

# **Constitution of the Oakland University William Beaumont School of Medicine**

## **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**

### **A. Members**

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

### **B. Faculty**

1. The term “faculty” refers to all individuals with the following academic titles who hold primary appointments in the School of Medicine:
  - (a). Professors, Associate Professors, Assistant Professors
  - (b). Adjunct Faculty, Emeritus, and Visiting Faculty of any rank
2. 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.
3. 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.

#### C. Dean

1. The Dean of the School of Medicine is the Chief Academic Officer of the School of Medicine.
2. The Dean shall be a tenured member of the faculty of the School of Medicine.
3. The Oakland University Board of Trustees shall appoint the Dean after consideration of the recommendation of the President and Chief Medical Officer of the hospital affiliates. 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.
4. The Senior Vice President for Academic Affairs and Provost and Chief Medical Officer of the hospital affiliates 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.

#### D. Organization

1. 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.
2. The School of Medicine shall form transdisciplinary programs that advance its research, education, and service missions.
3. 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.
4. 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 Appointments, Promotion and Tenure, Committee on Research, Committee on Faculty Awards, Committee on Student Awards, Committee on Capstone Projects, Committee on Continuing Medical Education, Scholarship Committee, and the Faculty Appeals Committee.

### ***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. Vote to approve or not approve recommendations presented to it.
  4. Be consulted on all matters of academic importance to the School of Medicine.

5. Take such actions as are necessary to exercise responsibilities stated elsewhere in this Constitution.
6. Receive reports from the Dean and all standing and other committees.
7. 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 School of Medicine 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, B.1.(a) 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 two times a year. Additional meetings, known as "Special Meetings" of the Faculty Assembly may be called by the President of the Faculty Assembly, the Executive Committee, the Dean, by the resolution made and approved in a regular meeting of the Faculty Assembly, or upon written receipt of a petition from 40% or more faculty who are entitled to vote. Additional meetings require written notification to the Faculty at least 15 days before the meeting is held.
- 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 first President of the Faculty shall be elected by the Oakland University William Beaumont School of Medicine's Committee on Committees.
- F. The Vice President and Secretary shall be elected by electronic ballot of the Faculty Assembly. The term of office for the President and Vice President of the Faculty Assembly shall be one year. At the end of a President's term, 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.
- G. The Faculty Assembly President shall conduct the meeting of the Faculty Assembly. If the President is absent, the Vice-President shall conduct the meeting of the Faculty Assembly, followed by the Secretary, should the Vice-President also be absent.
- H. A quorum is achieved by the attendance of 40% of the faculty members listed under Article II, B.1.(a) from the Department of Biomedical Sciences and 5% of faculty members listed under Article II, B.1.(a) the Departments established by the School of Medicine's affiliates that deliver clinical education and care. These percentages do not include Faculty who are

on leave. Provision for telecast and/or electronic exchange of information, and electronic balloting for those faculty members listed under Article II, B.1.(a), 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 reviewed by the full assembly at the next full meeting and such actions will be subject to ratification by that body.

- I. The Faculty Assembly, in consultation with the Dean, shall recommend 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 the Faculty Assembly for approval. These approved actions are then directed to the appropriate Associate and Assistant Deans for implementation 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 Faculty Assembly President, or in the President's absence the Vice President 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, B.1.(a) 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 shall 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, B.1.(a), 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.

***Ratified by the Faculty on October 1, 2009 and revised January 11, 2010, February 3, 2010, and May 21, 2010; approved by the Oakland University Senate on May 25, 2010; and approved by the Oakland University Board of Trustees on June 29, 2010***

***Amended by the Faculty on November 1, 2010; approved by the Oakland University Senate on December 2, 2010; and approved by the Oakland University Board of Trustees on December 9, 2010***