

# Burrell College of Osteopathic Medicine at New Mexico State University

## Bylaws of the Burrell College of Osteopathic Medicine

Approved by the Faculty and Effective  
September 1, 2018

### Article I: Organization

#### **Section A. Name and Purpose**

1. The Burrell College of Osteopathic Medicine at New Mexico State University (the "College") is a private graduate institution offering a Doctor of Osteopathic Medicine degree and such other academic programs as may be determined by its governing board. The College receives pre-accreditation from the Commission on Osteopathic College Accreditation under the auspices of the American Osteopathic Association.
2. The College shall have as its mission the following:  
*Para la gente y el futuro: For the people and the future, the Burrell College of Osteopathic Medicine at New Mexico State University (BCOM) is dedicated to improving the health of the Southwestern United States and Northern Mexico through culturally humble undergraduate, graduate and continuing osteopathic medical education, research and clinical service to the community.*  
*BCOM is focused on increasing diversity in the physician workforce and fostering a practice of life-long learning, compassion, respect and excellence in its students.*

#### **Section B. Administration – Office of the Dean**

1. The Dean is the chief academic officer of the College. The Dean reports to the president and has general responsibility for the implementation of all academic functions of the College. The Dean is responsible for exercising academic leadership in the development and maintenance of programs of instruction, research and service throughout the College. The Dean shall be responsible for the development and implementation of an annual budget for the College that allocates resources in proportion to the requirements of the mission.
2. The Dean may appoint such additional associate deans, assistant deans, directors and department chairs as may be needed to execute the academic and business affairs of the College. All such appointments shall be in compliance with policies established and approved by the Burrell College Board of Trustees. The Dean shall prepare and maintain an organizational scheme that clearly identifies responsible authority for each department engaged in the business of the College.

#### **Section C. Academic Departments and Offices**

1. The College's academic departments and offices form the overall administrative units of education, research, scholarly activity and general support within the College. The chairs, associate deans, assistant deans and directors over the departments and offices possess the authority and responsibility for administering their areas in accordance with these bylaws, their departmental procedures, and general policies of the College. Unless otherwise stipulated in these bylaws and/or policies of the college, the Dean of the College or her/his designee shall make or approve all leadership appointments and assignments within these departments and offices to assure full integration of activities across the academic programs.
  - a. The College shall maintain the following standing departments. Each department shall be overseen by a chairman, appointed by the Dean, who shall have authority over the day-to-day operations of the department.

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Anatomy and Cell Biology  
Biomedical Sciences  
Physiology and Pathology  
Primary Care  
Clinical Specialties

- b. The College shall maintain the following academic administrative departments. Each office shall be overseen by the Dean or an individual appointed by the Dean who shall have authority over the day-to-day operations of the office.

Academic Affairs  
Clinical Education  
Dean of the College  
Enrollment Services  
Library Services  
Research  
Student Affairs

Each administrative department may include such divisions as are needed to effect efficient workflow for the department to achieve its obligations.

### **Section D. Committees and Councils**

The College shall impanel such committees and councils as are needed to provide counsel to the Dean for the proper conduct of the academic programs and business affairs of the College.

1. Reporting: Committees and councils of the College shall report to the Dean of the College or her/his designee. Unless otherwise stipulated in these bylaws, the chair of each committee or council shall be appointed by the Dean of the College and will provide a report of her/his committee's or council's activities to the Executive Committee of the College.
2. Composition and Terms: Appointments to the College's committees and councils shall be made by the Dean of the College in consultation with the committee or council chair and in accordance with these bylaws. Where so stated in these bylaws, committee and council members may be elected to their positions by the faculty. Unless otherwise stipulated in these bylaws, specific terms of membership shall be at the discretion of the Dean. Appointed or elected regular members shall have full voting rights. The chair of the committee or council may vote on all matters brought before the committee or council.
3. Meetings: Committees and councils shall meet as often as necessary, but not less than four times per year, in order to accomplish the mission, goals and objectives of the college. Meetings may only be called by the Chair of the committee or council or the Dean of the College. Each committee or council shall establish a regular agenda for the conduct of its meeting. Committees and councils shall have recording secretaries. A recording secretary shall have the responsibility for preparing minutes of all meetings. Copies of these minutes, as approved by majority vote of the committee or council, shall be maintained by the committee or council chair and made available as determined by each committee or council. A copy of all committee or council minutes shall be provided to the Office of the Dean for distribution to the Executive Committee of the College.
4. A quorum of each standing committee or council shall consist of three voting members unless otherwise stipulated in these bylaws.
5. Ad hoc Committees: The Dean of the College has the authority to form ad hoc committees as needed. The Dean of the College will make known to each ad hoc committee its charge at the first scheduled committee meeting. An ad hoc committee shall exist for as long as its specific charge warrants and as specified by the Dean of the College. Associate deans,

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assistant deans, directors and department chairs may create ad hoc committees within their areas of responsibility and under their oversight.

6. Unless otherwise stated in these bylaws, the *Standard Rules of Parliamentary Procedure (Sturgis)* shall govern the conduct of all meetings.

### **Article II. Standing Committees and Councils**

#### **Section A. BCOM Executive Committee**

1. **Composition and terms:** The BCOM Executive Committee shall be comprised of the Dean of the College, the chairs of each of the standing departments as identified in section C.1.a and the chairs or equivalents of each administrative department as identified in section C.1.b of these bylaws. These members shall be considered *ex officio* to the committee. The Dean of the College may make such additional appointments as needed to assure representation from all core academic programs of the college. Such appointments will be subject to majority approval of the *ex officio* members. The Dean of the College shall serve as chair of the BCOM Executive Committee.
  - a. The president of the Faculty Council shall be a non-voting *ex officio* member of the Executive Committee.
2. **Responsibilities:** The responsibilities of the Executive Committee shall be to foster, support, and maintain excellence in all aspects of the academic programs of the College. Members of this committee shall exhibit active interest in the progress and future of the College and shall be charged with active participation in major planning for the College. They shall review and make recommendations to the Dean of the College on such matters as are brought before them by the other standing and ad hoc committees or councils of the College and the academic leadership.

#### **Section B. Medical Student Admissions Governance Council**

1. **Composition and terms:** The Medical Student Admissions Governance Council shall serve as the governance body of the office of admissions. Membership shall include: the Vice-President for Enrollment Services, four members of the faculty two of whom are from a basic science department and two from a clinical department and at least one of whom is an osteopathic physician, and a medical student at-large drawn from the third or fourth year class of the College. Faculty members shall be elected by the faculty to their positions. Remaining members of the council will be appointed by the Dean in consultation with the Vice President for Enrollment Services and approval of the Executive Committee.
  - a. The Director of Admissions shall be a non-voting, *ex-officio* member of the committee. Other members of the admissions staff as selected by the chair of the council shall serve without voting privileges. The Dean may also appoint other non-voting members to represent various perspectives within the College as deemed appropriate.
  - b. The Dean shall appoint a chair from among the seated members of the council.
2. **Responsibilities:** The council shall recommend to the Executive Committee and the Dean policies and procedures for the selection of applicants for admission to the College. The committee shall enact all such policies and procedures needed to select candidates for admission to the College as approved by the Dean.
  - a. The council shall create one or more selection sub-councils to identify and nominate candidates for admission to the Doctor of Osteopathic Medicine degree program at the college. The composition of such sub-councils shall be determined by this Governance Council.

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## **Section C. Curriculum Committee**

1. Composition and terms: Committee members shall include the Senior Associate Dean for Academic Affairs, two BCOM student body representatives, three BCOM faculty who are members of a basic science department and three BCOM faculty who are members of a clinical department. Faculty shall be elected to their positions. The Dean of the College may appoint such additional members as may be required to meet the curricular needs of the College.
  - a. The Dean shall appoint a chair for the committee from among the seated members.
  - b. The Dean shall seek nominees for membership from among the faculty with final appointments determined by a vote of all BCOM faculty.
  - c. The Assistant Dean for Preclinical Curriculum and the Assistant Dean for Assessment, will be non-voting members of the committee.
2. Responsibilities: The Curriculum Committee shall have oversight of the undergraduate educational programs of the college and shall recommend policy to the Executive Committee and the Dean for final approval. Such oversight shall include all aspects of curriculum development and implementation, instructional design, and assignment of faculty and facilities for the proper execution of the educational programs according to accreditation standards.

## **Section D. BCOM Faculty Promotion and Evaluation Committee**

1. Composition and terms: This committee shall consist of five members of the faculty. Three shall be at-large members elected by the faculty of the college to serve terms of two years. Two shall be appointed by the Dean. There shall be no term limits. One member shall be appointed to serve as chair of the committee. All members must hold the rank of associate professor or professor in the College.
2. Responsibilities: The committee shall have the responsibility to review all documentation for initial appointment to the faculty of the College as may be requested by the Dean, and subsequent petitions for promotion and make its recommendations to the Dean. The committee shall be responsible for sustaining a program that evaluates all faculty at least annually.

## **Section E. BCOM Student Performance Committee**

1. Composition and terms: Committee members shall include the BCOM Senior Associate Dean for Academic Affairs, two faculty representatives elected by the faculty with one from a basic science department and one from a clinical department, two at-large faculty representatives appointed by the Dean and additional non-voting members as may be needed to conduct the business of the committee.
2. Responsibilities: This committee shall have the responsibility of reviewing the academic performance records of all students matriculated to the College and make recommendations to the Dean regarding matters of continued matriculation, promotion, retention and graduation.
  - a. The committee may, at its discretion, consider prior disciplinary actions in its deliberations but shall not engage in disciplinary hearings.
  - b. The Dean shall appoint a chair of the committee from among its seated members.

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### **Section F. BCOM Research Advisory Council**

1. Composition and terms: The committee members shall include the Assistant Dean for Research, two at-large members elected by the faculty from a basic science department, two at-large members elected by the faculty from a clinical department, the Director of the Library, a first year medical student and a second year medical student. The Vice-President for Operations & CFO, the Associate Dean for Academic Affairs and the Associate Dean for Clinical Affairs shall be *ex officio* and non-voting members.
2. Responsibilities: This committee shall have the responsibility for making recommendations to the dean regarding all procedures germane to the conduct of research by faculty, staff and students of the college. Such procedures shall include but not be limited to the equitable use of facilities controlled by the college, distribution of intramural funds to support new and continuing projects, establishment and maintenance of student research initiatives and all other matters that may be referred to the committee by the dean.
  - a. The committee shall not be responsible for the activities of the Institutional Review Board but shall support same as may be requested.

### **Section G. BCOM Institutional Biosafety Committee**

1. Composition and terms: The committee shall have no fewer than five members appointed by the Dean of the College in consultation with the Assistant Dean for Research. Members shall be selected such that they collectively have experience and expertise in the handling and safe conduct of activities that involve the use of hazardous chemicals, biohazardous agents and recombinant or synthetic nucleic acid molecules. The following shall be *ex officio* members with voting rights: the Assistant Dean for Research, the Institutional Compliance Officer, and the Director of the Anatomy Laboratory. Two at-large members shall be selected from the faculty on the basis of their experience and expertise with hazardous and biohazardous agents. Two public members shall be selected who are not affiliated with the college and represent the interests of the surrounding community with respect to health and protection of the environment.
  - a. A facilities officer selected by the President of the College shall serve as an *ex officio* non-voting member.
2. Responsibilities: This committee shall have the responsibility for making recommendations to the dean regarding the handling and safe conduct of activities that involve the use of hazardous chemicals, biohazardous agents and recombinant or synthetic nucleic acid molecules in the college's owned or operated facilities. Such procedures as developed shall be in compliance with NIH and OSHA guidelines.
  - a. The committee shall assume such additional authority as may be required by regulatory agencies holding oversight of the college's research activities.

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## Article III: Faculty

### **Section A. Appointment Categories and Terms**

1. Faculty will be assigned to an appointment category based upon the anticipated level of participation in the delivery of the College's degree program(s). The Dean will make this assignment upon consultation with the Faculty Promotion and Evaluation Committee.
  - a. Regular Faculty

Full-time and part-time regular faculty are responsible for the quality of their contributions to the curriculum in areas of teaching, clinical practice, and research and scholarly activities. Regular Faculty devote their primary professional efforts to the affairs of the College and must be providing a minimum of 0.5 Full Time equivalent service to the College. Appointments are subject to annual renewal and the policies of the College. Regular faculty will be referred to by their rank.
    - i. The terms of initial appointments of regular faculty may be modified by mutual agreement between the faculty appointee and the College.
  - b. Affiliate Faculty

Affiliate faculty are individuals whose aggregate time of service constitutes less than 0.5 Full Time Equivalents. Affiliate faculty engage in the training of students, residents or other duly enrolled participants in academic programs sponsored by the College or may assume limited leadership roles. Appointments are for three (3) years, and will terminate without notification upon expiration of the stated appointment or contract. Reappointment for additional terms may be offered to those individuals consistently meeting the goals and objectives of the College. Affiliate faculty may identify their rank in their title and are not required to use the term "Affiliate".
  - c. Adjunct Faculty

Adjunct faculty are individuals who provide limited episodic service that constitutes less than 0.2 Full Time Equivalents in aggregate. Adjunct faculty participate in teaching, research or service programs. Appointments are for up to three (3) years, and will terminate without notification at the end of the contracted appointment term. Reappointment may be offered prior to expiration. Adjunct faculty will use the term "Adjunct" in their title preceding their rank.
    - i. Faculty providing clinical experiences for students and residents in BCOM-affiliated programs and not otherwise qualifying for Regular or Affiliate appointment will be considered Adjunct and are required to use the term "Clinical" or "Adjunct" in their title preceding their rank.

### **Section B. Faculty Rank**

1. Faculty will be assigned an academic rank at the time of their initial appointment. Consideration will be given to experience in higher education, medical education, research and scholarly activity and clinical service. Rank will be determined by the Dean of the College upon the recommendation of the BCOM Faculty Promotion and Evaluation Committee. The College recognizes the following academic ranks: Professor, Associate Professor, Assistant Professor, Instructor.
2. Faculty may petition the College for a promotion in rank upon any renewal of their appointment. Such petitions must follow the published procedures of the Faculty Promotion and Evaluation Committee in order to be considered. Approval of promotion requests shall be at the discretion of the Dean of the College upon review of the promotion material that the faculty member has submitted in support of her/his request for advancement. The submission of promotion materials must follow the procedures defined and approved by the College faculty. The Faculty Promotion and Evaluation Committee will conduct the review and make

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a recommendation to the Dean of the College. When granted, a promotion in rank takes effect with the next appointment renewal.

### **Section C. Faculty Appeals of Appointment and Promotion Decisions**

1. Faculty must be afforded the opportunity to appeal any adverse decision made by the College with regard to promotion or continuing appointment.
  - a. Faculty wishing to appeal a Promotion Decision must inform the President of the College in writing of their intent to appeal within 10 business days of receiving the Dean's decision letter.
  - b. The President of the College will appoint an *ad hoc* appeals committee of the faculty to consider any appeal regarding matters related to this Article.
  - c. The appellate procedures will be stated in the policies of the College.
  - d. The committee will report its recommendation to the President who will have sole authority to render a final determination.
  - e. The President will inform the faculty member of his decision in writing.
  - f. The President's decision is the final decision.

### **Article IV: Amendments to BCOM Bylaws**

*Subsequent to initial passage by the Executive Committee of the College, these bylaws may be amended by approval of the benefits-eligible faculty of the Burrell College of Osteopathic Medicine. Amendments that conflict with any approved policies of the College unless specifically vacated by the amendment are without effect. Proposed amendments must have been distributed to the faculty at least one calendar week before the vote is to be taken. Paper or electronic ballots will be sent out five working days prior to the vote deadline. Amendment(s) will require approval by two-thirds (2/3) of the ballots received. No provisions of this article may be suspended unless required by statute or accreditation.*

### **Article V: Subordination**

***These bylaws shall be subordinate to the Bylaws of the Board of Trustees of Burrell College of Osteopathic Medicine as amended and such equivalent documents produced by and for BCOM Investment Partners, LLC and BCOM Management, LLC.***

*Inception:  
February 16, 2018  
Amended:  
September 1, 2018*