

BURRELL COLLEGE of HEALTH SCIENCES

College Bylaws

Approved 04.21.2026; Effective 07.01.2026

Article I: Organization

Section A. Name, Purpose, and Structure

1. The Burrell College of Health Sciences (the “College” or “Burrell College”) is a private graduate institution offering health-related programs as may be determined by its governing board. The College is accredited by the Higher Learning Commission.
2. The Burrell College of Health Sciences has the following mission:
The Burrell College of Health Sciences educates a diverse osteopathic physician and healthcare 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!
3. The College shall seek to have its students accomplish the identified programmatic learning objectives for each of its degree programs offered.

Section B. Administration

1. The President/CEO is responsible for the hiring of the Provost and the Chief Academic Officer(s)/Dean(s) of the College’s schools.
2. The Provost provides the academic administration of the College and reports to the President. The Provost is responsible for assuring adequate and equitable systems exist for the procurement and allocation of academic resources in support of the College’s academic programs as may be required to advance student success. The Provost provides strategic direction and guidance for all academic affairs, academic support functions, and research activities of the College.
3. The Provost is responsible for the development, management, and implementation of academic resource allocation and budgeting processes.
4. The Provost is responsible for recommending to the President the assignment of academic degree programs to the appropriate school, consistent with accreditation requirements and institutional policy.
5. The Provost may appoint vice presidents, directors, and other administrative personnel as necessary to execute the academic and business functions of the College. All such appointments must comply with policies established and approved by the Burrell College Board of Trustees. The Provost shall prepare and maintain an organizational scheme that clearly delineates authority and responsibility for academic and academic-related administrative functions.
6. In the event of a Provost’s temporary absence, incapacity, or vacancy in the position, the President reserves the right to delegate the duties and responsibilities of the Provost.
7. In the event of a school Dean’s temporary absence, incapacity, or vacancy in the position, the Provost will assume described duties of the school Dean in accordance with accreditation policies, unless otherwise delegated by the President.

Section C. Officers of the Schools of the College

1. The College’s schools are established by the Board of Trustees and administered by a Dean. The Dean is the fiduciary of the school and acts as the chief academic officer for that school. The Dean reports to the Provost, unless otherwise delegated. The Dean is responsible for the development, management, and evaluation of the administrative affairs and academic programs of their school. The Dean shall be responsible for maintaining proper relationships with programmatic accrediting agencies, professional organizations, and associations related to the educational programs of the school.

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Section D. Schools and Administrative Offices of the College

1. The College's schools and administrative offices form the overall administrative units of education, research, scholarly activity, and student support within the College and possess the authority and responsibility for administering their areas in accordance with these bylaws, their departmental procedures, and general policies of the College.
2. Each school/administrative office shall be overseen by the Provost, or an individual appointed by the Provost, who shall have authority over the day-to-day operations. The College shall maintain the following schools and administrative offices:
 - School of Osteopathic Medicine (Burrell-SOM)
 - Provides oversight for the Doctor of Osteopathic Medicine degree program and associated academic departments within the school.
 - School of Health Professions (Burrell-SHP)
 - Provides oversight of health-related programs and associated academic departments within the school.
 - Office of Faculty Affairs
 - Manages faculty recruitment, appointment, and promotion processes, and compliance with institutional policies related to faculty governance and performance evaluation.
 - Office of Institutional Effectiveness
 - Leads strategic planning, data analytics, accreditation compliance, and performance measurement to ensure institutional goals are met and continuous improvement is achieved.
 - Library Services
 - Maintains academic resources, research support, and information literacy programs for students and faculty, ensuring access to digital and physical collections aligned with curricular needs.
 - Office of Research
 - Promotes and oversees research activities, including grant development, compliance with regulatory standards, research ethics, and fostering a scholarly environment.
 - Office of Student Services
 - Student Services oversees enrollment services, academic and career advising, student wellness, financial aid support, and co-curricular programs to promote student success and engagement throughout the learner lifecycle.
2. Each school/administrative office may include such divisions and personnel as needed to affect efficient workflow for the department to achieve its obligations.

Section E. Committees and Councils

The College shall impanel such committees and councils as are needed to provide counsel to the President and/or Provost 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 President or Provost 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 President or Provost of the College and will provide a report on her/his committee's or council's activities to the Senior Executive Committee of the College.
2. Composition and Terms: Appointments to the College's committees and councils shall be made by the President or Provost in consultation with the committee or council chair and in accordance with

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these bylaws. As stated in these bylaws, committee or council members may be elected to their positions by the faculty. 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. Committee or council membership shall include faculty representation from additional locations, as applicable.

3. Meetings: Committees and councils shall meet as often as necessary, but not less than once per academic year, unless otherwise specified, 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 President or Provost of the College. The 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 Provost for distribution to the Senior Executive Committee of the College.
4. Unless otherwise stipulated in these bylaws, a quorum shall consist of three members, with at least two-thirds being faculty, who must also cast at least two-thirds of all votes.
5. 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 Senior Executive Council

1. Composition and terms: The College's Senior Executive Council shall be comprised of the President, Provost, and the department head of each school/administrative office as identified in Article I, Section D.2 of these bylaws. These members shall be considered *ex officio* to the committee. The President or Provost of the College may make such additional appointments as needed. Such appointments will be subject to majority approval of the *ex officio* members. The President or Provost of the College shall serve as chair of the College's Senior Executive Council.
 - a. The chair of the Faculty Council shall be a voting member of the Senior Executive Council.
 - b. The chair of the Staff Council shall be a voting member of the Senior Executive Council.
2. Responsibilities: The responsibilities of the Senior Executive Council shall be to foster, support, and maintain excellence in all aspects of the academic programs of the College. Members of this council 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 President or Provost of the College on such matters as are brought before them by the other standing and ad hoc committees or councils of the College, Schools, and the academic leadership.

Section B. Burrell College Academic Program Review Oversight Committee

1. Composition and terms: Committee members shall include at minimum the Vice President of Institutional Effectiveness, Burrell-SOM Assistant Dean of Medical Education, and Director of Institutional Effectiveness. These members are ex-officio with voting rights. This committee shall also consist of two ad-hoc college faculty and, at the Chair's option, at least one external reviewer not affiliated with the institution.
 - a. The Vice President of Institutional Effectiveness shall chair the committee.
 - b. The Provost may also appoint other non-voting members to the committee to represent various perspectives within the College as deemed appropriate.

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2. Responsibilities: This Committee evaluates academic program reviews submitted by the academic programs of the College. The committee's evaluation provides a summary regarding the program's quality, along with formative feedback for programmatic improvement purposes.
3. This committee shall meet on an ad-hoc basis according to program review cycles.

Section C. 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 Provost 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 Provost, and subsequent petitions for promotion and make its recommendations to the Provost.

Section D. Burrell College Faculty Development Advisory Council

1. Composition and terms: Council members shall include at minimum two basic science faculty at-large members elected by the faculty, two clinical faculty at-large members elected by the faculty, and one Librarian. Faculty membership shall include representation from each additional location, as applicable.
 - a. The Burrell-SOM Assistant Dean of Medical Education shall serve as the ex-officio chair with voting rights.
 - b. The Provost 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 Provost will appoint a new faculty member to fulfill the remainder of the term.
2. Responsibilities: This Council will discuss and provide recommendations to the Provost 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.

Section E. Burrell College Institutional Biosafety Committee

1. Composition and terms: The committee shall have no fewer than five members appointed by the Provost 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, one Director of the Burrell-SOM Anatomy Laboratories, 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

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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 Provost 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 Provost 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.
3. The committee shall meet at least annually and as necessary for research protocol review.

Section F. 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 Program Directors, 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 Provost and appropriate administrative leadership. 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 of 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.
3. The committee shall meet at least annually and as necessary for research protocol review.

Section G. 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, and two enrolled students with one from each

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- additional location. Faculty membership shall include representation from each additional location, as applicable. The CFO, the Burrell-SOM Associate Dean of Academic Affairs, the Burrell-SOM Associate Dean of Clinical Education or designee, and the Director of Student Research shall be *ex officio* and non-voting members. The elected faculty members will serve for staggered 3-year terms.
2. Responsibilities: This committee shall have the responsibility for making recommendations to the Provost 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 Provost.
 - a. The committee shall not be responsible for the activities of the Institutional Review Board but shall provide support as requested.

Article III: Faculty

Section A. Appointment Categories and Terms

1. The Provost 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 degree programs and contribute to the College through a combination of education, 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, scholarship, and/or service. Affiliate Faculty provide a minimum of .2 FTE, but less than .5 FTE and serve in administrative or leadership roles as identified by the Provost or school 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 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.

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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 school 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 school Dean 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 school Dean. 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 Provost or President of the College in writing of their intent to appeal within 10 business days of receiving the school Dean's decision letter.
 - b. The Provost or 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 Provost or President who will have sole authority to render a final determination.
 - e. The Provost or President will inform the faculty member of his decision in writing.
 - f. The Provost or President's decision is the final decision.

Article IV: Amendments to Burrell College Bylaws

Subsequent to initial passage by the College's Board of Trustees, these bylaws may be amended by approval of the benefits-eligible faculty of the Burrell College of Health Sciences. 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 Health Sciences, as amended.

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