BYLAWS OF THE FACULTY
JOAN C. EDWARDS SCHOOL OF MEDICINE
AT MARSHALL UNIVERSITY

I. Name. The name of this organization shall be the Joan C. Edwards School of Medicine at Marshall University Faculty.

II. Purpose. The Faculty shall be the basic legislative body for the Joan C. Edwards School of Medicine at Marshall University except as to matters reserved to the Marshall University Faculty, or Dean of the School of Medicine, and except as to matters reserved by proper legal action solely to the President or the governing board of the University. The Faculty shall concern itself with topics affecting the whole School of Medicine as distinguished from those matters of interest only to particular subdivisions of the School of Medicine. The responsibility of the Joan C. Edwards School of Medicine at Marshall University Faculty is in educational policy rather than administrative decisions. In such matters the Faculty shall serve as a forum for the free interchange of ideas adding to the understanding of University-wide interests and developing a sense of responsible participation.

III. Powers. The Faculty shall determine all matters of educational policy with respect to educational programs including degree requirements, recommendations for honorary degrees, academic standards, student conduct and welfare, and general School of Medicine development.

Action of the Faculty, a Faculty committee, or the Faculty of any recognized subdivision of the School of Medicine properly taken and recorded in accordance with the provisions of the constitution shall, when approved by the Dean of the School of Medicine, be deemed an official action for and on behalf of Joan C. Edwards School of Medicine at Marshall University when such action is not in conflict with public law of the State of West Virginia, or with the University policy as established by the President or the governing board of the University.

In the event the Dean or the President disapproves any Faculty or committee action, he shall do so in writing and notify the Faculty and appropriate committee of his objections. It shall be the responsibility of the President to inform the Faculty of all actions of the governing board affecting the educational policies of the University.

In the case of any inconsistencies between these bylaws and the so-called Marshall University "Greenbook" or the laws of West Virginia, or the policies, rules and regulations of the Board of Governors, the University "Greenbook", the laws of the State or the policies, rules and regulations of the Board of Governors shall govern.

III. A. Responsibilities of the Faculty: Faculty responsibilities include participation in faculty governance consistent with these Bylaws; service on committees as elected or appointed; upholding academic standards, professionalism, and ethical conduct; and compliance with School of Medicine and University policies.

IV. Membership. The faculty shall consist of all employees of the School of Medicine who hold the rank of instructor or above and shall include part-time and volunteer/clinical (i.e., non-paid) appointments. Part-time and volunteer/clinical (i.e., non-paid) appointments shall be non-voting. All other members of the Faculty, as defined above, regardless of length of service, shall be eligible to vote on matters solely of concern to the School of Medicine. On questions requiring Faculty membership in the Marshall University Faculty, those employees of the University who hold the rank of instructor or above, excluding part-time and temporary appointments and who have assigned responsibilities for teaching and/or scholarly research, or duties closely related thereto, shall have the right to vote. The President of the University, the Dean of the School of Medicine, Associate and Assistant Deans, the Director of University Libraries and the professional librarians of the Health Sciences Libraries shall be ex-officio members of the Faculty. Ex-officio Faculty members shall be voting members of the Faculty, except as specified elsewhere. During Faculty meetings the presiding officer shall settle any question of the eligibility of voters, which may arise.

V. Meetings. The Faculty shall meet at least twice annually with the Dean (or a designated Associate or Assistant Dean) presiding. A quorum shall consist of not fewer than 25% of the full-time Faculty members. Each member shall have the privilege of the floor, and each member shall have one vote, except for those questions requiring full-time status as Marshall University Faculty, as defined in Section II of the Bylaws. Major changes in educational programs of the School, may be recommended to the President and to the Board of Governors only after favorable consideration by the Faculty. Special meetings of the Faculty may be called at the discretion of the Dean. A written announcement containing the agenda, time and place of the Faculty meeting is to be sent to each Faculty member, not less than one week in advance of each meeting.

VI. Officers. The presiding officer of the Faculty meetings shall be the Dean of the School of Medicine (or Dean's Designee).

VI. A. Responsibilities of the Dean: The Dean of the Joan C. Edwards School of Medicine is the chief academic and administrative officer of the School and is responsible for: ensuring compliance with LCME accreditation standards; approving faculty actions, policies, and recommendations as specified in these Bylaws, appointing members and chairs of committees as designated in these Bylaws. Providing administrative oversight while respecting faculty governance authority. Referring matters to the Faculty Council as appropriate.

VII. Records. A stenographer shall keep minutes of the meetings of the Faculty. The complete minutes of Faculty meetings shall be open to inspection by any member. The secretary of each Faculty committee shall keep minutes of the meetings of such committees. These minutes, and each report submitted in accordance with the provisions of those Bylaws, shall be deposited in the office of the Dean and, except those concerning personnel matters, shall be open to inspection by any member of the Faculty. These minutes and reports shall constitute the official record of the decisions of the Faculty.

VIII. Committees. Committees shall be of three types:

a) standing committees required by these Bylaws

b) standing committees determined by the Dean to be desirable for continuing or frequently recurring needs

c) ad hoc committees with specific missions discharged upon completion of assigned duties.

VIII. A. Committee Authority and Accountability
Each standing and ad hoc committee of the School of Medicine shall operate under a written charge approved by the Faculty Council and consistent with these Bylaws. Committees shall document their membership, authority, meeting procedures, and reporting mechanisms in accordance with institutional policy.

VIII. B. Conflict of Interest and Recusal
Faculty members serving on committees or participating in deliberations shall recuse themselves from discussion and voting when a real or perceived conflict of interest exists, including matters involving themselves, family members, trainees, or close professional collaborators. All committees shall adhere to Marshall University conflict-of-interest policies, which are incorporated by reference into these Bylaws. (SOM policy, MUBOG GA-9, MUBOG AA-10)

Except as otherwise noted, the Dean appoints all committee members and chairpersons. Except as otherwise noted, members of standing committees are appointed annually and may be re-appointed. Committees are responsible to the Dean, except as otherwise noted, who may also direct specific committees to report directly to the Faculty assembly as appropriate. Student representatives chosen by the Dean may serve as full participating members of appropriate appointive committees.

a) Standing Committee

1. The Faculty Council

a. Purpose and Function

1. The Council is to operationally and effectively represent the faculty of the JCESOM in determining policy and governance issues within the JCESOM except as reserved to the general faculty above.
2. The Council is to advise, assist and support all standing and ad hoc committees of the JCESOM in ways that further the formulation and execution of the official policies of the educational mission. These include, but may not be limited to curricula, admissions, faculty and student activities and research.
3. The Council is to monitor and maintain the integrity, relevance and compliance of the JCESOM Faculty Bylaws.
4. The Council is to facilitate communication between the faculty and the Dean and his/her academic and administrative staff.
5. The Council will serve as a point of system ingress to all JCESOM faculty, though requests for consideration must be in writing, encompass an institutional issue and preferentially come through a Council representative.
6. The Council may also be asked by the Dean or his/her academic and administrative staff for specific input or action relative to its described powers and mandate.

b. Powers

Role/Authority: The Faculty Council acts as a direct extension of the JCESOM faculty and serves as the school's executive committee.

Oversight: The Council reviews and monitors standing committee meetings and minutes, as needed and appropriate, throughout the academic year.

Standing Committee Actions: The Council reviews and approves actions taken by standing committees when such approval is required by the committee's operating procedures. If a conflict arises, the standing committee may elevate the matter to the Council for review and resolution.

- **Curriculum Committee:** Holds primary responsibility for the design, management, evaluation, and continuous quality improvement of the medical education program.

- **Admissions Committee:** Retains final authority for the selection of medical students, including the development and application of admissions criteria and processes.

- **Committee on Student Promotion:** Policies and procedures support fair, unbiased, and policy-driven advancement and are implemented through designated committees or offices with appropriate independence.

Policy Review: The Council must review and approve any JCESOM policies, regardless of origin, that encompass the Powers of the Faculty (Section III) before forwarding to the Dean for action and implementation.

Initiation of Changes: When needed, the Council may initiate proposed policy or bylaw changes, provided the appropriate standing committee(s) have clear and documented input and review.

Bylaws Revisions: The Council must approve any proposed revisions to the JCESOM Faculty Bylaws before submission to the Dean and to the full faculty, as provided in Section V.

Limitations: The Council's authority does not extend to originating, modifying, or ratifying administrative policies or procedures that do not directly affect the educational mission of the school.

c. Membership

1. The Council will consist of representatives elected from the Basic Science and Clinical Departments of JCESOM, along with the Chair of the Council. The number of representatives for each department will depend on the number of full-time faculty, as shown below:

Number of full-time faculty	Number of representatives
4-15	1
16-30	2
31-45	3
46 or more	4

Departments with fewer than four full-time faculty will be combined for the purpose of electing representatives to the faculty council. If the total number of full-time faculty in these combined departments is greater than 15, the number of representatives elected will be as in the table above, with no more than one representative from any of the individual departments. The representatives are to be elected from eligible faculty within the Department. No one who holds the title of Assistant-, Associate, Vice-Dean or Chair, or who has been a member of the Council for the previous four consecutive years, is eligible for membership.

2. Terms for representatives will be for two years, with approximately one-half (1/2) of the membership being re-elected every year. The Council will elect a Chair Elect from among the representatives serving their second or later consecutive year on the council. The Chair Elect will serve as a Chair of the Council in the year following their service as Chair Elect.
3. The Council will publish its procedures for operation. These procedures will include, but not be limited to, setting meeting agendas, and filling of vacancies on the Council.
4. The Dean and/or the Dean's designate(s) will serve as ex officio, non-voting members. The Council may ask any other person(s) whether it is necessary or helpful to sit as additional, ex officio, non-voting members.

d. <u>Meetings</u>

The Council will schedule monthly meetings, with dates for each academic year will be determined in the last meeting of the previous year. Agendas will be made available to all JCESOM faculty one week in advance of each meeting. For votes on policy and bylaws recommendations, there should be at least a fifty (50) percent (rounded up) quorum present. If no items are submitted to an agenda, the Chair of the Council may cancel a scheduled meeting.

e. Minutes

The Chair of the Council will ensure that an appropriate record is kept of all meetings, including official votes and recommendations. This record will be available to all faculty, students and employees of JCESOM when completed and will also be posted, as soon as feasible, to the JCESOM website.

2. Medical Student Admissions Committee.

The JCESOM Admissions Committee is composed of 20 voting members. These include full-time basic science and clinical faculty members, along with two fourth year medical students. Third year medical students observe interviews and participate in committee meetings, but do not have voting privileges. In addition, the committee may include community physicians, medical residents, medical school administrators, undergraduate faculty from the main Marshall University campus and community representatives. A quorum is defined as 11 voting members of the Admissions Committee from the pool of 18 quorum eligible voting members (excludes the two MS4 representatives). Of those present, a minimum of six must be faculty members as at least 51% of the voting members at all meetings must be faculty.
Excluding medical student members, the duration of appointment to the committee is for two (2) years with the option to serve additional terms. New medical student members will be expected to serve until graduation unless otherwise determined by the Chair.

The Admissions Committee is an independent body and acts free of external influence. The duties of this committee shall be to:

1) develop and recommend criteria for admissibility of applicants

2) determine methods and procedures for evaluating applicants

3) select from among applicants those to be accepted.

4) Perform an annual continuous quality improvement (CQI) review of the admissions process to ensure it remains fair, transparent, efficient, and aligned with institutional mission and best practices.

5) Lead a review of prerequisites at least every two to three years, with interim review as needed in response to changes in curricular design, applicant preparedness, or national admissions expectations.

The Admissions Committee holds the final authority for MD program admission decisions, including those for traditional applicants as well as applicants to dual-degree and pathway programs. All waitlisted applicants are voted acceptable by the admissions committee. The waitlist is unranked. The Admissions Office, acting on delegated authority from the admissions committee selects applicants from the waitlist. They prioritize WV residency, rural background, and demonstrated interest or experience in rural medicine. The Admissions Committee has developed policies and procedures to ensure compliance with non-discrimination laws and regulations, financial, supervisory, advisor, mentorship, personal relationships or gift related conflicts of interest. Any Admissions Committee member with a first degree relative applying for medical school at the MUJCESOM must recuse themselves for the entire admissions cycle.

The governance of the Admissions Committee consists of the Chair, Vice Chair and the Executive Committee. The Chair and Vice Chair of the Admissions Committee are appointed by the Dean. The Executive Committee of the Admissions Committee includes the Chair, Vice Chair and all of the Assistant, Associate, and Vice Deans who are serving at that time on the Admissions Committee. Committee members who also serve on Dean's staff are not permitted to vote on medical school admission decisions. When they do participate in voting, it is solely in the context of Executive Committee administrative duties and does not pertain to decisions regarding whether a candidate is accepted to medical school.

The Executive Committee is responsible for reviewing nominations for new membership to the Admissions Committee. Nominations may be submitted by current or former committee members, departmental chairs, or through self-nominations. Vacancies are filled by a simple majority vote of the Executive Committee. Following this selection process, the Executive Committee submits the membership roster to the Dean for review. The Executive Committee is also responsible for designating ad hoc workgroup committees to evaluate and study admissions-related issues.

3. Curriculum Committee.

The Curriculum Committee shall consist of the following members, all with full voting rights except for the Academic Administration members who will serve as Ex-Officio non-voting members.

The Curriculum Committee shall consist of the following members, and with full voting rights:

Basic Sciences Faculty: Six members will be selected by faculty members, with three members from the Department of Biomedical Sciences, two members from the Department of Medical Education, and one member from the Department of Pathology. The Department Chair shall be responsible for determining how that election will be conducted.

Clinical Faculty: Seven members will be selected by election by faculty members of their respective departments. To ensure a mixture of clinical science representation, the following departments shall elect one member and an alternate member: Family Medicine, Obstetrics and Gynecology, Psychiatry, Internal Medicine, Pediatrics, Surgery, and Neurology. The Department Chair shall be responsible for determining how that election will be conducted. Members will serve a three-year cycle.

Students: One member from each medical school class. Student members will be voted upon by their representative class during their first year and will serve a 4-year term. (4 members)

Academic administration: The Senior Associate Dean of Medical Education or his/her designee will be non-voting, functioning as the Executive Secretary of the Committee, organizing the agenda as directed by the Chair and maintaining the records of the actions of the Committee.

Officers:

The chair of the Curriculum Committee will be one of the 10 faculty members and will be selected by vote of the full committee one month prior to the expiration of the term of a current Curriculum Committee chair.

Terms:

The final term of the chair will be 4 years. During the final year the past chair will be a non-voting member and serve as an advisor to the new chair. The chair may serve more than one term, but no more than 3 consecutive terms. Faculty terms will be for three years. A faculty member may serve no more than two consecutive terms but may serve on the Curriculum Committee again after having one full term (three years) not on the committee. The normal term of office shall be four years for student members. Student representatives to this committee shall be elected by their respective classes.

Meetings:

The Curriculum Committee meets once a month. The curriculum committee will determine the need for additional meetings when special topics arise. The executive secretary shall be responsible for providing written minutes to the Dean and the Curriculum Committee members.

Function:

The Curriculum Committee is responsible for the overall design, management and evaluation of the medical school curriculum. It is expected that this will be a coherent and coordinated curriculum that fulfills the goals and objectives of the School of Medicine and will be in full compliance with LCME standards. The curriculum committee is responsible for a wide range of issues, including but not limited to the following.

1. Goals and objectives of the overall medical education process
2. Sequencing of the various segments of the curriculum both within and across the academic periods of study
3. Methods of pedagogy and student evaluation
4. Ongoing evaluation of course and program effectiveness
5. Ongoing evaluation of the content and workload in each discipline to identify omissions and unwanted redundancies
6. Development and evaluation of stated objectives of individual courses and clerkships
7. Make such changes to the curriculum that arc prudent and appropriate to fulfill the responsibilities of the Curriculum committee
8. Maintain careful records of the proceedings, decisions and actions of the committee

The Dean of the School of Medicine will be kept apprised of the actions of the Curriculum Committee through the Senior Associate Dean for Medical Education.

4. Committee on Student Promotions (formerly, Academic Standards Committee):

a. Charge

The Committee on Student Promotion (CSP) is responsible for reviewing the process of all students pursuing the Doctor of Medicine degree. The CSP will maintain the confidentiality of identifiable student information in accordance with Marshall University policy and the Family Educational Rights and Privacy Act (FERPA). Under authority delegated by the Faculty Assembly, the CSP is tasked with:

1. Approving students for graduation.
2. Approving students for academic distinction
3. Reviewing and approving remediation plans for students facing academic difficulties.
4. Reviewing student records and placing students on academic or professionalism probation
5. Overseeing the dismissal process and making decisions for dismissal due to academic or professional reasons.
6. Reviewing and approving student requests for a leave of absence.
7. Reviewing and approving student requests for repeat of an academic level.
8. Reviewing grade appeals

b. Composition

Faculty Representation:
The CSP will include a broad range of medical student teaching faculty who are responsible for conveying pertinent information to the Faculty Assembly. The committee will consist of **17 voting members**, allocated as follows:

1. Three faculty members from the Dept. of Biomedical Sciences, teaching a minimum of 10 hours in the Pre-clerkship Curriculum
2. Two faculty members from the Dept. of Medical Education
3. One faculty each from the following clinical departments - Family Medicine, Surgery, Pediatrics, Internal Medicine, Psychiatry, Neurology, Anesthesia, and Obstetrics and Gynecology
4. Four student members, elected from each class of students.
Three faculty members from the Dept. of Biomedical Sciences, teaching a minimum of 10 hours in the Pre-clerkship Curriculum

Term Limits for Faculty Members:
Each CSP faculty member is elected for an initial term of three years and may be reelected for one additional three-year consecutive term. After serving two consecutive terms, a member must wait at least one year before becoming eligible for re-election.

Chair Selection:
The committee will elect a chair from among its members. The chair is elected for a one-year term and may be re-elected for a second term, provided they have not served three consecutive years on the committee.

Ex Officio Members:
The Associate Dean for Academic Affairs Education will serve as non-voting, ex officio members.

Term Start Dates:
Faculty members are chosen during the spring semester for terms beginning on July 1. Student terms, however, will commence on May 1 to ensure continuous representation.

5. Personnel Advisory Committee.

The Personnel Advisory Committee shall consist of one elected representative from each department except for two from Biomedical Sciences. Members serve a three-year term on the Personnel Advisory Committee. Faculty holding administrative positions as department Chair or above, and faculty who are not full-time employees of Marshall University School of Medicine, are not eligible to serve on the Personnel Advisory Committee. Members can be re-elected for another three-year consecutive term, but after two consecutive terms must rotate off the committee for at least one year before standing for future election to the Personnel Advisory Committee. The only exception to this is for departments that have only one qualifying faculty member; this person can remain on the committee. Members of the Personnel Advisory Committee must have a terminal degree. If for any reason, a departmental representative is unable to complete his/her term of office, the department must elect another representative to complete the term. The Personnel Advisory Committee shall elect its own Chairperson, Vice Chair and Secretary annually. Vice-Chair may serve as Chair of the PAC in the year following their service as Vice-Chair.

A. Duration of appointment:

1. It is the policy of the School of Medicine that faculty should have had a faculty appointment at Joan C. Edwards School of Medicine at Marshall University for a minimum of two years prior to consideration for promotion. It is expected but not required that a minimum of four years of teaching, research, or clinical experience at a particular level will precede promotion to the next rank.

2. Teaching, research, or clinical experience prior to a faculty appointment at Joan C. Edwards School of Medicine at Marshall University will be evaluated by the Personnel Advisory Committee. Consideration may be given for post-doctoral training, fellowship training, or unusually long residency training required by some specialties.

B. Weighing up the criteria for promotion:

1. Faculty will be evaluated primarily on their principal role in the School of Medicine.

2. Basic Sciences Faculty will be evaluated principally on their teaching, research and service

3. Full-time Clinical Faculty will be evaluated on their clinical teaching, patient care, research and service

4. Part-time faculty will be evaluated for promotion following the same guidelines expected of full-time non-tenure track faculty.

5. Volunteer Clinical Faculty will be evaluated on their teaching, research, service and clinical contributions to the School of Medicine.

All activities of the Personnel Advisory Committee will be in concert with the policies of the Board of Governors and Marshall University.

IX. Adoption and Amendment of Bylaws. These Bylaws may be adopted or amended by a sixty percent majority of the full-time Faculty members present at any duly called Faculty meeting, provided the faculty has received notice of the proposed changes at least ten days prior to this meeting. Bylaws or changes therein become effective upon approval by Dean of Medical School and the President of Marshall University.
These Bylaws operate in conjunction with formal School of Medicine and University

policies, including but not limited to the Marshall University Greenbook, Board of Governors policies, faculty appointment and promotion guidelines, and conflict-of-interest policies, all of which are incorporated by reference.

MUSOM Faculty Bylaws
Amended and approved by the faculty at a regularly scheduled meeting on April 4, 2012.
Amended to remove section on Dean's Advisory Committee on April 10, 2014.
Amended for curriculum committee changes on October 4, 2017.
Amended to include part-time faculty promotion. Approved by the faculty at a regularly scheduled meeting on September 20, 2018.
Amended to include faculty council and approved at a regularly scheduled faculty meeting on December 12, 2018.
Amended for admissions committee changes and approved by Faculty Council on November 17, 2020.
Amended and approved by faculty at general faculty meeting on April 17, 2025
Amended for faculty council to be standing committee. Approved by the faculty at a scheduled general faculty meeting on February 10, 2026.
Amended and approved by faculty at general faculty meeting on June 25, 2026.

Tami K. Fletcher

Tami K. Fletcher
Secretary

David Gozal, MD, MBA, PhD (Hon)
Dean

Brad D. Smith
President, Marshall University