

THE CITY COLLEGE OF NEW YORK

Governance Plan for the CUNY School of Medicine

MISSION STATEMENT

The mission of The CUNY School of Medicine (“SOM”) is to produce broadly-educated, highly-skilled medical practitioners to provide quality health services to communities historically underserved by primary care practitioners. The School will recruit and educate a diverse, talented pool of students to the MD and Physician Assistant programs, expanding access to medical education to individuals from underserved communities, of limited financial resources, and of racial/ethnic backgrounds historically underrepresented in the medical profession.

ORGANIZATION AND GOVERNANCE

ARTICLE I: Dean

The Dean will be the chief academic and administrative officer of the SOM. The Dean will have general responsibility to develop, implement and administer the SOM degree programs and will report to the President of the City College of New York (the “President”). The Dean may appoint Associate Deans and Assistant Deans to assist with carrying out his/her responsibilities.

ARTICLE II: Faculty Council

Section 2.1 Responsibilities of the Faculty Council

The Faculty Council will work with the Dean to formulate educational policy for the SOM and to develop standards for admission, academic performance and degree requirements for students.

Section 2.2 Meetings of the Faculty Council

- a. All faculty members, including affiliate faculty members of the Department of Clinical Medicine and adjunct faculty, will be members of the Faculty Council. Voting membership will include all full-time faculty employed by the SOM. Members of the Department of Clinical Medicine and adjunct faculty members will be eligible to participate in meetings and all deliberations of the faculty, with voice but without vote on any business, and will be eligible to serve on special committees of the faculty. A majority of voting members will constitute a quorum for the purposes of conducting business. The Faculty Council will elect a Secretary from among its members, who will be responsible for preparing minutes and posting the agenda electronically.
- b. The Dean will convene the Faculty Council to meet at least twice per semester (four times per

academic year). The Dean will preside at meetings of the faculty, or in his/her absence, an Associate Dean designated by the Dean will preside. Special meetings of the Faculty Council may be convened by the Dean, the Executive Committee or by petition of at least 20% of the voting members of the Faculty Council.

- c. Notice of time, place and agenda of both regular and special meetings will be posted at least one week before the date of the meeting. Minutes of the Faculty Council meeting will be appended to the agenda of the succeeding meeting for approval. At special meetings, the business conducted will be confined to the purpose for which the meeting was called.
- d. The order of business set forth for a regular meeting of the Faculty Council may be altered or suspended on motion and approval by a vote of two-thirds (2/3) of the members of the Faculty Council present and voting at any meeting where a quorum is present.
- e. All meetings will be governed by the most recent edition of Robert's Rules of Order, except that no action may be taken by the Faculty Council or any of its Standing Committees unless there is an affirmative vote of a majority of all of its members.
- f. Agendas and minutes of all Faculty Council meetings will be archived via electronic posting to the School's intranet and shared drive, or other appropriate means.

ARTICLE III: Standing Committees

Section 3.1 General Guidelines for Committees Other than the Executive Committee

- a. Each standing committee shall report to the Executive Committee at least twice annually on matters of policy and matters requiring administrative action and/or implementation. Committee reports shall be presented to the Executive Committee in the form of a concise summary emphasizing actions recommended.
- b. The Executive Committee will appoint the Chair and members of all standing committees, with the advice and consent of the Dean. Except for the Admissions Committee, whose membership is described below, the Executive Committee will determine the size of the other standing committees. Faculty will constitute the majority of the voting membership of standing committees. Those committees will be comprised of at least one representative of each department and at least one student where authorized below, and such ex-officio, non-voting administrators whom the Dean designates.
- c. In addition to the standing committees, the Executive Committee, with the advice and consent of the Dean, may establish special ad hoc committees as necessary.
- d. The terms of service of members of standing committees will be three (3) years. The initial

appointments to standing committees shall be staggered (1, 2 or 3-year terms) in order to maintain continuity of membership and ensure that committees will have a turnover of no more than one-third of their members annually.

- e. Any member who misses three (3) consecutive meetings of a committee without valid excuse will be subject to replacement by the Executive Committee upon receipt of such report from the committee chair.
- f. Individuals designated as committee chairs must be full-time members of the faculty of the SOM, except that they may not be members of the Department of Clinical Medicine. Neither the chair nor other members of standing or ad hoc committees need be members of the Executive Committee. No faculty member may serve on more than two standing committees.
- g. The faculty membership of all standing committees should include representation from all SOM departments when possible.
- h. Where mandated below, standing committees of the SOM will have representation from the SOM student body. The Executive Committee, with the advice and consent of the Dean, will appoint student representatives to standing committees from the student representatives elected in a slate by the student body in the numbers indicated below, and may appoint student representatives to ad hoc committees in numbers it determines are appropriate based upon the nature and purpose of the respective committee. Each student representative to each committee will have both voice and vote, and be counted in quorum calls.
- i. The Physician Assistant program will have its own standing committees separate from those of the MD program, in accordance with the guidelines of the program's accrediting body. The Executive Committee will appoint the Chair and members of those standing committees, with the advice and consent of the Dean.
- j. The standing committees may adopt operating procedures as they deem appropriate.

Section 3.2 Executive Committee

- a. Responsibilities: The Executive Committee will transact the business of the SOM in between meetings of the Faculty Council and will meet at least monthly. The Dean will consult with the Executive Committee on the allocation of institutional resources, research and training grants, exchange programs, and awards and honors for students and faculty. The Executive Committee may establish and charge special ad hoc committees as it may deem necessary, including a committee to review this Governance Plan for possible amendments periodically.
- b. Membership: The Dean will serve as chair and will be ex-officio with voice but without vote except to break a tie. In addition, the Executive Committee will include:

- 1) All SOM Department Chairs
- 2) One faculty member from each department, and the Physician Assistant program, with ten or fewer full-time faculty, and two faculty members from each department with eleven or more to be elected by the Faculty Council from a slate of selected or self-nominated faculty presented by each Department
- 3) Two representatives of the Affiliate Faculty, with vote, to be appointed by the Chair of the Department of Clinical Medicine in consultation with the Dean
- 4) Associate and Assistant Deans of the SOM as ex-officio members with voice but without vote.

The Dean may invite other administrative officers of the SOM to attend meetings of the Executive Committee; these individuals will not be members of and will not have a vote on the Executive Committee.

- c. Term / Elections: The term of office of elected members will be three (3) years. Elections to the Executive Committee will be held at a meeting of the Faculty Council during the month of May. Members of the Faculty Council will be appointed by the Executive Committee to fill vacancies arising mid-year, until an election to fill the vacancy is conducted at the next meeting of the Faculty Council.
- d. Meetings:
 - 1) The Dean will schedule meetings of the Executive Committee and prepare agendas for meetings. Notice of time, place, and agenda of both regular and special meetings will be posted electronically at least one (1) week before the date of the meeting. At special meetings, the business conducted will be confined to the purpose for which the meeting was called.
 - 2) A quorum for the purpose of transaction of the business of the Executive Committee will be a simple majority of the eligible voting members. No proxies will be permitted either for quorum call or for voting.

Section 3.3 Curriculum Committee

- a. The Curriculum Committee will provide oversight of curriculum development, implementation and review, based on the medical education mission of the School. Functions will include the regular and systematic review of each medical school course, including educational objectives, curriculum design, course organization and assessment; the review and approval of new courses and changes to the curriculum; development of academic policies and acting on recommendations from subcommittees.

- b. The Committee will meet monthly. It will recommend changes in course and curricular content, policies and procedures. It also will collaborate with the Student Academic Progress Committee to assure uniformity of policies and assessment methods.

Section 3.4 Student Academic Progress Committee (“SAPC”)

The SAPC will monitor and assess students’ records for compliance with the program’s academic requirements, and assess student preparedness to advance at each level of the curriculum and to graduate. The Committee will report annually to the Dean and the Deputy Dean for Medical Education on all students with regard to promotion, non-promotion, requirement to repeat a year, reassessment, disciplinary action, leaves of absence or dismissal for academic or other reasons, and will recommend to the Dean candidates for the awarding of degrees. The SAPC will also examine and address allegations of student misconduct and/or unprofessional behavior, including Honor Code violations, and will advise the dean and leadership on exercises and initiatives to promote professionalism among students.

Section 3.5 Committee on Student Appeals

The Appeals Committee is charged to review all student appeals referred to it and to determine whether such appeals have merit and should be granted.

Section 3.6 Council on Inclusive Excellence

The Council on Inclusive Excellence is charged to develop short- and long-term recommendations and initiatives to foster a workplace and educational environment that is welcoming, integrative and supportive of all members of the SOM, and to provide leadership for implementing strategic initiatives to advance the School’s longstanding mission as it relates to diversity, inclusion and excellence. Reporting to the Dean, the Council will monitor and provide leadership for initiatives that support personal and professional excellence, and promote inclusiveness and equity in opportunities for recruitment, retention and advancement of all members of the CSOM.

The School’s Executive Committee shall appoint the members of the Council from a slate of candidates presented by the Dean and the diversity officer of the CSOM. The Council shall be chaired by the CSOM’s diversity dean. Membership will include a minimum of: one full-time faculty representative from each academic department and the Physician Assistant program, four representatives of the full-time administrative staff (HEO series, classified staff, research assistant/associate, IT or CLT titles), and one student representative to be designated by the Student Inclusive Excellence Council. Members shall include at least one representative each from the Office of Student Affairs, Office of Admissions, and Office of Academic Affairs. Where possible, there shall be no more than two members from the same department or administrative unit.

ARTICLE IV: Admissions Committee

Section 4.1 Responsibilities: The Admissions Committee is charged to select and admit students to the SOM, and to establish and revise admissions policies and procedures as appropriate. The Director of Admissions will present proposed policy changes to the Admissions Committee for

discussion and approval.

Section 4.2 Voting: All final decisions about admission of applicants will be made by the voting membership of the Admissions Committee. Faculty will constitute the majority of the voting membership of the Committee; no vote may be taken in any convened meeting where faculty does not constitute a voting majority.

Section 4.3 Membership: Membership of the Admissions Committee will include a minimum of: three (3) basic sciences faculty, three (3) clinical faculty, including at least one clinical faculty member from the primary clinical partner, three (3) at-large faculty and/or staff, and one (1) medical student elected annually by the student body. Ex-officio, non-voting members will include: Associate Dean for Student Affairs, the Assistant Deans for Basic Science Curriculum and for Clinical Curriculum, and representation of the administrative leadership of the Office of Admissions (e.g. the Executive Director, Director and Associate Director of Admissions. The ex-officio and student members will participate with the committee when issues related to policies are discussed and/or voted upon.

Section 4.4 Chair: The initial chair of the Admissions Committee will be a faculty member appointed by the Executive Committee, with the advice and consent of the Dean. Subsequent chairs will be elected by vote of the Committee members.

ARTICLE V: Personnel and Budget Committee (“P & B Committee”)

5.1 Membership: The P & B Committee will operate in accordance with the Bylaws of the Board of Trustees of the City University of New York. The Dean will serve as chair and will be ex-officio with voice but without vote. In addition, the P & B Committee will include:

- a. All SOM Department Chairs
- b. One faculty member from each department, and the Physician Assistant program, with ten or fewer full-time faculty, and two faculty members from each department with eleven or more faculty, to be elected by the Faculty Council from a slate of selected or self-nominated faculty presented by each Department
- c. Two representatives of the Affiliated Faculty, with vote to be appointed by the Chair of the Department of Clinical Medicine in consultation with the Dean
- d. The Associate and Assistant Deans of the SOM as ex-officio members with voice but without vote.

5.2 Duties: The duties of the P & B Committee will include reviewing and making recommendations to the Dean on faculty appointment, reappointment, promotion, and tenure, the appointment of Distinguished Professors and Named Chairs, applications for fellowship and other

leaves, and the creation, merger or abolition of SOM Departments. The recommendations of the P & B Committee regarding appointments, reappointments, promotion and tenure will be subject to review by the College-wide P & B Committee, and the final decision will rest with the President.

ARTICLE VI: Departments

Section 6.1 Establishment of Departments

- a. Departments of the SOM will include all academic departments approved by the CUNY Board of Trustees. .
- b. The Department of Clinical Medicine will serve as the academic home for faculty in clinical disciplines who provide oversight of students' clinical instruction. Clinicians in Affiliated faculty titles, including but not limited to the Affiliated Medical Professor series titles, will be appointed to the Department of Clinical Medicine. Affiliated faculty members will include licensed health care professionals who are employees of affiliated hospitals and health centers and who do not receive compensation from nor have employment status at CUNY.
- c. Departments of the SOM may be created or abolished upon the recommendation of the Dean and with the approval by affirmative vote of two-thirds (2/3) of the members of the Executive Committee at a meeting for which the subject will have been noted on an agenda distributed at least one week in advance. Establishment of new departments will be made in accordance with the bylaws and policies of the CUNY Board of Trustees.

Section 6.2 Department Chairs

The Dean will appoint Department Chairs in consultation with the applicable department and may appoint Deputy Chairs in consultation with the applicable department. Chairs will have the authority and responsibilities described in Article 9.3 of the Bylaws of the CUNY Board of Trustees.

Section 6.3: Clinical Professors, Lecturers and Distinguished Lecturers

The Dean is authorized to appoint faculty members in the titles of clinical professor, lecturer, or distinguished lecturer either to specific departments or generally to the SOM.

ARTICLE VII: Amendment of the Governance Plan

Section 7.1 Amendments to this Governance Plan of the SOM may be proposed by a petition or affirmative vote of 20% of the voting members of the Faculty Council, by proposal of the Executive Committee, or by an ad hoc committee appointed by the Executive Committee to review the Governance Plan. Amendments may be adopted by an affirmative vote of two-thirds (2/3) of the

members of the Faculty Council provided that the text of the proposed amendment has been sent in writing to every member of the Faculty at least one week before the meeting at which the proposed amendment is to be considered.

Section 7.2 Adopted amendments are subject to the approval of the CUNY Board of Trustees before they become effective.

Section 7.3 The Executive Committee will appoint an ad hoc committee to review the Governance Plan periodically for possible revisions.

*Approved by the CUNY Board of Trustees March 21, 2016, and effective July 1, 2016
Amendments approved by vote of the School of Medicine Faculty Council September 26, 2016;
February 21, 2017 and September 14, 2017.*