

Constitution of the Oakland University William Beaumont School of Medicine

Ratified by the faculty October 1, 2009

Revised January 11, 2010

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Preamble

The constitution of the Oakland University William Beaumont School of Medicine addresses medical school governance in compliance with standards set forth by the Liaison Committee for Medical Education (LCME).

ARTICLE I: Name of the School

The name is the *Oakland University William Beaumont School of Medicine* and is referred to as the "School of Medicine" in this Constitution.

ARTICLE II: Membership, Faculty, Dean, Organization

1. Members

A. The faculty, its administration, and those students pursuing the degree of Doctor of Medicine comprise the School of Medicine.

2. Faculty

A. The term "faculty" refers to all individuals with the following academic titles who hold primary appointments in the School of Medicine:

- i. Professors, Associate Professors, Assistant Professors
- ii. Research Professors, Research Associate Professors, Research Assistant Professors
- iii. Clinical Professors, Clinical Associate Professors, Clinical Assistant Professors, Adjunct Faculty, Instructors, and Visiting Faculty of any rank

B. The faculty of the School of Medicine exercises all powers accorded to an organized faculty by the Constitution of the Oakland University Senate and is empowered to present to the University Senate candidates for such degrees as may be authorized.

C. The faculty of the School of Medicine is empowered, subject to review by the University Senate, to develop programs of instruction leading to such degrees as may be authorized, and to establish and enforce degree requirements and such regulations as may be necessary for the discharge of its academic responsibility.

3. Dean

- A. The Dean of the School of Medicine is the Chief Academic Officer of the School of Medicine.
- B. The Dean shall be a tenured member of the faculty of the School of Medicine.
- C. The Oakland University Board of Trustees shall appoint the Dean after consideration of the recommendation of the President. The Senior Vice President for Academic Affairs and Provost shall consult with department chairs of the School of Medicine, the Faculty Assembly, and the School of Medicine's clinical and other affiliates before the President recommends appointment to the Board of Trustees.
- D. The Senior Vice President for Academic Affairs and Provost reviews the Dean's appointment at least every five years with input from the department chairs, the Faculty Assembly, and the School of Medicine's clinical and other affiliates. The Senior Vice President for Academic Affairs and Provost will present recommendations regarding reappointment to the President.

4. Organization

- A. The School of Medicine is organized into the Department of Biomedical Sciences and the Departments established by the School of Medicine's affiliates that deliver clinical education and care.
- B. The School of Medicine shall form transdisciplinary programs that advance its research, education, and service missions. The formation, merger, reorganization, or elimination of transdisciplinary programs within the Department of Biomedical Sciences will be reviewed by the Faculty Assembly who will advise the Dean on such actions through a vote of the Faculty Assembly by those procedures set forth in the School of Medicine's bylaws.
- C. The formation, merger, reorganization, or elimination of transdisciplinary programs will be reviewed by the Faculty Assembly who will advise the Dean on such actions through a vote of the Faculty Assembly by those procedures set forth in the School of Medicine's bylaws.
- D. There shall be the following standing committees of the Faculty Assembly: Executive Committee; Committee on Committees, Committee for Medical Student Admissions, Curriculum Committee, Student Promotion Review Committee, Committee on Faculty Promotion and Tenure, Committee on Research, Committee on Instruction and Assessment, Committee on Faculty Awards, Committee on Student Awards, Committee on Capstone Projects, Committee on Continuing Medical Education.

ARTICLE III: The School of Medicine Faculty Assembly: Responsibilities

A. The Faculty Assembly of the School of Medicine shall:

- 1. Advise the Dean in all matters the Dean wishes to bring before it.
- 2. Initiate proposals on all matters relevant to the general welfare of the School of Medicine.
- 3. Be consulted on matters of academic importance to the School of Medicine.
- 4. Take such actions as are necessary to exercise responsibilities stated elsewhere in this Constitution.
- 5. Receive reports from the Dean and all standing and other committees.
- 6. Facilitate faculty objectives in regards to instruction, research, and service programs for which the faculty of the School of Medicine is responsible.

ARTICLE IV: The Faculty Assembly: Membership and Organization

- A. The Faculty Assembly shall be comprised of the Dean, Associate and Assistant Deans, and the faculty of the School of Medicine. All meetings of the Faculty Assembly shall be open to all members of the faculty.
- B. Each faculty member listed under Article II, 2.A. sections i, ii, and iii, shall have full voting rights.
- C. All faculty members shall be eligible to serve on committees established by the Faculty Assembly and those committees required for accreditation purposes.
- D. The Faculty Assembly shall meet twice a year (fall and spring), provided however that the Dean may schedule additional meetings of the Faculty Assembly, as necessary.
- E. The officers of the Faculty Assembly shall consist of a President, Vice President and Secretary. None of these officers may be the Dean or an officer of a School of Medicine affiliate that delivers clinical education and care. The Vice President and Secretary shall be elected by electronic ballot of the Faculty Assembly. The term of office for each officer of the Faculty Assembly shall be two years and no officer shall serve more than two consecutive terms in the same office. At the end of a President's term (one two-year term or two two-year terms), the Vice President shall become President of the Faculty Assembly. The Vice President shall act in the temporary absence of the President. Should the presidency become vacant permanently for any reason, the Vice President shall complete the President's term and the succeeding term for which the Vice President is elected President. An interim Vice President shall be appointed by the Executive Committee to complete the term of the Vice President. A permanent Vice President shall be elected at the next regularly scheduled election of officers of the Faculty Assembly. In the case of a vacancy in the office of Secretary, the Executive Committee shall appoint a replacement to serve out the term. The President and Vice President will serve from alternating cohorts, for example, when the President is from the Department of Biomedical Sciences, the Vice President will be from a Department established by a School of Medicine affiliate to deliver clinical education and care, and vice versa.
- F. The Faculty Assembly President shall preside over the Faculty Assembly. If the President is absent, the Vice-President shall preside over the Faculty Assembly, followed by the Secretary, should the Vice-President also be absent.
- G. A quorum is achieved by the attendance of 10% of the faculty members listed under Article II, 2.A. sections i and ii and 5% of faculty members listed under Article II, 2.A. section iii who are not on leave. Provision for telecast and/or electronic exchange of information, and electronic balloting for those faculty members listed under Article II, 2.A. sections i, ii, and iii, may be used to facilitate member presence and voting at Faculty Assembly meetings. However, in the absence of a quorum, those present shall act as a committee of the whole, and actions of the committee of the whole shall be ratified at the next full meeting of the Faculty Assembly.
- H. The Faculty Assembly, in consultation with the Dean, shall establish such other standing and ad hoc committees as it deems necessary. The School of Medicine shall also have such additional committees as expected of schools of medicine in the United States and Canada, especially those committees required for accreditation purposes. Each committee shall report on its activities to the Faculty Assembly at least annually at one of the two regularly scheduled Faculty Assembly meetings. Committees should refer their recommended actions to appropriate Associate and Assistant Deans by those procedures set forth in the School of Medicine's bylaws. All standing and ad hoc committees shall submit minutes and reports to both the Faculty Assembly and the Executive Committee of the Faculty Assembly.

ARTICLE V: The School of Medicine Faculty Assembly: the Executive Committee

The Executive Committee of the Faculty Assembly shall initially be composed of 6 members who are elected by the Faculty Assembly. Three members shall come from the Department of Biomedical Sciences and three shall come from Departments established by School of Medicine affiliates that deliver clinical education and care. The Dean, or in the Dean's absence, the Associate Dean for Academic Affairs shall serve as chairperson. Elections for the Executive Committee shall be held in the Spring of the calendar year for service to commence in the subsequent academic year. The number of members to the Executive Committee and the apportionment between the Department of Biomedical Sciences and Departments established by School of Medicine affiliates that deliver clinical education and care may be amended by the Faculty Assembly by those procedures set forth in the School of Medicine's bylaws.

- A. The Executive Committee considers issues of importance to the Faculty Assembly and the School of Medicine and provides advice to the Dean. The Executive Committee receives reports and minutes from all standing and ad hoc committees. The Executive Committee meets every other month except in the calendar months of July and August.
- B. The Executive Committee shall receive communications from the University Senate and present to and advise the Faculty Assembly and the Dean on all matters of academic importance.

ARTICLE VI: Faculty Senate Representation

The School of Medicine shall be represented in the University Senate by Senators elected in accordance with provisions of the Constitution of the Oakland University Senate. All faculty members listed in Article II, 2.A. i, ii, and iii are eligible for election to serve as University Senators. An equal proportion of faculty from the Department of Biomedical Sciences and from the Departments established by School of Medicine's affiliates that deliver clinical education and care will be represented on the University Senate. The number of University Senators elected to represent the School of Medicine will be determined by the formula to apportion Senate seats based on the number of School of Medicine faculty listed in Article II, 2.A. i and ii, provided however, that the number of apportioned seats will never exceed, in number, the total count of University Senators from the School of Business Administration.

ARTICLE VII: Amendment to the School of Medicine Constitution

Amendments to this Constitution shall originate as motions of the Faculty Assembly. The School of Medicine requires ratification by a simple majority of the members of the Faculty Assembly through a referendum. Amendments must be approved by the University Senate and then forwarded for approval by the Board of Trustees. An amendment shall be effective following approval by the Board of Trustees.

ARTICLE VIII: Revision of the School of Medicine Constitution

This Constitution shall remain in effect until superseded by a revised Constitution ratified by the Faculty Assembly, approved by the University Senate and approved by the Board of Trustees