic Association (AOA) or Accreditation Council for Graduate Medical Education (ACGME) accredited postdoctoral training program to be eligible for appointment at the level of assistant professor or above. Additionally, to qualify for faculty appointment, physician clinicians must have attained certification by the AOA or American Board of Medical Specialties (ABMS) within six (6) years of being considered eligible for such certification. Physician board certification is required for appointment at the level of associate professor or higher. Non-physician clinicians must be certified or demonstrably working toward certification to be eligible for appointment at the level of assistant professor. Non-physician clinicians must be certified to be eligible for appointment at the level of associate professor or higher. These requirements may be waived for adjunct or affiliate faculty at the discretion of the dean of the college and with the approval of the provost.

Categories of evaluation for promotion and tenure (P&T) and post-tenure review (PTR) of TCOM faculty include three areas: teaching, scholarly activities (including research), and service. A faculty member considered for Promotion, Tenure or PTR must show continuing professional growth in all areas. For promotion and PTR, activities within the three categories of teaching, scholarly activities, and service must have been carried out during the candidate's term at the present rank or since the last PTR, respectively. For tenure, all activities throughout the candidate's career will be considered. The criteria listed in Articles VII, VIII, and IX are illustrative of commonly used measures of quality and outstanding performance; however, other measures will also be considered. In assessing quality and outstanding performance, increasing levels of accomplishment will be expected with increasing rank and for tenure-track faculty relative to non-tenure track faculty. Measures that apply only to clinicians are designated by an asterisk (*).

The most current and complete guide to promotion and tenure at the University of North Texas Health Science Center may be found at

<https://www.unthsc.edu/academic-affairs/faculty-affairs/annual-faculty-promotion-and-tenure/>

Promotion and tenure guidelines unique to the Texas College of Osteopathic Medicine may be found at

<https://www.unthsc.edu/academic-affairs/faculty-affairs/criteria-for-faculty-promotion-tenure-and-post-tenure-review/>

Texas College of Osteopathic Medicine Conflict of Interest

All employees of the University of North Texas Health Science Center are required to adhere to **Compliance Policy 03.103, Conflict of Interest Disclosure**. This policy may be found online at

<https://unthsc.policytech.com/?public=true&siteid=1>

The Regents of the University of North Texas System are governed by **Board Policy 03.300, Board Ethics and Standards of Conduct**. This policy, which further discusses conflicts of interest may be found online at

<https://www.untsystem.edu/leadership/board-regents/regents-rules>

Texas College of Osteopathic Medicine Institutional Policies and Due Process

All students, faculty and staff engaged in the activities of the college and the University of North Texas Health Science Center are required to comply with the policies and procedures of the institution and those of the University of North Texas System. Faculty are encouraged to become familiar with current policies that may be found at the following Website:

<https://app.unthsc.edu/policies/Home/AllPolicies>

Additional policies and procedures may be found elsewhere in this handbook, in the Faculty Handbook of the Health Science Center or in the faculty bylaws. Faculty should consult with their department chair or the dean if any question arises as to the appropriate application of Health Science Center policies.

Faculty alleging a denial of rights guaranteed under Health Science Center policy may file a formal grievance and be granted a review of their petition. The procedure for grievance may be found in Article XIV of the faculty bylaws or within the specific policy in question.

<https://www.unthsc.edu/academic-affairs/faculty-affairs/bylaws-of-the-faculty/>

Faculty should recognize that all policies and procedures are subject to periodic review and revision. Approved revisions to policies will be published at the Health Science Center's Website. Rescinded policies will be removed from publication. Should conflicting language between policies inadvertently occur they will be subject to adjudication at the sole discretion of the Health Science Center.

Texas College of Osteopathic Medicine Confidentiality of Employment Records

The University of North Texas Health Science Center believes that, as an entity of the State of Texas, it exists in order to serve the people of Texas. In accordance with that belief, the Health Science Center is committed to allowing people access to information regarding its records, affairs and transactions in accordance with the Texas Public Information Act as set forth in Chapter 552 of the Government Code, Vernon's Texas Codes Annotated (Note: The Texas Public Information Act was formerly known as the Texas Open Records Act and is referred to as the "Act" in this Policy.) **Human Resources Policy 05.516** provides necessary background regarding public information and sets forth the appropriate procedure for handling requests for information that are made under the Texas Public Information Act.

<https://unthsc.policytech.com/?public=true&siteid=1>

Texas College of Osteopathic Medicine Accreditation

The University of North Texas Health Science Center is accredited by the Southern Association of Colleges and Schools (SACS). The Office of the Provost is responsible for maintaining regional accreditation and assures that degree programs offered by the health science center meet or exceed nationally recognized standards. Any inquiries regarding regional accreditation should be directed to the Provost or the Vice-President for Organizational Excellence. Standards for regional accreditation may be found at

<http://www.sacscoc.org/index.asp>

The Doctor of Osteopathic Medicine degree program is accredited by the Commission on Osteopathic College Accreditation (COCA) of the American Osteopathic Association.

The AOA Commission on Osteopathic College Accreditation (COCA) serves the public by establishing, maintaining, and applying accreditation standards and procedures to ensure that academic quality and continuous quality improvement delivered by the colleges of osteopathic medicine (COMs) reflect the evolving practice of osteopathic medicine. The scope of the COCA encompasses the accreditation of the COMs.

The standards for accreditation of colleges of osteopathic medicine may be found at

<https://osteopathic.org/accreditation/standards/>

Faculty having reason to believe that the Health Science Center or the college is in violation of accreditation standards are encouraged to notify their department chair, the dean or the provost. Depending upon the nature of the issue, a formal grievance regarding accreditation may be subject to the procedures of the faculty grievance policy outlined in Article XIV of the Faculty Bylaws. Where issues that relate specifically to the accreditation of the college cannot be resolved to the satisfaction of the faculty, the COCA invites direct and confidential communication to the Department of Accreditation at **(312) 202 8124**.

Texas College of Osteopathic Medicine Campus Safety

The University of North Texas Health Science Center is an open campus. In its effort to assure a safe and secure environment for students, employees and visitors, the Health Science Center maintains a full-time force of licensed peace officers and support personnel. Campus police provide routine patrols on foot and in marked vehicles at all facilities operated by the Health Science Center. As an accredited law enforcement agency, campus police comply with all standards of enforcement operations, governance and policy. Faculty observing any violation of campus security or believing that any compromise of public safety has occurred are asked to notify the campus police immediately at **(817) 735-2600 (extension 2600 from a campus phone)**.

For further information regarding the scope of services provided by campus police including emergency preparedness please go to the department Website at

<https://www.unthsc.edu/police/>

Texas College of Osteopathic Medicine Professional Conduct

The University of North Texas Health Science Center seeks to sustain the highest levels of professional conduct among its students, faculty and employees.

The people of the State of Texas must have complete confidence in the integrity of their public servants. This need is especially critical in the area of state-supported higher education. The responsibility for educating and training the future leaders of the state and nation carries with it the duty to adhere to the highest ethical standards and principles. These principles and guidelines shall apply to all persons employed by any department, program, or service of the University of North Texas Health Science Center ("UNTHSC") regardless of rank or position.

Faculty are expected to model professional behaviors for students and the public in all aspects of their service. This commitment is especially meaningful at an institution where best practices in health care are trained and provided. Faculty should recognize that interactions with a culturally and professionally diverse community are part of the daily activities of the campus and respectful behaviors are required at all times.

The health science center's policy regarding **Employee Ethics and Standards of Conduct (05.505)** may be found at the following Website

<https://unthsc.policytech.com/?public=true&siteid=1>

Policy on Consensual Relationships

It is the policy of the University of North Texas Health Science Center (UNTHSC) that a consensual relationship between faculty or staff members in positions of authority and their subordinates or their students is not permitted. Staff members in positions of authority and faculty need to be sensitive to the potential for sexual harassment as well as conflicts of interest in personal relationships with their subordinate faculty and staff members or with their students. (Policy 07.112)

Provision of Health Care to Students

Clinical faculty providing health care services at the campus clinic or at other venues may not provide academic assessment of students for whom they have rendered professional services unless such care was deemed urgent and no other qualified provider was available. Faculty should notify the Senior Associate Dean for Academic Affairs when such recusal is necessary. Faculty are expected to maintain complete confidentiality with respect to any student care provided in accordance with Health Science Center policy regarding protected health information.

Additional direction regarding conduct specific to patient care may be found in **Policy 14.411**. Other policies related to professional conduct may be found at

<https://unthsc.policytech.com/?public=true&siteid=1>

Texas College of Osteopathic Medicine Infection Control and Biohazard Safety

The college operates clinical practices on the main campus of the health science center and at remote locations. Exposure to patients with active infection is common in these practices. The health science center has adopted a number of infection control policies with recommended practices to limit the risk of exposure to its students, employees and other patients. The following policies should be reviewed by all faculty working in patient care areas or wherever potentially infectious material can be encountered.

| Policy Number | Policy Title |
|----------------------|--|
| 04.401 | Tuberculosis Exposure Control |
| 04.402 | Hand Hygiene |
| 04.403 | Waiting Room Infection Control |
| 04.404 | Break Room Cleaning |
| 04.405 | Plan to Manage Influx of Potentially Infectious Patients |
| 04.407 | Cleaning of Blood or Body Fluids-Soiled Areas |
| 04.408 | Cleaning and Sterilization of Instruments |
| 04.409 | Cleaning of Patient Exam Rooms |
| 04.410 | Infection Prevention and Control Plan |
| 04.411 | Storage of Linens and Supplies |
| 04.412 | Disposal of Biohazardous Infectious Waste |
| 05.510 | AIDS Policies and Procedures |
| 05.511 | Protection from Exposure to HBV |

Additionally, students, faculty and staff participate in robust research programs occurring in laboratories across the campus. The risk of contact with hazardous chemicals and equipment requires participants to exercise extreme caution in these venues. The Health Science Center provides training for the handling of biohazardous materials unique to its research programs and publishes a Biosafety Manual which may be found at

<https://www.unthsc.edu/safety/biosafety/unthsc-biosafety-manual/>

The Health Science Center maintains active Infection Control and Biosafety committees that periodically review and update these and other related policies.

Texas College of Osteopathic Medicine Personal Wellness

The Health Science Center encourages faculty and all students and employees to participate in a healthy lifestyle. Attention should be paid to balanced nutrition, exercise and adequate rest and diversion. In support of these goals, the Health Science Center maintains an Office of Wellness Services and an on-campus fitness center. Eligible employees can participate in programming that includes exercise classes, nutritional counseling, periodic health-oriented competitions and challenges and individual wellness coaching.

As benefits-eligible employees, full-time faculty may also participate in planned “Health Saver” programs. These programs allow release time from work for participation and are coordinated through the Health Science Center’s Health Promotion Manager. Faculty will find more details in **Policy 04.114** at

<https://unthsc.policytech.com/?public=true&siteid=1>

Texas College of Osteopathic Medicine Supervision of Trainees in Clinical Environments

Faculty of the college shall be expected to participate in the training of students and residents from varying programs and possessing varying levels of competence. As a general rule, all trainees will require either direct (immediate presence) or indirect (immediate accessibility) supervision when engaged in patient care activities. The level of supervision shall be governed by the applicable published policies and procedures of the College (including this handbook), those of the appropriate accrediting and regulatory agencies and of the affiliated institutions providing clinical training for students of the Health Science Center.

Students who are serving clerkships or preclinical experiences with college faculty may not provide independent clinical services to patients in any venue. Faculty providing supervision must be appropriately licensed and credentialed for the scope of service being provided. Any questions regarding supervision of student provision of care should be directed to the Office of Clinical Education at **(817)735-2407**

Medical graduates (residents) working under the supervision of college faculty shall be allowed independent activities as agreed to between the faculty and the program director and to the extent that the supervising faculty has ascertained the level of competence of the trainee. Resident supervision must adhere to the CMS Physicians at Teaching Hospitals (PATH) guidelines that can be found at

<https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/MLN-Publications-Items/CMS1243499.html>

Questions regarding supervision of residents should be directed to the Office of Educational Programs at **(817)735-5021**.