

## College of Medicine and Life Sciences Bylaws

Approved by COMLS Dean	8-26-2022
Approved by COMLS Council	8-26-2022
Approved by COMLS Faculty	9-14-2022
Approved by UToledo BoT	12-7-2022

### Article I. Preamble: Mission, Vision, and Values

**Section 1.** The mission of The University of Toledo (UToledo) College of Medicine and Life Sciences (COMLS) is to improve the health of the communities and region we serve. The COMLS faculty do this by educating excellent clinicians and scientists, by providing patient centered, high-quality care, and by producing nationally recognized research in focused areas.

The vision statement of the UToledo COMLS is in alignment with the college's mission. The vision statement for the college is as follows: The University of Toledo College of Medicine and Life Sciences, with its partner ProMedica, is nationally recognized for education and focused research, and regionally distinguished for comprehensive clinical care.

The values of the UToledo COMLS align with the mission and vision statements and reflect the core values of professionalism, service, diversity, collaboration, and discovery.

**Section 2.** The purpose of these Bylaws is to describe and codify the organization of the college and the responsibilities and privileges of its administrative officers, faculty, and committees. College refers to The University of Toledo College of Medicine and Life Sciences (COMLS) unless otherwise stated.

The Bylaws shall be construed in a manner consistent with Federal and Ohio laws, the rules and regulations of The University of Toledo, the Ohio Department of Higher Education (ODHE), the Liaison Committee on Medical Education (LCME), the Accreditation Council for Graduate Medical Education (ACGME), the Joint Commission on Accreditation of Healthcare Organizations, and other pertinent regulatory bodies that participate in the oversight and accreditation of the COMLS. In addition, the Bylaws of the UToledo COMLS shall honor the principles of shared governance and academic freedom as essential components for the advancement of truth in research and teaching.

**Section 3.** The faculty of the COMLS uphold the principles of shared governance derived from the University Faculty Senate Constitution Article XIII and the Appendix Article IV to achieve its mission and carry out its vision. In addition, shared governance and shared responsibility for the execution of the mission, vision and values of the UToledo COMLS with the college administration and decanal staff shall occur through mechanisms such as elected faculty representation in the COMLS Council, the Faculty Committee on Rules and Regulations, and applicable policies. The core values of the college are in alignment with the principles of shared governance between the faculty and administrators based on mutual respect, transparency, commitment, and clarity of roles. Input from faculty members and/or their representatives is balanced by administrative accountability for final decisions taken. The Bylaws of the college aim to establish a framework for policies and operating procedures that reflect these college shared principles and values.

## **Article II. Organization**

**Section 1. Dean:** The Dean is Chief Executive Officer of the college, is responsible to the President for its administration, is the agent for the execution of college policy, and is charged with the general supervision of the college's interests.

Selection of the Dean: The Dean is appointed by the President. Members of the college faculty shall provide input into the selection process through existing mechanisms of shared government, such as the COMLS Council.

Responsibilities of the Dean:

- A. The Dean will represent the college at commencement and at all other public academic, professional, and other occasions in person or through designated representatives. The Dean serves as the medium of communication for official business of the college with other school authorities, the students, and the public. The Dean will sign all diplomas, certificates, requisitions, and other papers relating to the college.
- B. The Dean recommends to the UToledo President, through the Chief Academic Officer (*i.e.*, Provost), appointments to, promotions and tenure of, terminations and non-renewals of the college's faculty and staff. In these matters, the Dean shall consult with appropriate department heads or chairs and will review recommendations received from appropriate governance bodies within all programs, departments, or other units involved. A report from faculty or committees that have advised the Dean will accompany the recommendation to the Provost and President.

- C. The Dean will call meetings to report to the faculty on the work of the college and significant new policies on a regular basis, no less than quarterly, and will preside at the meetings.
- D. The Dean will be responsible for the establishment and maintenance of proper standards of instruction for the college and will recommend to the University faculty (or their elected representatives) degrees, honors and awards, and persons who have met the prescribed conditions.
- E. The Dean will prepare the budget of the college in consultation with the Chief Financial Officer and the faculty.
- F. The Dean will ensure that the rules and regulations applicable to the University faculty and by the faculty of the college are effectively and fairly enforced.
- G. The Dean will take precautions for the preservation and safekeeping of all equipment and other property listed in the inventory of the college as are appropriate.
- H. The Dean will perform such other duties as described in the college policies, rules, and regulations.

**Section 2. Associate Deans and Senior Decanal Staff:** The Dean is assisted by associate deans and senior decanal staff in administering college affairs. These positions are appointed by the Dean of the college, subject to the approval of the UToledo Provost, the President, and the Board of Trustees. The Dean shall consult with the faculty or their representatives prior to the appointment of associate deans, and other senior decanal staff, through inclusion of faculty on search committees, solicitation of feedback after candidate presentations to the faculty, and other appropriate mechanisms of shared government. The responsibilities and reporting structures for these positions are codified in the pertinent job descriptions.

**Section 3. College Departments:** The department shall be the fundamental unit of academic organization within the college and may be further subdivided into divisions or other administrative units as deemed necessary by the Dean of the college.

**Section 4. Chairs of Departments:** The Dean shall appoint the chair of each department in the COMLS, subject to the approval of the UToledo Provost, the President, and the Board of Trustees consistent with Policy 3364-72-05, Departments or Schools and Departmental or School chairs for the University Colleges, and other pertinent and applicable policies. The Dean shall consult with the faculty prior to the appointment through inclusion of faculty on search committees, solicitation of feedback after candidate presentations to the faculty and other appropriate mechanisms of

shared government. The responsibilities and reporting structures for these positions are codified in the pertinent job descriptions.

**Section 5. Faculty:** The faculty of the college consist of professors, associate professors, assistant professors, and instructors who are primarily employed by the university and are not bound by a collective bargaining agreement. Except as specifically noted, faculty refers to College of Medicine and Life Sciences Faculty.

The rights, privileges, and responsibilities of all faculty members are specified in appropriate sections of UToledo policies and the Faculty Rules and Regulations for faculty not bound by Collective Bargaining Agreements (Faculty Rules and Regulations).

Rights and responsibilities of faculty employed by entities not owned or controlled by The University of Toledo are delineated in the Faculty Rules and Regulations. These include faculty with ProMedica Practitioner appointments, Community-based appointments, Adjunct appointments, Visiting appointments, and Joint appointments.

**Section 6.** The COMLS shall support a faculty council (COMLS Council), consisting of an elected representational body of its faculty to participate in shared governance of the college. The purposes of this body include:

- A. Consideration of academic regulations and policies, curriculum, programs, and other issues of concern to the faculty of the college and its Dean;
- B. Promotion of the missions, functions and interests of the college and its faculty. The interests of the COMLS faculty are also represented in the Bylaws of the COMLS Council.

Organizational structure and committees of the COMLS Council are described in the COMLS Council Bylaws.

Meetings of the COMLS college faculty organized by the COMLS Council shall occur regularly to permit communication, participation in shared governance, and data sharing. All meetings, including special and emergency meetings will be held as delineated in the COMLS Council Bylaws, the Faculty Rules and Regulations, and the Bylaws of the UToledo Board of Trustees.

### **Article III. College Committees**

**Section 1.** The COMLS shall establish permanent standing committees and temporary committees as delineated in the COMLS Council Bylaws, Faculty Rules and Regulations, and in accordance

with the applicable policies of UToledo. The structure, function, duties, oversight, and membership of the standing committees occurs through mechanisms of shared governance as delineated by pertinent policies and responsible agents such as the Dean of the COMLS and the chair of the Committee on Committees. The COMLS standing committees are further described on the college's website: <https://www.utoledo.edu/med/dean/committees.html>. In alignment with the Liaison Committee on Medical Education (LCME), the Executive Curriculum Committee and the Admissions Committee received their operational authority through these Bylaws as delineated in Article III sections 2 and 3 of these Bylaws.

**Section 2. Executive Curriculum Committee:** The Executive Curriculum Committee (ECC) of the UToledo COMLS MD Program has ultimate authority over the undergraduate medical education (UME) curriculum and ensures continuous quality improvement towards meeting the core competences of the program. The ECC is responsible for providing oversight to the Foundational Sciences Curriculum (FSCC), Clinical Curriculum (CCC) and Curriculum Evaluation (CEC) Committees, which serve as sub-committees to the ECC. The ECC evaluates educational outcomes and makes appropriate recommendations to the curriculum subcommittees for continuous quality improvement. The ECC is the final authority for the medical school curriculum and provides no less than yearly formal updates to the faculty through the COMLS Council and to the Dean of the COMLS in conjunction with the Dean's Executive Committee. The ECC will be chaired by the Senior Associate Dean for Undergraduate Medical Education.

**Section 3. Admissions Committee:** The Admissions Committee of the UToledo COMLS MD Program, in accordance with LCME accreditation standards, has the final authority and responsibility for accepting students to the medical school in a manner that is not influenced by any political or financial factors. This authority for accepting students to the MD program includes students accepted via special pathways (e.g., early assurance programs) and the MD portion of joint-degree programs.

The Admissions Committee is authorized through these College Bylaws for oversight of the MD admissions process and with promoting fair, effective, and efficient practices for the holistic review of applicants and for the acceptance of students who will best meet the mission of the COMLS. Responsibilities of the committee include:

- A. Interviewing, along with ad-hoc interviewers from the COMLS and the Greater Toledo community, selected applicants utilizing standardized methodologies; and
- B. Evaluating the completed file of each interviewed applicant and voting based on the quality of the application; and
- C. The Admissions Committee in whole has the final authority for admissions to the COMLS MD program.

## **Article IV Adoption and Amendment**

**Section 1. Adoption:** These Bylaws will be subject to a vote of the college's faculty who are not employed by other entities (see Article VII), in coordination with the COMLS Council. The proposed Bylaws must be distributed to the faculty at least two weeks prior to the start of the voting period. The voting shall be by electronic ballot. These Bylaws will be adopted if at least two thirds of those who vote are in favor of it. The Bylaws are not effective until the additional approvals required by University Board of Trustees have been obtained.

**Section 2. Amendments:** These Bylaws may be amended by a vote of the faculty. Amendments must be proposed by the COMLS Council and distributed to the faculty at least two weeks prior to the voting. The voting may be by electronic ballot or by a general meeting of the faculty, as determined by the COMLS Council. If two thirds of the votes favor the amendment, the amendment will proceed. Amendment(s) are not effective until the additional approvals required by the University Board of Trustee have been obtained.

**Section 3.** Amendments shall be effective upon approval of the University Board of Trustees.

## **Article V. Definitions**

ACGME: Accreditation Council for Graduate Medical Education

BOT: Board of Trustees of the University of Toledo

CCC: Clinical Curriculum Committee refers to the Clinical Curriculum Committee of the Medical School

CEC: Curriculum Evaluation Committee refers to the Curriculum Evaluation Committee of the Medical School

COMLS: University of Toledo College of Medicine and Life Sciences

COMLS Council: The elected representative body of the COMLS faculty, created to promote the missions, functions and interests of the college and its faculty, and to participate in such aspects of shared governance.

Dean: The Dean of the COMLS, unless otherwise indicated.

ECC: Executive Curriculum Committee refers to the Executive Curriculum Committee of the Medical School

Faculty Rules and Regulations: Refers to the Faculty Rules and Regulations for faculty not bound by Collective Bargaining Agreements in the College of Medicine and Life Sciences and College of Health and Human Services as approved by the Board of Trustees.

FSCC: Foundational Sciences Curriculum Committee refers to the Foundational Sciences Curriculum Committee of the Medical School

LCME: Liaison Committee on Medical Education

MD: Doctor of Medicine

UME: Undergraduate Medical Education

UToledo: The University of Toledo

Adopted: *Approved by the Board of Trustees 12/7/22*