

FACULTY BY-LAWS

College of Veterinary Medicine Western University of Health Sciences



Mission Statement, College of Veterinary Medicine, Western University of Health Sciences

The College of Veterinary Medicine is committed to serving society and animals through the preparation of students for the practice of veterinary medicine, veterinary public health and/or veterinary research in an educational program of self-directed learning, reverence for life and clinical education through strategic partnerships. The College sustains a vibrant, diverse faculty by encouraging advancement through personal and professional development and research. This creates an environment of competent, caring, ethical professionals, where cooperative learning, public service, and scholarship can flourish in an arena of excellence.

2006

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TABLE OF CONTENTS

I.	Introduction	3
II.	Membership, Responsibilities and Voting Rights of the Faculty	3
III.	Faculty Meetings	4
IV.	Adoption of Policies Governing the College of Veterinary Medicine	5
V.	Faculty Committees (General Provisions)	6
VI.	Standing Committees	8
VII.	Miscellaneous Information	12
VIII.	Amendments to Faculty Bylaws	13

I. INTRODUCTION

The purpose of these bylaws is to provide a written record of the consensus of the Faculty of the College of Veterinary Medicine regarding its self-governance. The Faculty of the College of Veterinary Medicine shall govern the College in accordance with this document and in accordance with regulations, policies, and directives of Western University of Health Sciences. Nothing in this document shall conflict with policies, procedures, or practices of Western University of Health Sciences. If any such conflict should arise, policies and/or provisions of the *Western University Faculty Handbook* shall prevail.

II. MEMBERSHIP, RESPONSIBILITIES AND VOTING RIGHTS OF THE FACULTY

A. Membership

Voting members within the College of Veterinary Medicine Faculty include all individuals with the academic rank of Professor, Associate Professor, or Assistant Professor, whether employed full or part time. Faculty members with 0.5 administrative FTE (full-time equivalent) status are eligible as voting faculty committee members provided no conflict of interest exists.

B. Responsibilities of the Faculty

Faculty members of the College of Veterinary Medicine are responsible for the following:

- Establishing policies and procedures and participating in Faculty governance of the College (includes College Committees)
- Developing, evaluating, and implementing academic programs of the College
- Developing, evaluating and implementing admissions processes
- Evaluating student performance
- Determining requirements for graduation and recommendation of candidates
- Establishing research programs and participating in continuing professional education programs

C. Voting Rights

Regular Faculty members with the rank of Assistant Professor or above performing academic duties for the College of Veterinary at Western University of Health Sciences shall have voting rights. Full time (1.0 FTE) Administrators are not regular voting members for faculty elections and committee votes

III. FACULTY MEETINGS

A. Frequency

Faculty meetings shall be convened by the Dean at least three times each year (January, May and July) and to conduct Faculty business, such as actions on student progress and promotion. Other Faculty meetings may be convened by the Dean as required, or upon the written request of five or more voting members of the Faculty. In addition, meetings of the Faculty without fulltime Administrators (Dean, Associate Deans) shall be held on a regularly scheduled basis, at least four times per year.

B. Notification of Faculty

The Chairperson of the Faculty Affairs Committee (FAC) will send a notice about any Faculty meeting, including a tentative agenda, to all members of the Faculty at least 5 working days in advance of the meeting. In exceptional circumstances, a Faculty meeting may be held with fewer days' notice. The Dean will chair Faculty meetings convened by the Dean, and the Chair of the FAC will chair Faculty meetings convened by that Committee.

C. Quorum

A quorum of the Faculty shall consist of a simple majority (50% plus one) of voting members of the Faculty. Unless otherwise specified in the Bylaws, motions at Faculty meetings will pass with a simple majority of the members present, and motions conducted by secret, mail ballot, will pass with a simple majority of the voting members of the Faculty.

D. Order of Business

A final agenda for each Faculty meeting shall be set by the Chairperson of the Faculty Affairs Committee or his/her designee and shall be distributed at least 3 working days in advance of the meeting. The goal or objective of the meeting must be designated on the agenda. The agenda shall provide for the following items of business, as appropriate:

- Approval of minutes of previous meetings, if taken
- General announcements of an urgent nature
- Committee reports and recommendations (other than those already presented to the Faculty by electronic means)
- Completion of items of old or unfinished business (includes discussion, action items)
- Introduction of items of new business

E. Introduction of New Business

Any member of the voting Faculty may place an item of new business on the agenda by contacting the Chairperson of the FAC. If the agenda item has as its purpose to create, amend or rescind a Faculty policy at the College, a written statement in support of the proposal shall be required as provided for in Section IV.B.

F. Parliamentary Procedure

Faculty meetings shall normally be conducted according to parliamentary procedures. When possible, Roberts' Rules of Order shall serve as the authority for such procedures.

G. Duration of Faculty Meetings

All Faculty meetings shall begin and end promptly as scheduled. If the meeting is anticipated to last more than 2 hours, the Faculty should be notified in advance.

H. Suspension of Rules

At any meeting of the Faculty, the rules of order governing the conduct of the meeting may be suspended by two-thirds majority of the Faculty, assuming that a quorum is present.

IV. Adoption of Faculty Policies Governing the College of Veterinary Medicine

A. Definition

A policy is a rule, guideline, or established procedure that affects any aspect of the College of Veterinary Medicine that lies within the purview of the Faculty as a whole. Policies address issues related to Faculty governance, the curriculum, admission of prospective students, student academic performance and standards, and promotion and tenure of Faculty.

B. Faculty Policy Approval Process

One or more voting Faculty members may introduce a proposed new Faculty policy, or a proposed change in an existing policy. Non-voting Faculty, staff or students of the College of Veterinary Medicine may also introduce Faculty policy proposals provided that one member of the voting Faculty agrees to sponsor the proposal. Any Faculty policy proposal must be submitted to the Chair of the FAC in writing and must include a clear statement of the proposed policy, the rationale for the proposal, and the name(s) of the individual(s) or committee introducing the policy. If non-voting Faculty, staff, or students propose the policy, the name of the Faculty sponsor must be included in the policy proposal.

A Faculty policy proposal and its rationale will be added to the agenda under new business and presented at that scheduled Faculty meeting. The vote on the Faculty policy proposal will be held no sooner than the next regularly scheduled faculty meeting to (1) approve the policy, (2) table the proposal until the next regularly-scheduled Faculty meeting, (3) amend the proposed policy and table the vote on the amended motion until the next regularly-scheduled Faculty meeting, or (4) reject the proposal.

Only the Dean may deem a proposed policy emergent in nature. When such a proposal is received, the Dean will call for an emergency Faculty meeting within no less than 2 working days of receipt of the proposed policy. The proposal shall be distributed to all Faculty members at least 1 working day prior to the meeting with an explanation of the need for emergency action.

Once the Chairperson of the FAC has declared a quorum, all policy proposals shall require a simple majority for approval.

C. Policy Implementation

Faculty policy approved by the Faculty may be submitted to the University administration for approval. Following such approval, the policy will become effective immediately unless otherwise specified at the time the policy is approved.

V. Faculty Committees (General Provisions)

A. Authority to Establish Committees

The Faculty, in consultation with the Collegiate Administration, shall have the authority to establish standing committees and to designate their title, function, and size. Such standing committees must be specifically provided for in these by-laws (see Article VI); any addition or deletion to this list requires an amendment to these bylaws. Standing committees will serve from July 1 through June 30 of the next year. Committees shall meet and elect a Chair before August 15.

The Dean or Associate Deans may also establish ad hoc committees as deemed necessary or as recommended by the Faculty. Ad hoc committees are established to accomplish specific tasks, such as Faculty searches. Ad hoc committees are structured in such a way as to bring appropriate expertise to the task, address or act upon a specific charge from the Dean, with a time limit imposed on their activities.

B. Committee Membership

Committee members are elected by the Faculty in the spring of each calendar year, and/or are appointed by the Dean in consultation with the Faculty Affairs Committee. Prior to March 1 of each year, committee chairpersons should report upcoming open positions on their committees to the Assistant Dean of Faculty Affairs. The Faculty should be

informed of vacant positions, including any discipline expertise required. Faculty members will then submit a list of committees on which they wish to serve (i.e., two primary committees and two secondary committees). A ballot containing names of Faculty members with their primary committee interests will be distributed to all voting members of the Faculty. Faculty members will then rank all choices for each position and the candidate receiving the lowest number of points wins the election. Afterwards, another election will be conducted for the secondary committee choices. Elections should be completed by April 15 so that any remaining vacancies can be filled by administrative appointments, with consideration given to creating a balanced committee relative to discipline interest, specialty expertise, academic rank, diversity, and Faculty interest in serving. Faculty members that are not elected to their primary or secondary committee choices may petition the appropriate administrator to be included as an appointed member.

At the beginning of each fiscal year, or when a new committee member is added, the responsibilities of the committee and any subcommittees should be reviewed. This should be done to ensure that new members understand the charge of the committee and their roles as a committee member. An effort should be made to incorporate all members so that work is shared equally by all committee members as much as possible.

The Chair of the Western University Faculty Senate solicits College Faculty membership on Western University committees. Faculty members of analogous College of Veterinary Medicine committees will recommend members to fill those positions. For example, the Chair of the College Student Affairs committee may recommend a committee member to volunteer for the University Honors & Awards committee.

C. Committee Chairpersons

Each standing committee shall elect a chairperson from among its members by August 15 of each year. The chairperson shall be responsible for calling committee meetings, developing agendas, and presiding at these meetings. If the chairperson is unable to attend a meeting, s/he will request that another committee member preside at that meeting. Committee chairpersons will report on the committee's activities at regular College Faculty meetings.

D. Right of Faculty to Attend Committee Meetings

Most meetings of standing committees are open to all College of Veterinary Medicine Faculty members. However, some committee meetings may be closed as determined by committee chairpersons (e.g., promotion and tenure deliberations).

Attendance by non-members (such as students and Faculty members in other colleges on campus) will be subject to approval by the individual committee. Only members of the committee will be allowed to vote. Non-committee members shall comply with the governing rules established by each committee.

F. Operating Procedures

Each committee shall establish its own operating procedures. These procedures will be available to the Faculty for review.

VI. Standing Committees

Major committees of the College of Veterinary Medicine include the Dean's Cabinet, and all standing committees of the Faculty. All standing committees of the Faculty report to the Dean directly or through the Associate Deans, and to the Faculty at regular Faculty meetings.

A. Admissions and Scholastic Standing Committee

The Admissions and Scholastic Standing Committee (ASSC) is responsible for managing the admissions process and oversight of student progress in the curriculum. The committee works with personnel in the Western University Office of Student Affairs to coordinate preparation and dissemination of recruitment materials to prospective students. The committee recommends to the Dean the names of students acceptable for admission to the College. At the close of each admissions cycle, members of the ASSC re-examine minimal requirements for admission and consider recommendations for change that will enhance preparation and quality of applicants to the College. At the end of each academic semester, the Scholastic Standing Subcommittee of the ASSC reports to the Faculty on scholastic standing of students in the professional curriculum, and makes recommendations to the Faculty on scholastic standing issues and policy.

The ASSC is composed of at least eight members, four of which shall serve on the Scholastic Standing Subcommittee. Three members of the ASSC shall be appointed by the Dean and 3 members shall be elected by the Faculty to serve 3-year terms. Up to 3 external members (i.e., practicing veterinarians or clinical site coordinators in the curriculum or who represent organized veterinary medicine in California) may be appointed to the ASSC. The committee shall determine the length of service terms for committee members so there is gradual replacement of the committee over time. The Associate Dean for Preclinical Programs and the Associate Dean for Clinical Programs serve as a non-voting, ex officio members of the ASSC.

B. Committee on Clinical Instruction

The Committee on Clinical Instruction reviews and recommends criteria used to select all clinical training sites in years 3 and 4 of the curriculum. The committee may provide recommendations for instructional materials for off campus clinical training sites. The committee will periodically review outcomes assessment measures and, when deemed appropriate, the committee will make recommendations to the Associate Dean for Clinical Programs and Associate Dean

for Clinical Rotations and External Relations regarding these issues. The committee is responsible for oversight of student selection of 4th year rotation disciplines.

The Committee on Clinical Instruction includes five members (two appointed by the Dean and three elected by the faculty) who serve 3-year terms. The committee shall determine the length of service terms for committee members so there is gradual replacement of the committee over time. The Associate Dean for Clinical Programs and Associate Dean for Clinical Rotations and External Relations will serve as non-voting ex officio members of the Committee on Clinical Instruction.

C. Curriculum Committee

The Curriculum Committee reviews descriptions, learning objectives, and outcome expectations of each course and each instructional unit in the College annually (years 1-4). It monitors redundancy in the curriculum and seeks out means to enhance preparation of graduates to meet goals of the College. It recommends approval or modifications of the curriculum to the Dean and the Faculty, as deemed necessary for improvement of curriculum and instruction.

The Curriculum Committee consists of five Faculty members (three elected by the Faculty and two appointed by the Dean) who serve 3-year terms. The committee shall determine the length of service terms for committee members so there is gradual replacement of the committee over time. The student body will select two students to serve 1-year terms as voting members of the Curriculum Committee. The Associate Deans for Preclinical Programs, Clinical Programs, Clinical Rotations and Corporate Relations and Research and Outcomes Assessment serve as non-voting, ex officio members of the Curriculum Committee.

D. Faculty Affairs Committee

The Faculty Affairs Committee (FAC) is concerned with issues important to the Faculty such as faculty governance, peer review, promotion and tenure, performance evaluation, and Faculty workload. The FAC will periodically review faculty governance documents and make recommendations to the faculty regarding proposed changes to these documents. The seven members of the FAC (three professors, two associate professors, and two assistant professors) are elected by the Faculty for 3-year terms. The committee shall determine the length of service terms for committee members so there is gradual replacement of the committee over time. The Assistant Dean of Faculty Affairs will serve as a permanent regular member of the FAC and will serve as a member of the Dean's Cabinet. The committee will elect a member to serve as chairperson each year. In the event that a member cannot complete his/her term, the Assistant Dean of Faculty Affairs will conduct an election to fill the vacant position for the duration of the unexpired term.

F. Instructional Resources Committee

The Instructional Resources Committee is responsible for recommending the purchase or lease of learning materials for use in the curriculum (years 1-4). It maintains a catalog of instructional materials in a computer database, with appropriate cross-references that allow students and Faculty to locate any available material in any format. The committee meets periodically with the university's Head Librarian to discuss needs of veterinary students and availability of library-based learning resources for them. The committee works with the Office of Information Technology to prepare and annually update specifications for laptop computers that students are required to own or lease by the time of matriculation. The committee monitors use of classrooms, laboratories, small group learning spaces, and electronic learning devices to determine if these are meeting instructional needs, and, when appropriate, recommends modifications in size, location, number or capability of these resources to the Dean.

The Instructional Resources Committee includes five members (three elected by the Faculty and two appointed by the Dean) who serve 3-year terms. The committee shall determine the length of service terms for committee members so there is gradual replacement of the committee over time. The Associate Dean for Preclinical Programs and the Associate Dean for Clinical Programs serve as non-voting, ex officio members of the Instructional Resources Committee.

G. Research Advisory Committee

The Research Advisory Committee advises the Associate Dean for Research on all matters related to Faculty and student research at the College. Its mission is to enhance and strengthen College research. It may do so by providing advice and acting as a resource for 1) developing a grants information database, 2) research mentorship programs for young Faculty, 3) monitoring and helping develop the College's research space, 4) organizing research seminars/programs, 5) serving as a research liaison to Western University Administration, and/or 6) developing liaisons with other research institutions outside of Western University. At the request of a Faculty member, the Committee will serve as, or identify, a review panel for peer review of grant requests, manuscripts and/or assignment of internal research funds.

The Research Advisory Committee includes five members (three elected by the Faculty and two appointed by the Dean). In addition, at the committee's discretion, an additional member from another academic institution may be asked to join and participate in the Research Advisory Committee's discussions. The committee shall determine the length of service terms for committee members so there is gradual replacement of the committee over time. The Assistant Dean for Research serves as a non-voting, ex officio member of the Research Advisory Committee.

H. Public Health and Safety Committee

The Public Health and Safety Committee is responsible for development and implementation of policy on issues of safety in all instructional areas and all laboratories in which biological or chemical hazards may exist. The chairperson of the Public Health and Safety Committee represents CVM on the University Planning and Safety Committee and works with the University Health and Safety officer. College specific safety issues in the Multidisciplinary Center, Hill's Wellness Clinic, Banfield Clinic, Off-site Clinical Rotations and/or as a result of submissions to the W.A.V.E. program (Willed Animal bodies for Veterinary Education) due to animal exposure, radiation exposure and/or zoonotic disease exposure.

The Public Health and Safety Committee includes five Faculty members (three elected by the Faculty and two appointed by the Dean) who serve 3-year terms. The student body will select one second year student to a serve 1-year term as a voting member of the Public Health and Safety Committee. The committee shall determine the length of service terms for committee members so there is gradual replacement of the committee over time. The Associate Dean for Research serves as a non-voting ex officio member of the Safety Committee.

I. Student Affairs Committee

The Student Affairs Committee is concerned with the day-to-day learning and working environment of students. This committee provides oversight for the Faculty advisory system for student organizations and establishes rules for the operation of organizational activities. A representative of the committee will serve on the University Convocation Committee, and ensure appropriate recognition of veterinary students and graduates during the University's annual Convocation and White Coat Ceremony, and graduation ceremonies. The Committee also will be involved in establishing criteria for granting of honors and awards other than financial scholarships.

The Student Affairs Committee shall include five members (three elected by the Faculty and two appointed by the Dean) who serve 3-year terms. The committee shall determine the length of service terms for committee members such that there is gradual replacement of the committee over time. The Associate Deans for Preclinical and Clinical Programs serve as non-voting ex officio members of the Student Affairs Committee.

J. Willed Deceased Animals for Veterinary Education Committee

The Willed Deceased Animals for Veterinary Education (W.A.V.E.) Committee creates and implements policy for the W.A.V.E. program, which is the source of animal specimens for learning purposes at the College of Veterinary Medicine.

The W.A.V.E. Committee includes five Faculty members (one each representing anatomy, large animal medicine/surgery, small animal medicine/surgery, clinical skills, and public health / infectious diseases or pathology) elected by the Faculty to serve 3-year terms. The committee shall determine the length of service terms for committee members so there is gradual replacement of the committee over time. The Multidisciplinary Classroom (MDC) Coordinator, MDC Technician, Clinical Skills Technician, W.A.V.E. Program Director and the Associate Dean for Preclinical Programs serve as non-voting, ex officio members of the W.A.V.E. Committee.

VII. Miscellaneous Information

A. Faculty Grievance Procedures

A grievance proceeding may be called by a Faculty member if the individual feels that:

- his/her promotion or tenure has been unfairly withheld or withdrawn.
- s/he has been dismissed without adequate cause.
- s/he has been discriminated against or dealt with unfairly in other matters.

Specific details for the grievance process are available in Appendix II of the Western University Faculty Handbook.

B. Faculty Performance Evaluation

The Associate Dean of Preclinical Programs shall provide detailed information regarding the Faculty Performance Evaluation process to all new Faculty members no later than 30 days after their first day of employment.

C. Decision Making Process

It is recognized that formal (i.e., called meetings) and informal discussion occurs among members of the Faculty and administration prior to making decisions in the College. Prior to any meeting where results of discussions will be used in the decision-making process, all stakeholders should be identified so that they may participate in this process. This should include the following:

- Determine the stakeholders (i.e. persons who will be impacted by any decisions that are made)
- Provide reasonable and adequate notice (i.e., minimum of 2 week days) to all stakeholders prior to any meetings or discussions where input will be received
- If stakeholders are not able to attend the meeting, they should be given the option of providing written input before the meeting
- During meetings/discussions, gather all input so that positive and negative consequences can be identified

- The decision-making process must include stakeholders who are able, available, or willing to participate in the meeting.
- Inform all stakeholders of decisions made and actions taken.

During the summer break between spring and fall semesters, it is recognized that there will be times when many members of the Faculty are not available. This should be considered when planning meetings where final decisions will be made.

D. Violation of Faculty Bylaws

In the event of violation of the Bylaws by a Faculty member, a written account of the events should be submitted to the Assistant Dean for Faculty Affairs, who will then solicit written responses from all involved individuals. The Assistant Dean for Faculty Affairs will act as a liaison and impartial arbitrator. A meeting of all individuals will be scheduled to discuss and implement plans to resolve the issue and prevent future recurrence. If not satisfied, the Faculty member may choose to file a complaint with the Faculty Affairs Committee.

VIII. Amendments to Faculty Bylaws

These bylaws may be amended by a two-thirds majority vote of the voting Faculty conducted by written secret ballot. Written notice of the proposed amendment and a statement of the purpose and effect of the proposed amendment will be distributed to each member of the Faculty at least 7 week days prior to the meeting at which the amendment will be discussed.