

Burrell College of Osteopathic Medicine

Bylaws of the Burrell College of Osteopathic Medicine

Approved by the Faculty
As Amended 06.26.2024

Article I: Organization

Section A. Name and Purpose

1. The Burrell College of Osteopathic Medicine (the “College” or “Burrell 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 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:
The Burrell College of Osteopathic Medicine educates a diverse osteopathic physician workforce committed to improving the quality and access to healthcare in underserved communities.

¡Para la gente y el futuro! For the people and the future!

The College shall seek to have its students accomplish the following objectives through the Doctor of Osteopathic Medicine degree program:

- a. Objective I
Integrate knowledge and skills acquired from the biomedical, clinical, social, and behavioral sciences to provide patient care in a supervised setting;
- b. Objective II
Demonstrate competence in the skills of osteopathic manipulative treatment and the application of osteopathic philosophy in patient care;
- c. Objective III
Demonstrate professionalism, characterized by honesty, integrity, ethical behavior, empathy, and responsibility;
- d. Objective IV
Communicate effectively with patients, families, faculty, peers, and other members of the healthcare team;
- e. Objective V
Critically appraise, evaluate, and apply scientific evidence to inform patient care and research;
- f. Objective VI
Demonstrate awareness of the roles and interactions of professionals within the healthcare system and identify resources to optimize patient care at the individual and community levels;
- g. Objective VII
Identify the specific healthcare needs of diverse populations and the ways in which the medical community responds.

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

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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 chair, appointed by the Dean, who shall have authority over the day-to-day operations of the department.
 - Anatomy and Cell Biology
 - Biomedical Sciences
 - Clinical Medicine
 - Osteopathic Manipulative Medicine
 - Physiology and Pathology
 - Pre-Clinical Medicine
 - 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
 - Community-Based Learning
 - Evaluation and Assessment
 - Dean of the College
 - Enrollment Services
 - Faculty Affairs
 - Graduate Medical Education
 - Library Services
 - Pre-Clinical Education
 - Campus Dean of any approved additional location
 - Research
 - Student Affairs

Each administrative department may include such divisions as are needed to affect 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, all elected committee members shall serve a term of one year that shall commence

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on July 1. There shall be no term limits. 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. All committee or council membership shall have at least one faculty representative from each additional location, as applicable.

3. Meetings: Committees and councils shall meet as often as necessary, but not less than four times per academic 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, 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. Burrell College Executive Committee

1. Composition and terms: The College's 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 College's Executive Committee.
 - a. The chair of the Faculty Council shall be a voting 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 department head of Enrollment Services, five at-large members of the faculty at least two of whom are basic science faculty and two clinical faculty at least one of whom is an osteopathic physician, and a medical student selected at-large from the second-year class of the College

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to serve on the Council during their third year of medical school. Faculty membership shall include representation from each additional location, as applicable. 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 department head of 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 Associate Director of Admissions shall be a non-voting, *ex-officio* member of the committee.
 - c. The chair(s) of any selections sub-councils appointed by the Council chair shall be *ex officio* members of the Council.
 - d. The Dean shall appoint a chair from among the elected members of the council.
 - e. Faculty are elected to three-year terms that are staggered so that no more than two faculty are replaced in any election year. If a faculty member is unable to fulfill the length of their term, then the Dean will appoint a new faculty member to fulfill the remainder of the term.
 - f. Faculty may serve no more than two consecutive elected terms on the council. A faculty member who has served two full terms (six years) must sit off the committee for two years before seeking re-election but may serve on any sub-councils in the intervening time-period.
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 and procedures of such sub-councils shall be determined by this Governance Council.

Section C. Curriculum Committee

1. Composition and terms: Committee members shall include two Burrell College student body representatives (one representative from OMS I or OMS II and one representative from OMS III or OMS IV), three Burrell basic science faculty and three Burrell clinical faculty. Faculty membership shall include representation from each additional location, as applicable. 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 College faculty.
 - i. The term of appointment shall be for three years with one basic science faculty and one clinical science faculty elected for three successive staggered terms.
 - c. The Associate Dean of Academic Affairs, the Associate Dean of Clinical Education, and the Assistant Dean of Evaluation and Assessment, shall be *ex officio*, 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

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and facilities for the proper execution of the educational programs according to accreditation standards.

Section D. Burrell College Faculty Appointment and Promotion Committee

1. Composition and terms: This committee shall consist of six members of the faculty. Members shall be elected by the faculty of the college to serve staggered terms of three years each with two members elected each year. There shall be no term limits. Elections shall be structured so that at no time shall there be fewer than two clinical faculty and two basic science faculty on the committee. Faculty membership shall include representation from each additional location, as applicable. One elected member shall be appointed by the Dean 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.

Section E. Burrell College Student Performance Committee

1. Composition and terms: Committee members shall consist of five faculty representatives elected by the faculty with at least one basic science faculty and at least one clinical faculty. Two additional, at-large faculty representatives will be appointed by the Dean and any additional non-voting members as may be needed to conduct the business of the committee. Faculty membership shall include representation from each additional location, as applicable.
 - a. The Department Head of Student Affairs or their designee, shall be an *ex officio*, non-voting member.
 - b. An Office of Clinical Education representative shall be an *ex officio*, non-voting member for any OMS III or OMS IV student appearing before the committee.
 - c. Elected committee members shall serve staggered terms of three years with at least one member elected each year.
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 enrollment, 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. In the absence of the chair, the Dean shall appoint another member of the committee to act in the chair's absence.

Section F. Burrell College Research Advisory Council

1. Composition and terms: The committee members shall include the Assistant Dean for Research, two basic science faculty at-large members elected by the faculty, two clinical medicine at-large members elected by the faculty, the Director of the Library, a first-year medical student and a second-year medical student. Faculty membership shall include representation from each additional location, as applicable. The Vice-President of Administration & CFO, the Associate Dean of Academic Affairs, the Associate Dean of Clinical Education, the Director of Student Research, and the Director of Research Laboratories shall be *ex officio* and non-voting members. The elected faculty members will serve for a 3-year term.
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.

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- 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. Burrell College 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 of Research. Faculty membership shall include representation from each additional location, as applicable. 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 of Research, the Director of the Anatomy Laboratory, and the Bioscience Research Laboratory Manager. Two at-large members shall be selected from the faculty on the basis of their experience and expertise with hazardous and biohazardous agents to serve staggered three-year terms. 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. Public members shall be appointed to renewable one-year terms.
 - a. The Institutional Compliance Officer and the Assistant Vice-President for Administration shall serve as *ex officio* non-voting members.
 - b. The Dean may appoint additional voting or non-voting members to the committee, including alternate members, as needed in order to fulfill the obligations of the institution upon consultation with the Chair of the committee.
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.

Section H. Burrell College Faculty Development Advisory Council

1. Composition and terms: Council members shall include at minimum the Assistant Dean for Faculty Affairs, two basic science faculty at-large members elected by the faculty, two clinical faculty at-large members elected by the faculty, one representative from Student Affairs, and one Librarian. Faculty membership shall include representation from each additional location, as applicable.
 - a. The Dean shall appoint a chair from among its seated members, in consultation with the Faculty Council.
 - b. The Dean may also appoint other non-voting members to the Council to represent various perspectives within the College as deemed appropriate.
 - c. Faculty are elected to two-year terms that are staggered so that no more than two faculty are replaced in any election year. If a faculty member is unable to fulfill the length of their term, then the Dean will appoint a new faculty member to fulfill the remainder of the term.
2. Responsibilities: This Council will discuss and provide recommendations to the Dean regarding the content and scheduling of institutional faculty development opportunities, evaluation of institutional faculty development activities, distribution of resources to support institutional faculty development opportunities, establishment and maintenance of faculty mentoring and peer evaluation programs as they relate to the teaching effort, and other matters that may be referred to the Council. Efforts and recommendations of this Council may provide additional support for individual and/or departmental faculty development needs.

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Section I. Burrell College Institutional Review Board

1. Composition and terms: The Institutional Review Board shall be appointed by the Authorized Institutional Official (IO) for Research as required by federal regulations and in conformity with the policies of the College. The College's IRB at minimum shall be composed of at least five members with varying backgrounds to promote complete and adequate review of research activities commonly conducted at the College. Faculty membership shall include representation from each additional location, as applicable. Membership should include: gender and cultural diversity; representation from more than one profession; representation from biomedical and behavioral sciences; at least one member trained in and licensed to practice osteopathic medicine; at least one member whose primary concerns are in scientific areas; at least one member whose primary concerns are in nonscientific areas; at least one member who is not affiliated with the institution and who is not part of the immediate family of a person who is affiliated with the institution; and alternate members who are appointed to assume the responsibilities of regular members in the event that a regular member is unable to attend a meeting or recuse her/himself from IRB deliberations.
 - a. Nomination and Appointment of Board: The appointment procedures for IRB members conform with Federal Regulations. Nominations for membership may be made by Department Chairs, Faculty Council, Staff Council, or self-nomination. Prospective members may also be identified by the IRB Chairperson and staff who are familiar with the nature and demands of the IRB. The IRB Board Members are appointed by the Authorized Institutional Official (IO) for Research in consultation with the Dean and appropriate Associate and/or Assistant Deans. The IRB Chairperson is appointed from the Regular Membership by the IO. The Vice-Chair is appointed from the regular membership by the IO in consultation with the Chairperson and the membership of the IRB. The IO may appoint Alternate Board Members. The IO does not serve as a voting member on the IRB.
2. Responsibilities: The Institutional Review Board is responsible for overseeing the safe conduct of human research at the college and implementing the rules and regulations attendant to such activities as may be required by regulatory authority.

Article III: Faculty

Section A. Appointment Categories and Terms

1. The Dean or designated official will assign members to an appointment category based upon their anticipated level of participation in the delivery of the College's degree program(s). Faculty appointment categories are separate from employment status.
 - a. Regular Faculty

Full-time and part-time regular faculty are responsible for the quality of their contributions to the osteopathic medicine program and contribute to the College through a combination of teaching, service, scholarly activities, and clinical practice. Regular Faculty provide 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 assume limited leadership roles in the osteopathic medicine program and contribute to the College through administration, teaching, scholarly activities, and/or service activities. Affiliate Faculty provide a minimum of .2 FTE, but less than .5 FTE and serve in administrative or leadership roles as identified by the Dean (e.g. Regional Assistant Dean, Clerkship Director, Course Director). Appointments are for up to one year and will terminate without notification upon expiration of the stated appointment term. Reappointment for additional terms may be offered to those

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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 service that constitutes less than 0.5 Full Time Equivalents in aggregate. Adjunct faculty participate in teaching, scholarly activities, and/or service activities that contribute to the College. Adjunct appointments are for up to three (3) years, and will terminate without notification at the end of the contracted appointment term. Reappointment for additional terms 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 Burrell 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 College’s Faculty Appointment and Promotion 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 Appointment and Promotion 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 Appointment and Promotion Committee will conduct the review and make 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 Burrell College 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

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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
October 10, 2018
May 29, 2019
July 12, 2019
October 16, 2019
March 9, 2020
November 12, 2020
May 20, 2021
August 20, 2021
August 12, 2022
September 15, 2022
June 30, 2023
April 19, 2024*