



2012

**College of
Osteopathic Medicine of the Pacific**

Approved: December, 2011

TABLE OF CONTENTS

	Page
Section I: Faculty Assembly - Bylaws	
A. Purpose	1
B. Membership	1
C. Conduct of Meetings	1
D. Organization	2
E. Responsibilities	2
Section II: Departmental Structure and Processes	
A. Organizational Structure	3
B. Leadership	3
Section III: Faculty Appointment, Promotion, and Tenure	
A. Professional Development Options	5
B. Description of Academic Positions	6
C. Initial Appointments	8
D. Performance Criteria	8
E. Annual Performance Evaluations	10
F. Promotion	11
1. Procedures	11
2. Promotion Criteria: Regular Faculty	12
3. Promotion Criteria: Non-Regular Faculty	15
G. Tenure	16
1. Procedures	16
2. Tenure Eligibility Criteria	17
H. Post-Tenure Review	18
I. Retirement	19
Section IV: Standing Committees	
A. Selection and Duties	20
B. Standing Committees	20
1. Admissions	20
2. Awards	20
3. Committee for Intl/Cross-cultural Pgms.	21
4. Curriculum	21
5. Promotion and Tenure	21
6. Student Performance	22

	Page
Section V: Academic Policies, Procedures, and Guidelines	
A. Office Hours	24
B. Procedures for Conducting Classes and Examinations	24
C. Responsibilities of Course & System Directors	27
D. Examination Policies	28
E. Grading Procedures and Credit Hours	29
F. Standards of Satisfactory Progress	30
G. Academic Advisement System	30
H. Student Club Advisement	31
I. Faculty Attendance and Absences	31

Section I

COMP Faculty Assembly – Bylaws

A. Purpose:

The purpose of the COMP Faculty Assembly is to provide an effective forum in order to focus on the educational mission of the college, address the needs and concerns of the faculty, formulate positions on key issues representing faculty consensus, and make decisions within its delegated scope of authority.

B. Membership:

The voting membership of the Assembly shall be comprised of all faculty members, both clinical and basic sciences, who have regular academic appointments in COMP, whose duties are primarily in COMP, and who are employed by the University, on at least a 60% basis. Department chairs shall be regarded as voting faculty for the purposes of this Assembly. Administrators above the level of department Chair may participate in the Assembly's deliberations but may not vote, even if they hold an academic appointment. Faculty members meeting all the above criteria, except that their duties are not mainly in COMP, can be included as voting members of COMP Faculty Assembly upon submission of a request to and approval by a majority vote of that Assembly.

C. Conduct of Meetings:

The COMP Faculty Assembly shall convene on a monthly basis during the academic year and on an as-needed basis during the summer. Special meetings of the Assembly may be called by the Chair at the Chair's discretion or when requested in writing by five (5) or more faculty members. On matters requiring a vote, passage requires 50% plus one of the voting Assembly members. The preferred method of voting on seconded motions is by voice vote or show of hands at a faculty meeting, provided a quorum is present. A quorum is a simple majority of the voting members of the COMP Assembly.

If there is not a quorum at a faculty meeting, then motions made and seconded at that meeting will be voted on by electronic ballot, conducted as follows:

1. Ballots will be sent out electronically by the Ballot Committee (**see section IV, A. 1, pg 21**) within two weeks of the meeting at which the motion was made.
2. Faculty members will have one week to return their vote to the Chair of the Ballot Committee, either electronically or as a hard copy.
3. The Ballot Committee will count the votes and report the results to the faculty by e-mail, and also at the next faculty meeting.
4. Since all voting faculty members will have the opportunity to participate in votes taken electronically, a quorum will be assumed, and the failure to vote on a motion will be considered an abstention. Motions will pass if they receive a majority of the votes cast.

Minutes of the Assembly (except those of Executive Sessions) shall be kept and posted on the University Intranet.

D. Organization:

The Assembly shall select a Chair on a biennial basis whose responsibility is to set the agenda, announce and convene the meetings, and in other ways facilitate effective assemblies. Faculty members may suggest agenda items directly to the Chair, as may the members of the administration.

The position of Chair of the COMP Assembly shall be included in the annual balloting conducted by the Assembly each spring, and is open to any member of the Assembly. The Chair shall serve for a period of two years and may be reelected to the position. The Chair will represent the faculty as a member of the Dean's Academic Management Team and shall regularly attend those meetings. The Chair is also responsible for maintaining an updated Faculty Handbook and appointing Ballot and Handbook Revision Committees.

E. Responsibilities:

The Assembly is empowered to consider and act upon the following matters:

1. Establish the composition and method for determining members of standing committees, define the mandates of the committees and of taskforces as needed, then consider their findings.
2. Approve substantive changes in the COMP curriculum, as proposed to the Assembly by the Curriculum Committee.
3. Form recommendations to the COMP and/or Western University administration pertaining to matters of interest to COMP's educational mission.
4. Consider COMP performance indicators and data that may shed light on the effectiveness of the faculty's work, and make proposals for improvement.
5. Determine policies and procedures related to course or classroom management, grading policies, and procedures regarding the academic and non-academic conduct of students.
6. Enact amendments to these Bylaws.

Section II

COMP Departmental Structure and Processes

A. Organizational Structure

In order to support its operations and improve its effectiveness, the COMP faculty is organized into departments, as follows:

1. Anatomy: Comprised of faculty in the anatomical sciences.
2. Basic Medical Sciences: Comprised of faculty in physiology, biochemistry, pharmacology, microbiology, genetics, molecular biology, virology, immunology, and behavioral science.
3. Family Medicine: Comprised of faculty in family medicine.
4. Osteopathic Manipulative Medicine (OMM): Comprised of OMM faculty and fellows.
5. Clinical Practice Departments: Comprised of campus-based specialty Chairs and their related auxiliary faculty at clinical sites, presently including Pathology, Pediatrics, Surgery, Geriatrics, Internal Medicine, and Obstetrics/Gynecology.

B. Leadership:

1. A Chair will be appointed by the Dean of Osteopathic Medicine in those departments comprised of three or more full-time faculty, or three or more adjunct faculty over which a Chair would exercise educational and/or budgetary oversight,
2. Chair Responsibilities.

The chairs shall be responsible for the following within their departments:

a. Leadership

- 1) Express clear departmental vision.
- 2) Facilitate departmental meetings.
- 3) Conduct short- and long-term planning.
- 4) Oversee space and equipment utilization.
- 5) Represent the department to other entities and stakeholders.
- 6) Build an effective culture and climate within the department.
- 7) Work collaboratively with the COMP administration to enhance the quality of the students' educational experience and the effective operation of the college.

b. Educational effectiveness

- 1) Advocate for instructional and curriculum innovation.
- 2) Participate in curriculum planning and revision.
- 3) Assess learning outcomes; link assessment data to plans for improvement.

4) Facilitate integration of learned material where appropriate from areas of instruction (basic & clinical science) into areas related to clinical applications throughout the curriculum.

c. Faculty

- 1) Help to design, plan, and implement annual performance appraisals.
- 2) Mediate unresolved issues about faculty participation in systems, and related curricular content matters.
- 3) Negotiate the annual distribution of effort for each member, balancing teaching, scholarship, and service with the college resources and mission.
- 4) Support faculty and student research efforts.
- 5) Make recommendations to the Dean's office for awards, merit increases, and recognition.
- 6) Assess faculty performance in scholarly, teaching, and service activities.
- 7) Work to ensure collegiality among faculty members.

d. Budget

- 1) Administer the budget within its constraints.
- 2) Approve purchase requisitions.

e. Administration

- 1) Meet regularly with the appropriate Assistant Dean for college-wide planning pertaining to the departments.
- 2) Work effectively with other chairs to address matters related to cooperation, boundaries, and effectiveness.

f. Support staff

- 1) Attend periodic meetings of the COMP staff supervisors.
- 2) Work with appropriate chairs to offer guidance in the utilization and evaluation of staff.

Section III

Faculty Appointment, Promotion, and Tenure

A. Professional Development Options

1. Tenure Track Option

Full-time faculty members of the College of Osteopathic Medicine (COMP), employed in the tenure track option will follow a professional development program which leads to the attainment of a continuous appointment, or tenure. Tenure with all its attendant privileges represents the most significant commitment the University can make to a faculty member; hence, the criteria for tenure consideration includes additional scholarly requirements that are measurable and exceed criteria for non-tenure track faculty. Additionally, as a means of assuring quality and continual growth, performance of tenured faculty in COMP will be reviewed every five years (**see Section III.H**). The requirements and procedures for post-tenure review parallel those for initial tenure consideration, but reflect recognition of changing dimensions of scholarship over an academic career. Tenure track faculty are subject to the same criteria for promotion as renewable contract faculty.

2. Renewable Contract Option (Non-Tenure Track)

Faculty members of COMP, employed in the non-tenure track option will follow a professional development program based on a renewable contract. The faculty member will receive a one-year renewable contract upon appointment to the College of Osteopathic Medicine. Following the one-year duration of the contract, the faculty member is eligible for reappointment and may be offered additional contracts of one-year duration. Renewable Contract faculty are subject to the same criteria for promotion as tenure track faculty.

3. Transfer between Tenure and Renewable Contract Appointments

Faculty members who wish to transfer from a tenure track appointment to a renewable contract appointment may submit such a request in writing to the faculty member's department Chair who may choose to approve it or deny it. Additionally, this request must be made prior to the submission of any documentation for tenure consideration. Faculty members who wish to transfer from a renewable contract appointment to a tenure track appointment may submit such a request, in writing, to the faculty member's department Chair, who may choose to approve it or deny it, at the end of any contract period.

A maximum of two years obtained under renewable contracts may be applied to the tenure track probationary period. Such probationary credit is subject to approval by the Department Chair and the Promotion and Tenure Committee. Otherwise, the probationary period for tenure consideration will begin with the date of the new appointment.

B. Description of Academic Positions

1. Regular Faculty

a. Basic Science (Tenure & Non-Tenure Track) and Clinical Faculty (Tenure-Track)

- 1) Instructor: This title shall be given to any member of the faculty who at the time of his/her appointment does not have an earned doctorate.
- 2) Assistant Professor: This title shall be given to a faculty member who possesses a terminal degree in his/her profession/discipline from a regionally accredited institution and has had a minimum of two (2) years scholarly activity following granting of terminal degree. This individual shall have demonstrated teaching ability, scholarly achievement, interest in students, and a spirit of scholarly inquiry necessary to keep his/her € continually viable. Appointments at this rank will not ordinarily exceed six years of continuous University service.
- 3) Associate Professor: In addition to having the qualifications required of an Assistant Professor, the appointee shall have demonstrated outstanding teaching ability, notable achievement in scholarship, and service to the University. Clinical faculty in this category must be board certified or hold appropriate professional credentials.
- 4) Professor: In addition to having the qualifications of an Associate Professor, ordinarily the appointee shall have made a noteworthy contribution to a field of knowledge and achieved national reputation in one or more of the areas in which the appointee is being evaluated. This contribution is expected to involve extraordinary teaching and/or research achievement. Clinical faculty must be board certified or hold appropriate professional credentials.

b. Clinical Faculty (Non-Tenure-Track)

- 1) Instructor of Clinical <specialty>: This title shall be given to any member of the faculty who at the time of his/her appointment does not have an earned doctorate.
- 2) Assistant Professor of Clinical <specialty>: This title shall be given to a faculty member who possesses a terminal degree in his/her profession/discipline from a regionally accredited institution. This individual shall have demonstrated teaching ability, scholarly achievement, interest in students, and a spirit of scholarly inquiry necessary to keep his/her teaching continually viable. Appointments at this rank will not ordinarily exceed six years of continuous University service.
- 3) Associate Professor of Clinical <specialty>: In addition to having the qualifications required of an Assistant Professor, the appointee shall have demonstrated outstanding teaching ability, notable achievement in scholarship, and service to the University. Clinical faculty in this category must be board certified or hold appropriate professional credentials.
- 4) Professor of Clinical <specialty>: In addition to having the qualifications of an Associate Professor, ordinarily the appointee shall have made a

noteworthy contribution to a field of knowledge and achieved national reputation in one or more of the areas (see Section III.D) in which the appointee is being evaluated. This contribution is expected to involve extraordinary teaching and/or research achievement. Clinical faculty must be board certified or hold appropriate professional credentials.

2. Non-Regular Faculty

a. Auxiliary Clinical Faculty (formerly known as Clinical Adjunct Faculty)

Auxiliary clinical faculty are defined as those qualified clinicians who assist in implementing the COMP curriculum through delivering lectures, proctoring or supervising students at clinical sites, and/or facilitating clinical simulations, demonstrations, and exams, and assisting with research. Auxiliary clinical faculty hold primary responsibilities and sources of income outside the University. University appointments are usually without salary though may include honoraria or expense reimbursement.

Auxiliary clinical faculty appointments are made at the recommendation of the COMP Clinical Chair whose specialty is most closely aligned with that of the appointee, and are approved by the Dean. Determination of rank (Professor, Associate, or Assistant) is made at the time of the appointment, using criteria similar to those for full-time faculty. A curriculum vitae and other documents substantiating qualifications and service will be retained in the Office of Clinical Education.

Appointments are for periods of three years and may be renewed as the faculty member continues to serve the mission of the College. Successive reappointments do not confer tenure or continuing appointment status.

An auxiliary clinical faculty appointment carries certain status and privileges, such as use of the title on business or identification cards, eligibility for some CME credits, and access to certain University Web sites and the University Library. The appointment does not provide for tenure, voting privileges in College elections, or service on standing committees.

- 1) Instructor of <Specialty>: This title shall be given to any member of the faculty who at the time of his/her appointment does not have an earned doctorate.
- 2) Clinical Assistant Professor of <Specialty>: This title shall be given to a faculty member who possesses a terminal degree in his/her profession/discipline from a regionally accredited institution. This individual shall have demonstrated teaching ability, scholarly achievement, interest in students, and a spirit of scholarly inquiry necessary to keep his/her teaching continually viable. Appointments at this rank will not ordinarily exceed six years of continuous University service.
- 3) Clinical Associate Professor of <Specialty>: In addition to having the qualifications required of an Assistant Professor, the appointee shall have demonstrated outstanding teaching ability, notable achievement in scholarship, and service to the University. Clinical faculty in this

category must be board certified or hold appropriate professional credentials.

- 4) Clinical Professor of <Specialty>: In addition to having the qualifications of an Associate Professor, ordinarily the appointee shall have made a noteworthy contribution to a field of knowledge and achieved national reputation in one or more of the areas (**see Section III.D**) in which the appointee is being evaluated. This contribution is expected to involve extraordinary teaching and/or research achievement. Clinical faculty must be board certified or hold appropriate professional credentials.

b. Research Faculty

Full-time appointments reserved for individuals meeting the qualifications of a regular faculty appointment whose primary duties are extensively involved in the conduct of research, with limited involvement in teaching and service functions, and are currently employed by the University on a term contract.

c. Adjunct Faculty (Assistant/Associate/Professor)::

Short-term (less than one year or less than 10 hours per week) contracted or volunteer faculty appointments reserved for individuals who have a regular appointment at another University or in another college of Western University or in another department of COMP, who otherwise serve in the capacity of faculty members as lecturers or course instructors on a part-time or irregular basis.

C. Initial Appointments

The initial academic rank for full time faculty (including those with 60% contracts) is established at the time of appointment to the faculty and is dependent upon factors such as professional education, teaching experience, teaching proficiency at other institutions, and level of specialty certification. The search committee for a given position makes recommendations for initial academic rank to the appropriate Chair, who will forward the recommendation to the Dean in keeping with COMP policy. The Dean then forwards the recommendation to the Provost, the President, and the Board of Trustees for their action.

D. Performance Criteria

For the purposes of guiding annual negotiations related to distribution of effort and the evaluation of performance, (**see section III e**) and for use by the Promotion and Tenure committee in evaluation for promotion and tenure the following categories of professional activity are illustrative rather than definitive. [**See also University Faculty Handbook III, L.**]

1. Teaching and Assessment:

- a. The effectiveness with which one carries out his/her lecture, seminar, lab, and/or clinical teaching assignments and responsibilities.
- b. The ability to independently design and present a course or a series of integrated learning experiences.

- c. The capability to prepare examination questions independently, as well as to competently assess student learning and grade performance in a course or a portion of a course.
 - d. Contributing accepted questions to the NBOME for inclusion in the COMLEX test bank.
 - e. Demonstration, by his/her teaching efforts, of orientation to the goals of the University, or to the interrelationships of goals among the disciplines.
 - f. Authorship of course goals and objectives, outlines, and/or narrative handouts dealing with specific topic areas including teaching manuals.
 - g. Contributions to the scholarship of teaching, learning, or assessment.
 - h. Reporting and evaluation of statistical data on student performance.
 - i. Recognition by other faculty members of effectiveness in the planning and/or presentation of collaborative teaching efforts.
 - j. Demonstration of innovative teaching, including publication of acceptable teaching aids or audiovisual materials, the design of new pedagogical strategies, or incorporation of new and effective techniques.
 - k. Lectures and/or clinics given to professional groups.
 - l. Contributions to Interprofessional Education (IPE)
 - m. Participation by invitation in the teaching program of other academic institutions.
 - n. Understanding and implementation of osteopathic philosophy and principles.
2. Scholarly Activities
- a. Authorship of published papers.
 - b. Grants or contracts awarded to him/her as a primary investigator or as co-investigator.
 - c. The presentation of papers or seminars at professional or scholarly meetings.
 - d. Active participation in local, regional, or national meetings of professional societies.
3. Service to the University and the Community
- a. Active participation on University or College committees.
 - b. Services to the University clinic.
 - c. Educational services to the community, especially in a health professions role.
 - d. Advisor to students.
 - e. Special assignments from the appropriate Dean or President.
 - f. Interdisciplinary cooperation in all activities.

- g. Administrative leadership related to curricular oversight, student activities, staff supervision, or budgetary responsibilities.
- h. Service within one's profession or discipline by means such as leadership and/or planning with national organizations, conferences, speaker's bureaus, or key professional committees.
- i. Other documented, significant contributions of service to the University and/or community.

E. Annual Performance Evaluations

In order to provide an informed basis for the Dean to make recommendations to the Provost regarding merit-based salary increases (as required in the University *Faculty Handbook III, D.*), and in order for COMP to align financial incentives with exemplary service, the Dean shall oversee an annual faculty performance review. Department chairs shall conduct these evaluations as aligned with the distribution of effort agreed upon with each faculty member within their departments. Chairs shall seek to take into account multiple sources of relevant information, such as personal dialogue with each faculty, classroom or lab observation, peer reviews, student course evaluations, clinical practice and education performance, and supporting documents from faculty themselves. These evaluations shall include evidence of collegiality and professionalism. When merit salary increases are announced by the President and Board, department Chairs shall make recommendations to the Dean regarding merit adjustments; the Dean will then convey his/her recommendations to the University administration.

At the time of the annual renewal of contracts (but not as part of the contract or salary negotiations), each individual faculty member will negotiate with his or her department Chair or Dean/Assistant Dean (according to reporting structures) regarding how they will expend their efforts for the coming year. These negotiations will encompass the three areas of service listed below and will be expressed as a percentage of effort, the total of which will be 100%. Reasonable performance outcomes will be discussed and documented, and will vary depending on whether the faculty member is a full-time employee, or (as may be the case with some clinical faculty) a part-time employee.

Annual performance evaluations, as well as evaluations by the Promotion and Tenure Committee related to promotion and tenure, will consider faculty performance in each negotiated area of service and will be weighted accordingly. For example, if a member's individual contract calls for a 60% devotion of effort to instruction, 30% to research, and 10% to service, then evaluation will give relative weight to each area. It is incumbent on the individual faculty member to provide evidence of effective involvement in each service area.

To the extent negotiated with one's Chair/Dean/Assistant Dean as a part of an annual contract, faculty involvement in off-campus research or professional service shall be counted as regular compensated time rather than as vacation, leave, or CME time.

F. Promotion

1. Procedures

A faculty member may apply for promotion to a specified rank, pursuant to their date of hire by notifying their department Chair. Credit toward promotion based on prior service at other institutions will be negotiated with the Dean at the time of initial appointment. In general, such negotiations will be based on the guideline that teaching in a comparable institution, at their current rank, will be credited on the basis of 2/3 of a year for each year of prior experience. Credit for service in an undergraduate school, or for experience in postdoctoral training, will be calculated on the basis of 1/3 of a year of credit for each year of experience. This will not be considered early promotion. The following guidelines have been adopted for consideration of such requests:

- a. For promotion from Assistant Professor to Associate Professor
 - 1) Normally, if the faculty member has not received teaching credit for a prior position held before joining the University, consideration will be given for promotion to occur at the end of six years of outstanding teaching plus outstanding performance in at least one other area.
 - 2) Early promotion may be requested by submission of a written request to the Department Chair after four years of employment.
 - 3) If the faculty member has had teaching experience prior to employment at the University, consideration may be given after two years of outstanding service at the University. The Promotion and Tenure Committee may request letters of recommendation from former employers in addition to other evidence of distinguished academic performance.
- b. For promotion from Associate Professor to Professor, consideration may be given after a continuing record of outstanding teaching and performance in other areas for four years at the Associate Professor rank, two of which must be at the University.
 - 1) Normally, if the faculty member has not received teaching credit for a prior position held before joining the University, consideration will be given for promotion to occur at the end of six years of outstanding teaching plus outstanding performance in at least one other area.
 - 2) Early promotion may be requested by submission of a written request to the Department Chair after four years.
 - 3) If the faculty member has had teaching experience prior to employment at the University, consideration may be given after two years of outstanding service at the University. The Promotion and Tenure Committee may request letters of recommendation from former employers in addition to other evidence of distinguished academic performance.

NOTE: For faculty hired prior to January 1, 2005, see section III D for promotion criteria. For faculty hired after January 1, 2005 sections III D, F2, & F3 apply.

2. Promotion Criteria – Regular Faculty

a. Basic Science and Clinical Faculty – Tenure Track

1) Assistant Professor

Stringency of criteria for this rank must be set at the department or division level by the department chair or assistant/associate dean.

The faculty member should generally as an essential minimum exhibit significant evidence of commitment to quality teaching with additional emphasis on scholarly activities.

Minimum of two (2) years scholarly activity following granting of doctoral degree.

a) Inside References: Minimum of two (2), in writing, which must provide evidence of the academic attributes of the candidate.

b) Outside References: Minimum of two (2), in writing, which must provide evidence of the academic attributes of the candidate.

2) Associate Professor

a) Teaching

Evidence of thorough, objective competence must be provided in this category. Evidence must include recognition by peers and students for excellence in teaching. Evidence may also include awards, innovations, course directorships, system coordination, and student advisements.

b) Service

Evidence may be demonstrated by active participation on university or college committees and in part by a leadership role in the department or in chairing major committees (esp.: Promotion and Tenure, Admissions, Student Performance, and Curriculum) or in holding a high level administrative position.

c) Scholarly Activities

Evidence of publications in peer-reviewed journals must be provided. Categories may include, but not be limited to medical education topics, clinical observations, analytic (prospective) studies, retrospective analyses, and basic research. Abstracts and presentations will be considered in the area, but even significant efforts in such activities will not replace the requirement to have been published in peer-reviewed journals.

Major contributor and first or senior author of peer-reviewed journals and other substantive publications.

Must provide evidence of current and continued extramural grant funding and/or major contributions to medical education; e.g., new curriculum offerings, educational programs, textbooks, syllabi, computer programs, or videotapes that significantly improve the method or quality of instruction at the college. These should be published locally or nationally.

- d) Inside References: Minimum of two (2), in writing, which must provide evidence of the candidate's academic excellence.
- e) Outside References: Minimum of three (3), in writing, which must provide evidence of the candidate's academic excellence. The references must be from faculty at accredited universities or colleges, and must be from senior faculty in the candidate's own area of expertise.

3) Professor

The candidate must have satisfied all criteria for the rank of Associate Professor and must be of national reputation and acknowledged by his or her peers within the salient discipline to be an authority in his or her field. This is an earned rank achieved under circumstances of demonstrated merit not longevity.

a) Teaching

Evidence of thorough, objective competence must be provided in this category. Evidence must include recognition by peers and students for excellence in teaching. Evidence may also include awards, innovations, course directorships, system coordination, and student advisements.

b) Service

National reputation within his or her field which may be indicated by memberships in study sections, membership or officer/director positions on advisory or editorial boards, prestigious professional societies, etc., awards, prizes, and other notable academic achievements, including the organization of national/international symposiums or meetings, and chairing or showing major impact on institutional committees and community activities.

c) Scholarly Activities

Evidence of publications in peer-reviewed journals must be provided. Categories may include, but not be limited to medical education topics, clinical observations, analytic (prospective) studies, retrospective analyses, and basic research. Abstracts and presentations will be considered in the area, but even significant efforts in such activities will not replace the requirement to have been published in peer-reviewed journals. Evidence of peer recognition may include major awards, prizes or other notable recognition for academic achievements.

Evidence of current extramural grant funding or a history of extramural grant funding and a current application for such funding must be provided.

- d) Inside References: Minimum of two (2), in writing, which must provide evidence of the candidate's academic excellence.
- e) Outside References: Minimum of three (3), in writing, which must provide evidence of the candidate's academic excellence. The references must be from faculty at accredited universities or colleges, and must be from senior faculty in the candidate's own area of expertise.

b. Basic Science and Clinical Faculty – Renewable Contract (Non-Tenure) Track

1) Assistant Professor

Stringency of criteria for this rank must be set at the department or division level by the department Chair.

The faculty member should generally as an essential minimum exhibit significant evidence of commitment to quality teaching with additional emphasis on scholarly activities.

Minimum of two (2) years scholarly activity following granting of doctoral degree.

- a) Inside References: Minimum of two (2), in writing, which must provide evidence of the academic attributes of the candidate.
- b) Outside References: Minimum of two (2), in writing, which must provide evidence of the academic attributes of the candidate.

2) Associate Professor

- a) Teaching: Evidence of thorough, objective competence must be provided. The portion of effort in this category will be determined annually by the department Chair or Assistant/Associate Dean as appropriate.
- b) Service: Evidence of community service and/or extramural professional organizations. The portion of effort in this category will be determined annually by the department Chair or Assistant/Associate Dean as appropriate.
- c) Scholarly Activities Evidence of publications (not necessarily all within peer-reviewed journals), abstracts, presentations, extramural funding, or case study.
- d) Inside References: Minimum of two (2), in writing, which must provide evidence of the candidate's academic excellence.
- e) Outside References: Minimum of two (2), in writing, which must provide evidence of the candidate's academic excellence.

3) Professor

- a) Teaching
Objective evidence of outstanding teaching.
The portion of effort in this category will be determined annually by the department Chair or Assistant/Associate Dean as appropriate.
- b) Service
Major efforts must be evident; e.g., chairing major institutional committees and/or achievement of national reputation for service in major forums.
The portion of effort in this category will be determined annually by the department Chair or Assistant/Associate Dean as appropriate.
- c) Scholarly Activities
Elements of consideration include, but not limited to, evidence of publications in peer-reviewed journals, abstracts, presentations, and

extramural funding.

- d) Inside References: Minimum of two (2), in writing, which must provide evidence of the candidate's academic excellence.
- e) Outside References: Minimum of two (2), in writing, which must provide evidence of the candidate's academic excellence.

3. Promotion Criteria – Non-Regular Faculty This category includes: - Auxiliary, Research, and Visiting Faculty. Tenure track is not available for those in this category

a. Assistant Professor

Minimum two (2) years scholarly or professional activity following granting of the relevant postgraduate degree.

Stringency of criteria for this rank must be set at the department / school / institute level by the department chair/school dean/institute director.

Additional, in the case of promotion:

Inside References: Minimum of two (2), in writing, which must provide evidence of the academic attributes of the candidate.

Outside References: Minimum of two (2), in writing, which must provide evidence of the academic attributes of the candidate.

b. Associate Professor

Minimum two (2) years scholarly or professional activity following granting of the relevant postgraduate degree.

Stringency of criteria for this rank must be set at the department / school / institute level by the department chair/school dean/institute director.

Additional, in the case of promotion:

Inside References: Minimum of two (2), in writing, which must provide evidence of the academic attributes of the candidate.

Outside References: Minimum of two (2), in writing, which must provide evidence of the academic attributes of the candidate.

c. Professor

This is an earned rank achieved under circumstances of demonstrated merit and not longevity.

Teaching (if applicable): Must provide evidence of thorough, objective competence.

Service: Major effort must be evident; e.g., chairing major institutional committees and/or community, state, national service recognition, editorials, symposia organizer, membership on study sections. Achievement of national reputation for services in major forums.

Scholarly Activities: Must provide evidence of substantive publications in peer-reviewed journals, abstracts, and presentations. Must provide evidence of current extramural funding.

Stringency of criteria for this rank must be set at the department / school / institute level by the department chair/school dean/institute director.

Additional: In the case of promotion, candidate must be recommended by department chair/school dean / institute director and/or the department's / school's / institute's promotion and tenure committee.

Also, in the case of promotion:

Inside References: Minimum of two (2), in writing, which must provide evidence of the academic attributes of the candidate.

Outside References: Minimum of two (2), in writing, which must provide evidence of the academic attributes of the candidate.

G. Tenure

1. Procedures [See *University Faculty Handbook III, M.*]

a. A faculty member having academic tenure will have a continuous appointment with the University that may be terminated only for "adequate cause" (see *University Faculty Handbook III, J*). Tenure may be conferred at any academic rank above the instructor level. For a faculty member hired as Assistant Professor on the tenure track, a decision regarding the granting of tenure must be made no later than 6 years after their date of hire. For a faculty member hired as Associate Professor or Professor on the tenure track, a decision regarding the granting of tenure must be made no later than 4 years after their date of hire.

If an Assistant Professor is granted early promotion to Associate Professor the date for the decision on the granting of tenure will remain unchanged. Formal evaluation for tenure will ordinarily occur during the final year preceding the date by which the tenure decision must be made. In exceptional cases, and with the support of the department Chairman, the faculty member may request the Promotion and Tenure Committee to evaluate them for tenure earlier than the usual time. The Promotion and Tenure Committee may grant or deny that request. In any case in which tenure is not granted, the faculty member will be given a one-year terminal contract. If tenure is granted, tenure commences with the start of the next academic year.

b. Evaluation for tenure will be made by the COMP Promotion and Tenure Committee. An eligible faculty member will be invited by the Chair of the Promotion and Tenure Committee to submit pertinent information pertaining to his/her evaluation no later than one month preceding the Committee's due date for such materials. Ordinarily, requested materials will include:

- 1) An updated C.V.
- 2) Teaching evaluations deemed relevant in consultation with the department Chair and the P & T Committee.
- 3) At least two letters of evaluation submitted directly to the Chair of the P & T Committee from outside evaluators in the candidate's field of specialty, addressing the candidate's professional and scholarly performance at a

national level.

4) Annual activity records

- c. The results of the Promotion and Tenure Committee's deliberations will be given in writing to the Dean of COMP with notification to the Provost. The Committee will make one of the following recommendations with adequate explanation: grant tenure, continuance at the present level, or non-renewal of contract. If the Dean, Provost and/or the President do not follow the recommendations of the Promotion and Tenure Committee, the Promotion and Tenure Committee must be notified with a written explanation by the administrator not concurring with the recommendations of the Promotion and Tenure Committee. The Provost will notify the faculty member in writing of the final decision. If tenure is not recommended by either the Dean, Provost and/or the President, the faculty member must be provided with a written explanation from the administrator not recommending tenure, with a copy to the Promotion and Tenure Committee.
- d. In determining whether the individual has achieved excellence, tangible evidence may be considered in each of the three traditional areas of service (see "boxed" NOTES on page 7) and shall be weighted by the Promotion and Tenure Committee according to the distribution of effort that has been negotiated in the member's contract.

2. Tenure Eligibility Criteria:

- a. Full-time academic appointment is required for tenure.
- b. The faculty member must be in a regular academic track in the College of Osteopathic Medicine of the Pacific with at least six years of academic experience, at least four of which is in full-time service at the Western University of Health Sciences.
- c. The faculty member normally must have the rank of associate professor or above; however, promotion or appointment to associate professor or above does not include tenure automatically.
- d. Faculty having appointments in more than one program will be governed by the policy of the program of the primary appointment. In the case of dual appointments, the College in which the individual is on a tenure track will, upon recommendation of the Dean of that College, be designated by the Provost at the time of the dual appointment. This designation process does not award tenure or guarantee future award of tenure.
- e. The faculty member must provide evidence through the existing mechanism for promotion, as determined by the Promotion and Tenure Committee, of excellence in teaching, scholarship and service and give promise for continued professional growth and performance.
- f. The prospective candidate must conduct him/her self in a professional manner and exhibit collegiality when interacting directly or indirectly with fellow faculty.

Colleagues are those explicitly united in a common purpose and respecting each other's abilities to work toward that purpose. Collegiality connotes respect for another's commitment to the common purpose and goals of the department and ability to work toward it in a non-belligerent manner. Collegiality generally

includes, but is not limited to the following behaviors:

- 1) Collaborates with others
 - 2) Fosters teamwork
 - 3) Resolves conflicts
 - 4) Proactively assists and actively involves others
 - 5) Builds bridges between and among colleagues
 - 6) Promotes rapport among colleagues
 - 7) Demonstrates patience and respect in working with fellow faculty members.
- g. The prospective candidate must exhibit loyalty to the stated goals and mission of the College and the program to which he/she is appointed.

H. Post-Tenure Review **[See University Faculty Handbook III, M.]**

- a. Achieving tenure is the rigorous process by which the academic community acknowledges that a faculty member has a sustained record of high productivity in supporting the mission of the college. Tenure is not, however, an unconditional guarantee of continual employment.

Tenured faculty at COMP continue to participate in its annual review process. For cause, as described in the University Faculty Handbook, Section III J, the faculty member's department Chair or Dean may initiate a formal post-tenure review. The P & T Committee will meet and evaluate the merits of the request. If the request has merit, the Promotion and Tenure Committee will initiate a post-tenure review. The clear intention of this review is for the faculty member to regain a position of strength within her or his department.

- b. All continuously tenured faculty members hired after July 1, 1998 will undergo automatic post-tenure reviews every five years following the date of initial tenure. The post-tenure review process should be designed to advance faculty development and growth. It is not the purpose of periodic post-tenure review to be used as a mechanism to require a tenured faculty member to earn tenure again and again, every five years. Once tenure has been granted, the normal presumption is that it will continue.

Faculty members hired prior to July 1, 1998, may elect to undergo the post-tenure review process.

- c. The post-tenure review process will evaluate performance in the same areas as stated in this handbook for the awarding of tenure.
- 1) The faculty member must provide evidence of continued excellence in teaching, scholarship and service and give promise for continued professional growth. Tangible evidence may be considered in each of the three traditional areas of performance and shall be weighted by the Promotion and Tenure Committee according to the distribution of effort that has been negotiated between the faculty member and his/her Chair.
 - 2) The faculty member must conduct him/her self in a professional manner and exhibit collegiality when interacting directly or indirectly with fellow faculty.

- 3) The faculty member must comply with the stated goals and mission of the College and of the program to which he/she is appointed.
- d. In the event that the post-tenure review is favorable to the faculty member, a report of such will be forwarded to the Dean, departmental Chairman and the faculty member.
 - e. Ordinarily, a tenured faculty member will not be subject to post-tenure review for a period of five years following successful completion of the post-tenure review or remediation processes or the initial granting of tenure.
 - f. In the event that the post-tenure review is not favorable to the faculty member, the Promotion and Tenure Committee will submit a report to the Dean of COMP outlining recommendations for actions that the faculty member should take to remediate his/her performance.

The Promotion and Tenure Committee, in consultation with the Dean of COMP, the faculty member's Chair and the faculty member will devise a plan of remediation, with a specified time period for completion, in consultation with the faculty member and his/her Department Chair. The remediation process will be directed toward the growth and development of the faculty member.

Following the specified time period, the Promotion and Tenure Committee will evaluate the faculty member's progress toward achieving the goals specified in the remediation plan.

If the P & T Committee finds that remediation has been successful, a report of such will be forwarded to the Dean and departmental Chairman.

If the P & T Committee finds that remediation has been unsuccessful, the Committee must recommend termination of continuous employment, subject to demonstration of adequate cause as stipulated by the University Faculty Handbook.

If termination of continuous employment is recommended for adequate cause, as stipulated by the Faculty Handbook, the affected faculty member will be given a one-year terminal contract.

I. Retirement [See *University Faculty Handbook III, H.*]

As a professional courtesy, faculty anticipating their retirement should give written notice of their intentions to their chair at least one year prior to their retirement date. Such written notification will allow a formal search and recruitment process to commence in order to fill the position.

When retirement follows a career of notable service to the College, the department chair may recommend to the Promotion and Tenure Committee that Emeritus status be granted upon retirement. If approved, the Promotion and Tenure Committee will forward this recommendation to the Dean and thus to the Board. Please see University Faculty Handbook, **Appendix III F**, for information/privileges regarding this position.

Section IV

COMP Standing Committee Composition & Duties

A. Selection and Duties

All COMP Standing Committees shall be elected by the COMP Faculty Assembly except when a Dean's appointment is appropriate and specified (as with the Admissions Committee). Committees will keep the Assembly informed regarding their outcomes and make proposals for discussion or action as appropriate. Committees will periodically assess the effectiveness of their work and report this outcome to the Assembly as well. The Assembly Chair shall oversee the election process for these committees.

A Ballot Committee, consisting of 3 members will be appointed by the Faculty Chair.

B. Standing Committees

1. Admissions Committee:

The Admissions Committee shall consist of a minimum of ten (10) and a maximum of twelve (12) COMP faculty members and one (1) chair who is a COMP faculty member. The Dean of COMP will appoint the chair annually. The Dean of COMP, in consultation with the chair, will annually appoint committee members for three-(3-) year rotating terms, which will begin July 1 of each academic year. The Director of Admissions for COMP will be a non-voting ex-officio member.

The COMP Admissions Committee will evaluate applicant files, conduct interviews, discuss candidates at committee sessions, determine standards of admission, and make recommendations to the Dean for acceptance of applicants.

2. Awards Committee - COMP:

The COMP Awards committee works with the University to determine students who are appropriately qualified to receive various awards, commendations, and scholarships.

The COMP Awards Committee shall consist of the following voting members: ex officio members shall be the Dean of Osteopathic Medicine; Assistant/Associate Dean for Student Affairs; Assistant /Associate Dean for Clinical Affairs; Assistant /Associate Dean for Basic Science and Research; Assistant/Associate Dean of Medical Education; Chair of the OMM Department; and the Chair of the Student Performance Committee. In addition, four faculty members will be elected annually by the COMP Faculty Assembly. The Dean of Osteopathic Medicine will forward the recommendations for COMP awards to the University Awards Committee.

3. Committee for International/Cross-cultural Programs (CICP):

Voting members shall consist of the following COMP faculty with three year staggered terms: three Basic Science faculty (elected by the Faculty Assembly), three Clinical faculty, (elected by the Faculty Assembly). Voting members also include one representative from each of the COMP student clubs that have international/ cross-cultural components. The Chair of the CICP is the Director of International/ Cross-cultural Programs. Non-voting, ex officio members include the Assistant/Associate Dean of Student Affairs, Assistant/Associate Dean of Clinical Affairs and Postgraduate Training, and the Assistant/Associate Dean of Medical Education.

This committee is charged with (1) making decisions on policies pertaining to international and/or cross-cultural activities, (2) maintaining quality control on fourth year medical student for-credit elective international rotations, (3) facilitating student/faculty exchange programs and (4) those activities listed in the Purposes and Responsibilities section of the COMP Manual for International/Cross-cultural Medical Education.

4. Curriculum Committee:

The Curriculum Committee shall consist of twelve (12) voting members, appointed by the Dean of Osteopathic Medicine. Five (5) of these shall be from the Anatomy and Basic Medical Sciences departments, with not less than one from each department. Five (5) shall be from the Clinical Practice, Family Medicine, and OMM departments, with not less than one from each department. Term of service shall be for three years, with one third of the faculty membership ending their service each year. Members may be re-appointed for a maximum of two successive terms. Two (2) voting members shall be elected by the student body, one (1) from the MS I and II classes, and one (1) from the MS III and IV classes. Non-voting ex officio members may include the Assistant/Associate Dean(s) for Basic Sciences and Research; Clinical Affairs; Student Affairs; and Medical Education, and a representative of CAPE.

The Curriculum Committee shall be charged with reviewing and recommending changes to the curriculum, including the curricular framework, content, and methods of instruction and assessment of learning. The Committee will also design methods to implement changes and to monitor their effectiveness.

5. Promotion and Tenure Committee:

The function of this committee is to evaluate each faculty member and to make recommendations to the Dean of Osteopathic Medicine concerning promotion and tenure. The Dean will make a decision on each recommendation and forward it to the Provost. The Promotion and Tenure Committee, in its deliberations, takes into account self-evaluation, peer evaluation, student evaluations, and all other pertinent information that it can request.

This committee is comprised of seven members. Five voting members are elected at large by the COMP Faculty Assembly, consisting of three full-time tenured basic science members and two clinical faculty members above the rank of Assistant Professor. The remaining two members are the Assistant/Associate

Dean of Basic Sciences and Research, and the Assistant/Associate Dean of Clinical Affairs, who serve as ex officio, non-voting members. The term of office for the five voting members is three years, with staggered terms.

6. Student Performance Committee:

The Student Performance Committee shall consist of nine (9) members. The voting members shall consist of five (5) faculty members appointed by the Dean of COMP. Non-voting, ex-officio members shall consist of the following: the Assistant/Associate Dean of Clinical Affairs, the Assistant/Associate Dean of COMP Student Affairs, the Assistant/Associate Dean of Basic Sciences and Research, the Assistant/Associate Dean of Medical Education, and the Director of the LEAD office. The Chair of the committee shall be elected annually by its members. The committee will meet at the request of the chair. Term of faculty membership is three (3) years with staggered terms. For purposes of creating a quorum, the committee chair may be counted. A quorum will consist of one more than half of the five (5) voting members of the committee (i.e., 3 voting members).

The Committee is charged with the following responsibilities:

- a. Periodically review the performance and comprehensive evidences of progress of all students who are pursuing the D.O. degree. Particular attention will be given to the students in academic difficulty, as their grades are made available to the Committee by the Registrar and/or the Dean of Osteopathic Medicine. For purposes of clarification, "performance" is defined as those activities of a behavioral-conduct and/or academic nature.
- b. Receive reports (by way of the Dean of COMP) from members of the faculty or administration regarding any student whose professional or personal conduct or behavior is deemed unsatisfactory. Appropriate professional and personal conduct shall include, but is not limited to student attendance at all instructional periods, completing all assigned course work and examinations on time, a cooperative attitude toward fellow students, faculty, Western University staff personnel, and personnel of affiliated clinical rotation sites and hospitals. Additionally, an approach on the part of the student to interact with patients, ethical decisions, and personal appearance and demeanor appropriate to the circumstances is deemed a component part of appropriate professional/personal conduct.
- c. For students that appear before the Committee, after review of the student's records and/or personal/professional conduct, the recommendation (s) of the Committee will be forwarded to the Dean of Osteopathic Medicine for the following courses of action: promotion, probation, remediation, academic suspension, conduct suspension, dismissal from the College, psychological, medical and/or educational assessment, or no action. The Committee can recommend tutoring for students in academic difficulty.
- d. Recommend to the COMP faculty as a whole, the awarding of the degree of Doctor of Osteopathic Medicine upon satisfactory completion of all requirements for graduation as stated in the College catalog.

- e. For behavioral-conduct issues affecting COMP students, the entry point to the SPC process would be a formal complaint made in writing by another student, faculty member, or staff member to the Dean of COMP concerning the involved student. The Dean will determine if he/she will adjudicate the issue unilaterally or refer the matter to the SPC. The SPC can also request that the issue(s) be referred back to the Dean, or to another appropriate committee with a rationale as to why this would be a more appropriate venue to address the issue(s).
- f. If the student can bring credible evidence that there is bias within a specific committee member or the committee as a whole, the committee or the member can recuse themselves from hearing the case. In the situation where the whole committee recuses itself, the Dean of COMP will determine where is the most appropriate venue for adjudicating the issue (s).
- g. Examples of behavior-conduct that would be addressed by the SPC include but are not limited to:
 - 1) Cheating on an examination or assisting another student to cheat on an examination, misrepresenting another's course or research work as their own.
 - 2) The use of specifically or non-specifically directed offensive language ("cursing", "swearing").
 - 3) Persistent inattentiveness, tardiness or absences from classroom instructional periods, laboratory sessions (clinical skills training sessions), small group presentations or clinical rotation experiences in the 3rd and 4th years of instruction or examinations.
 - 4) Failure to adhere to the proper dress code as delineated in the university catalogue or departmental course syllabus as is applicable.

The committee reserves the option of determining if other types of behavior-conduct not specifically delineated here that may interfere with a student's successful matriculation within the college.

The Dean of Osteopathic Medicine will affirm, deny or send back to the committee for further deliberation any recommendations regarding the student.

h. Appeals Process

A student may appeal the decision of the Dean of Osteopathic Medicine to the Provost/CAO (see Student Catalogue).

Section V:

Academic Policies, Procedures, and Guidelines

Changes to the sections of the University Catalog pertaining to COMP students and academic policies will be proposed by the COMP Office of Academic Affairs. These proposed changes must be ratified by the COMP Faculty Assembly before they are submitted to the University administration.

NOTE: The following section is intended to summarize for the faculty and expand on faculty duties and procedures in implementing the academic policy provisions of the official University Catalog pertaining to COMP students. Should any of this information contradict the language of the University Catalog, the language, terms and conditions of the University Catalog shall prevail.

- A. Office Hours
- B. Procedures for Conducting Classes and Examinations
- C. Responsibilities of Course/System Directors
- D. Examination Policies
- E. Grading Procedures and Credit Hours
- F. Standards of Satisfactory Progress
- G. Academic Advisement
- H. Student Club Advisement
- I. Faculty Attendance and Absences

A. Office Hours

1. Course/system faculty and academic advisors should give students ongoing opportunities for reviewing their academic progress and for guidance toward improvement.
2. All faculty members are expected to be reasonably accessible to students for consultation with hours of availability posted.
3. If needed, a faculty member may occasionally need to schedule a meeting with a student outside normal hours (example: the advisee is on clinical rotations and cannot come to campus during normal business hours).

B. Procedures for Conducting Classes and Examinations

Background: The Pre-Clinical Curriculum consists of 10 *Systems* and multiple additional *Courses*. Students take all of COMP's courses and systems. There currently are no elective courses or systems in the Pre-Clinical years. A system focuses on one specific body system (such as the cardiovascular system). A course focuses on a topic such as osteopathic principles and practice or pediatrics.

Curriculum Sharing: Three other colleges (Podiatry, Optometry, and Dentistry) share COMP's curriculum. These other colleges may take a course/system in its entirety or may take a modified course/system based on their curricular needs. Therefore, course/system schedules must be set by June 1 prior to the start of the academic year so that all colleges can complete their scheduling and reserve needed rooms within the University deadlines. Course/system documents (such as syllabi and content materials) must be submitted as early as possible, but no less than 8 weeks prior to the start of the course/system.

1. It is the responsibility of the faculty member to model intellectual integrity and to strive for academic excellence in his/her teaching. FERPA regulations must be followed at all times. All faculty members must complete the FERPA course posted on Blackboard.
2. All course/system materials to be distributed to the students must be posted on Blackboard. The faculty member should submit all materials to COMP's Pre-Clinical Education Department (COMP Pre-Clinical). COMP Pre-Clinical will post the material on Blackboard.
3. At the beginning of each course/system, students must be provided with a syllabus listing course/system requirements, course/system objectives, topics to be covered, required assignments, and methods of evaluation. Required and recommended textbooks and other resource materials must be listed in the syllabus and be utilized as an integral part of the course/system.
4. Each faculty member teaching in a course/system must provide finalized study materials (electronic handouts, copies of Power-points, etc.) at least 72 hours in advance of the teaching session. Each session must have clearly stated learning objectives upon which the faculty will base all examination questions. Course/system faculty should work with and assist the Course/System Director in all phases of planning, teaching, student evaluation, grading, and course/system evaluation.
5. It is a faculty member's responsibility to model and promote adequate and professional standards of linguistic expression in writing and speech.
6. All teaching sessions in the classrooms, and some small group teaching sessions are digitally recorded (audio and video) and are posted on Blackboard for student review. If a faculty member does not want a session to be recorded, he or she must receive authorization from the Dean of COMP at least two weeks in advance of the session. If approved, the faculty member must immediately notify COMP Pre-Clinical so that a request to suspend the recording can be submitted to the University IT Department. Additionally, any activity taking place on the podium computer is recorded and posted on Blackboard, **even if the screens in the classroom are off or muted**. Therefore, a faculty member should never access any sensitive or confidential materials on the podium computer.
7. Examinations are administered and proctored by COMP Pre-Clinical. Due to class size, especially in shared-curriculum courses/systems, the examination may be given in multiple rooms. Examinations for students requiring accommodations are administered and proctored by the Center for Disabilities Issues and the Health Professions (CDIHP). Faculty members are not present during examinations.
8. COMP Pre-Clinical staff members strive to assure that an atmosphere conducive to the highest standards of honesty and optimal student performance is maintained during the examination session.

No student questions related to the examination will be answered during the examination session. Students who approach the proctors with an examination content-related issue will be told to answer the question as best they can and the issue will be brought to the attention of the Course/System Director at the end of the examination session.
9. Students are required to be present for all scheduled examinations. Students must take all examinations at the scheduled time unless excused by the Assistant Dean, Student Affairs.

10. Students arriving after the examination has begun will be considered tardy. If a student is less than 15 minutes tardy for an examination, and if no other student has left the room where the examination is being administered, the tardy student will be allowed to take the examination, but will be given no additional time to finish the examination. However, if any student has already left the room where the examination is being taken, the tardy student will not be permitted to take the examination and the student will be reported as absent to the Assistant Dean, Student Affairs.
11. The Assistant Dean, Student Affairs will be informed of any students who are absent or tardy for an examination. If it is noted that the student has a history of tardy arrival, the student's name will be forwarded to the Student Performance Committee.
12. If a student cannot attend an examination due to an unavoidable circumstance, such as illness, he or she must contact the Assistant Dean, Student Affairs as soon as possible prior to or after the examination. A written explanation of the absence, including appropriate documentation, must be provided to the Assistant Dean, Student Affairs at least one week prior to a prearranged absence or no later than the next day the student is on campus in the case of an unexpected medical or other extraordinary circumstance.
13. If a student misses an examination, the Assistant Dean, Student Affairs will determine whether the absence is excused or unexcused. If the absence is unexcused, the student will fail the examination (score of zero). If the absence is excused, the student will be permitted to take a make-up examination for full credit. COMP Pre-Clinical **will** not release the examination key or allow other students to review the examination until the student has taken the make-up. If the student is unable to take the examination within 72 hours of initial administration, he or she will get an incomplete for the course or system. A new examination will be constructed and administered at the end of the academic year. The nature of this examination will be determined by the Course/System Director who will forward the examination to COMP Pre-Clinical for scheduling and administration. A student who fails to take the make-up examination at the time designated by COMP Pre-Clinical, without a valid excuse as delineated above, will fail the make-up examination (score of zero).
14. Unless otherwise decided by consensus of the course/system faculty, all examinations are "closed" and students are not given copies of the examination. Students who copy or obtain examination questions by any means are in violation of COMP's standards of professional conduct. However, following the examination, students are allowed to review the examination during times arranged by COMP Pre-Clinical. Students reviewing an examination will be proctored.
15. During a defined period of time following the examination, students are allowed to post requests for clarification regarding specific examination items to the Blackboard discussion board. Course/system faculty should monitor the discussion board during these time periods and post answers to these items. A course/system faculty member who, in reviewing the Blackboard discussion board, determines that a student has a legitimate concern about one of his or her examination items and wishes to make adjustments to the keyed answer, should inform the Course/System Director for action. The item may be multiple keyed, or dropped as appropriate.
16. If a student fails a course/system, he or she will be referred to the Student Performance Committee (SPC). The SPC will send a recommendation to the Dean regarding remediation, dismissal, or other remedy. If the student is allowed to remediate, the Course/System Director will work with the course/system faculty to create a

remediation examination or other equivalent activity to assure that the student has obtained a passing level of knowledge or skill in the required coursework. The Course/System Director will forward the remediation examination to COMP Pre-Clinical for scheduling and administration.

17. The maximum grade that a student can receive for remediating the course/system is Pass (70%), regardless of the actual score the student achieved for the remediation.
18. The Office of Academic Affairs will maintain accurate and timely score and grade records for each student. This information is uploaded to the Academic Progress Portal on an ongoing basis so that the Course/System Director, Course/System Faculty, and Academic Advisors have access to student performance information.

C. Responsibilities of Course and System Directors

1. Review prior reports and recommendations for the course/system including the Director's Report, Course Evaluation information, class summary presented by the Curriculum Representatives, and Curriculum Committee discussions recorded in the minutes. Make any needed curricular modifications based upon this review and submit these recommendations to the Curriculum Committee for review at least 4 months in advance of the start of the course/system.
2. Work with the course/system faculty to review the objectives for each component of the course/system and modify according to curricular needs, published external benchmarks (ex. specialty medical organizations), student learning needs, and changes in medical, technological, or scientific information.
3. Work closely with the Curriculum Committee in determining learning outcomes based on the course/system learning objectives and the mission of the College.
4. Review the catalog description for the course/system on a yearly basis and modify the description for the following year based on any changes that have occurred or will occur in the course/system. Submit the catalog description to COMP Pre-Clinical by Nov 1 prior to the start of the next academic year. Substantive changes must be reviewed and approved by the Curriculum Committee prior to submission.
5. Contact COMP Pre-Clinical to get a schedule template. Create the course/system schedule, and forward it to COMP Pre-Clinical no later than June 1 prior to the start of the academic year. Convene meetings with the course/system faculty to structure the classroom, lab, and clinical hours in a logical flow that will support the learning objectives for the course/system, taking into account the availability of presenters, and the time allotted for the course/system based on credit hours.
6. Contact all presenters to discuss learning objectives and to determine their availability to participate in the course/system. In the case of on-campus faculty, the Department Chair should be included in all communications regarding the scheduling of faculty under their supervision. COMP Pre-Clinical will send confirmation letters, parking passes, etc. to outside presenters.
7. Review the material to be covered with the presenters to avoid omissions and/or unintentional redundancies within the course/system. Determine which teaching modalities each presenter will be using to deliver the content. Inform presenters that all final session materials must be submitted in advance to COMP Pre-Clinical as outlined in the section above.

8. Create a course/system syllabus using the template designed by the Curriculum Committee. The template may be obtained from COMP Pre-Clinical. Submit the final course/system syllabus to compclinical@westernu.edu at least two months prior to the start of the course/system.
9. Monitor the content and proceedings of the course/system by attending sessions whenever possible and maintaining close contact with the students. Encourage other faculty involved in the course/system to attend related presentations so that inter-instructor continuity can be maintained.
10. Prepare examinations with administrative assistance from COMP Pre-Clinical:
 - a. Review submitted questions
 - b. Clarify and correct ambiguous questions
 - c. Eliminate questions not consistent with learning objectives
 - d. Assure that a significant proportion of questions to follow the COMLEX style
 - e. Compile additional questions for future use (ex. make-up or remediation)
11. Monitor the progress of the students after each examination and contact students whose performance indicates academic difficulty.
12. Review examination question clarifications posted by students and assist in adjudication.
13. Collaborate with the course/system faculty regarding final grades. Submit the final grades, including any curve, to COMP Pre-Clinical no more than nine business days after the end of the course/system so that the staff has adequate time to enter the grades into Banweb and to obtain Course/System Director and Assistant Dean of Pre-Clinical Education or Associate Dean of Academic Affairs signatures for submission to the Registrar by the ten-day deadline.
14. Provide feedback to participating faculty based on student evaluations of the course/system.
15. Submit a written summary report to the Curriculum Committee no later than four weeks following the end of the course/system. A template for reporting may be obtained from COMP Pre-Clinical. Present the course/system summary of this information to the Curriculum Committee and be prepared to answer questions concerning the course/system and to make recommendations for future course/system sessions.

D. Examination Policies

1. Examinations should serve the dual purpose of assessing and improving student learning and should be designed for completion within the allocated time (maximum of 50 questions per hour). Students should be given the opportunity to compare their answers with the official key.
2. Faculty must provide examination questions based on their learning objectives at least two weeks in advance of the examination. Whenever possible, questions should be written in a COMLEX-style format. Item writing guides are available by request from the NBOME. The NBOME provides a downloadable guide to writing examination questions at the following links:

<http://www.nbme.org/PDF/NBME2003SubjExams.pdf>

http://www.nbme.org/PDF/ItemWriting_2003/2003IWGwhole.pdf

3. Each presenter must submit an average of three questions per lecture hour and two questions per laboratory hour. At least one question from each hour of teaching should be included on an examination (example: if two lectures are given, one question might come from lecture 1 and three questions from lecture 2, for an average of two questions per lecture hour). The Course/System Director may add additional questions to the examination as needed to ensure that students are being thoroughly tested on the learning objectives.
4. A maximum of 150 questions is allowed for all course/system examinations. Final examinations may contain questions from material previously tested if students are notified in advance. Each question in a multiple-choice examination is worth one point. Point values for questions in written examinations are determined by the Course/System Director and Faculty. A minimum of one hour per 50 multiple-choice questions must be allotted for the examination.
5. Each course/system must have at least one examination or comparable student assessment experience. Courses/systems lasting more than two weeks should have multiple examinations which should be evenly spaced throughout the course/system whenever possible. A course/system may also have multiple quizzes with points included as part of the point total.
6. Examinations are always announced in advance to the students and the examination schedule is posted at the beginning of the semester. Quizzes may be scheduled in advance or may be unannounced. However, if a faculty member who wants to give a quiz, this has to be prearranged with the Course/System Director and the syllabus must inform students that unannounced quizzes will be given.
7. Questions generally should be in a multiple-choice format with a maximum of five choices and only one correct or best answer. Occasionally, true/false or matching-type questions may be included on an examination.
8. When constructing remediation examinations, the Course/System Director will request a minimum of one question per lecture hour. On-campus faculty may submit essay questions for remediation examinations.
9. Examination security is critical. Faculty members must not permit students to have access to questions that will be on the examination. It is permissible to make sample questions available but these questions must not be the same questions that will appear on any current or future examination.

E. Grading Procedures and Credit Hours

1. At the end of each course/system, the student's final percentage score is used to determine the transcript grade which is reported as Honors, Pass, or Fail for the first two years. For years three and four the transcript grades are reported as Honors, High Pass, Pass, Low Pass, or Fail. For core rotations, grades are based on multiple measurements which may include preceptor evaluations, shelf examinations, Objective Structured Clinical Examinations (OSCEs), didactic week participation, and assigned projects. For elective rotations the final grade is based on the preceptor evaluation.
2. Courses/systems are given one credit hour for each 12 hours of lecture or 24 hours of laboratory, facilitated small group, or directed independent study. Each week of clinical rotations is assigned 2.5 credit hours.

3. A student's cumulative score is the average of all course/system numeric scores weighted by the number of course/system credit hours attempted. If a course/system is remediated and passed, the student will receive 70% for purposes of calculation of the student's cumulative performance in the curriculum.
4. If a grade change needs to be made due to a calculation error or a successful make-up or remediation, the Course/System Director will notify COMP Pre-Clinical so that a grade change form can be generated and submitted to the Registrar. Unless there is an extraordinary circumstance, students have a maximum of two weeks from the time examination results are returned to them to bring any errors or irregularities in grading to the attention of the Course/System Director.
5. Incomplete courses/systems are denoted on the transcript with an "I". After the make-up is completed, the "I" remains on the transcript and is followed by the final grade in the course/system.
6. Successfully remediated courses/systems are denoted on the transcript with the original grade followed by "Pass." Although not used for purposes of GPA or class rank, the actual percentage score the student received for the remediation will be noted on the transcript.

F. Standards of Satisfactory Progress

Please refer to the COMP catalog for additional information concerning items pertaining to:

1. Unsatisfactory Grade (less than 70% or U)
2. Incomplete Grade (I)
3. Credit/No Credit (Cr/NCr)
4. Promotion
5. Probation
6. Remediation
7. Academic support
8. Dismissal
9. Student Appeal Process
10. Academic suspension

G. Academic Advisement

At the beginning of each academic year, each faculty member will be assigned advisees by the Student Affairs Department of the OAA

The role of an academic advisor is to:

1. Develop and maintain knowledge of College policies and curriculum requirements.
2. Communicate to students when and where the advisor will be available to meet with them.
3. Review grade reports of advisees using the Academic Progress Portal (APP) and contact students regarding their performance for purposes of congratulations, encouragement, or academic intervention as appropriate.
4. Provide academic counseling to students in academic difficulty and refer them to the LEAD Office for further assistance and support. Advise students having academic difficulty (even if the student has not failed a course or system) to minimize extracurricular activities.

5. If an advisee has failed a course/system, meet with the student prior to the Student Performance Committee (SPC) meeting and accompany the student to the meeting whenever possible.
6. Advise students regarding curriculum and graduation requirements.
7. Exercise great prudence in advising students regarding purely personal matters. Refer the student to the Student Affairs Department or to Pacific Care as appropriate. If a student appears to be in an urgent or crisis situation, notify Student Affairs, the OAA, or the Dean's office immediately so that appropriate referral and follow-up can be done.
8. Assist students by writing letters of recommendation for scholarship, rotation, or residency applications.
9. Document student contacts in the APP.

H. Student Club Advisement

Faculty advisors to student clubs serve as liaisons with the University and as consultants in the development of the organization's programs for each academic year. It is the faculty advisor's responsibility to ensure that the club's leadership submits a written summary of the year's accomplishments, including a financial report to the Vice President of University Student Affairs at the close of each academic year. Failure to comply with these guidelines may result in suspension of the club for one academic year.

I. Faculty Attendance and Absences

1. Faculty members are responsible for being present and prepared for his or her scheduled curricular session(s).
2. Since three other colleges set their schedules according to COMP's schedule, changes to the schedule cannot be made.
3. If there is an extraordinary circumstance that will prevent the faculty member from being present during the scheduled session, the faculty member must immediately contact COMP Pre-Clinical and the Course/System Director so that the students can be notified. The faculty member must create a comparable make-up session that students can access online so that the material will be covered despite the absence.
4. Faculty members have an obligation to attend scheduled faculty meetings and elected or appointed committee meetings whenever possible.