TEXILA AMERICAN UNIVERSITY

COLLEGE OF MEDICINE

Faculty Bylaws

Contents

Defenitions

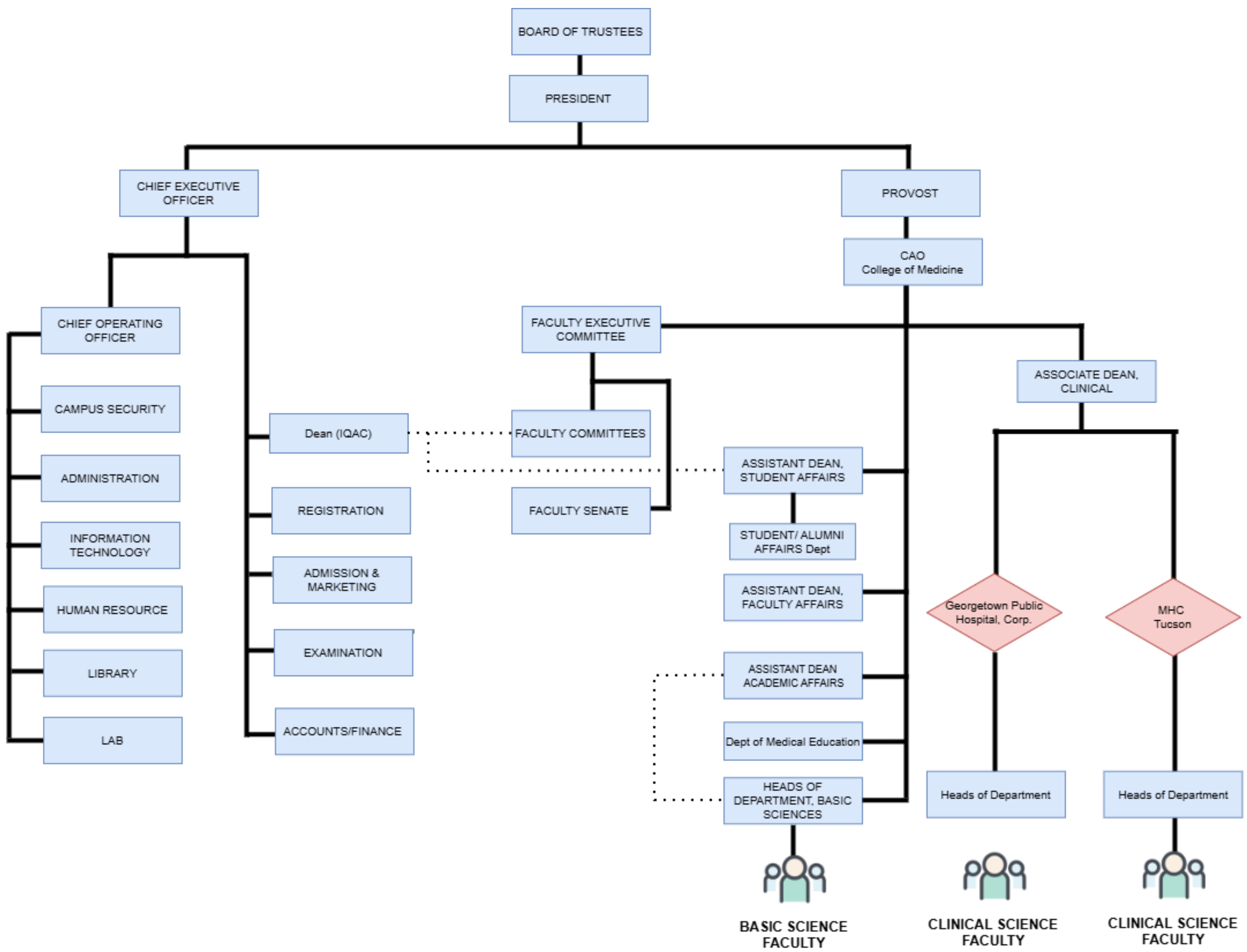
1. The following definitions apply throughout this document to ensure clarity and consistency:
2. Academic Year: The official instructional period as defined by the College of Medicine, typically divided into semesters.
3. Accrediting Agencies: External bodies that evaluate and certify the quality of medical education, such as CAAM-HP (Caribbean Accreditation Authority for Education in Medicine and other Health Professions) and ACCM (Accreditation Commission on Colleges of Medicine).
4. Board of Trustees: The governing body responsible for overall oversight and strategic direction of the University, including the appointment of senior leadership.
5. Chairperson: The designated head of a committee or department, appointed to lead its meetings, oversee its functions, and represent it in official matters.
6. Clinical Faculty: Licensed physicians affiliated with TAU COM's clinical sites who are responsible for the supervision and education of students during their clinical rotations.
7. College of Medicine (COM): Refers to the Texila American University College of Medicine, which administers the MD program and other academic offerings in the field of medicine.
8. Conflict of Interest: A situation where a person's personal, financial, or professional interests may compromise or appear to compromise their impartiality in university-related decision-making.
9. Dean: The chief academic and administrative officer of the College of Medicine, responsible for its overall leadership, strategy, and compliance with academic and accreditation standards.
10. Faculty: All individuals appointed to teach, engage in academic advising, participate in research, or hold academic administrative responsibilities within the College of Medicine. Faculty are categorized into Basic Science and Clinical Science faculty.
11. Faculty Executive Committee (FEC): The principal governing and coordinating body of the College of Medicine faculty that oversees faculty participation in policy-making, strategic planning, and academic governance.
12. Governance Committees: Standing or ad hoc groups established by the College of Medicine to manage academic policy, curriculum, admissions, promotion, and other institutional matters.
13. Head of Department (HoD): A faculty member assigned administrative and academic oversight of a specific department, either in Basic Science or Clinical Science.
14. Learning Management System (LMS): The digital platform used by TAU COM to manage and deliver educational content, assessments, and communications.
15. MD Program: The Doctor of Medicine degree program offered by TAU COM, including both Basic Science and Clinical Science phases.
16. Preceptor: A practicing physician or academic faculty member who supervises and mentors medical students during clinical rotations or educational sessions.
17. Quorum: The minimum number of committee members required to be present to conduct official business or vote, typically defined as 50% plus one of voting members.
18. Student: An individual enrolled in the MD program at TAU COM who is expected to adhere to institutional policies and maintain professional conduct in academic and clinical environments.
19. Terms of Reference (TOR): A formal document outlining the purpose, structure, responsibilities, and operational guidelines of a committee.
20. Vertical and Horizontal Integration: Educational strategies that align and connect medical curriculum content across various subjects (horizontal) and across different phases of learning (vertical) to ensure continuity and coherence in training.

Introduction

The mission of the college of medicine is accomplished through the cooperative and independent activities of the faculty and administration. The success of this partnership hinges directly upon open communication among the faculty members and administrative officers of the college of medicine.

The purpose of this bylaw is to provide a framework by which the college of medicine faculty governs itself and participates in the development and implementation of policies and procedures related to the missions of the College of Medicine. These bylaws describe the organizational structure and the relationships between COM faculty and the Administration and their responsibilities.

College of Medicine Org Structure



President

The President, elected by the Board of Trustees in accordance with the institution's bylaws, serves as the chief executive representative and strategic leader of the College of Medicine. The President provides high-level oversight of the institution’s affairs, ensuring alignment with its mission, vision, and long-term goals.

The President is responsible for guiding the strategic direction of the university and ensuring institutional effectiveness across academic, financial, and operational domains. The President ensures that the university remains in good standing with accrediting agencies and complies with all relevant regulatory requirements.

While not involved in day-to-day operations, the President exercises executive oversight through a leadership team that includes the Chief Executive Officer (CEO), the Provost, and the Dean of the College of Medicine.

The President maintains a close working relationship with the Board of Trustees and serves as a key representative of the university in external affairs, strategic partnerships, and institutional advancement.

Provost

The Provost is the senior academic executive of the University appointed by and reporting to the President. The Provost provides strategic oversight of the academic activities across all colleges of Texila American University, including the College of Medicine. As the principal architect of academic strategy, the Provost ensures that all academic policies, priorities, and initiatives align with the university's mission, values, and long-term goals.

The Provost does not manage day-to-day academic operations but provides high-level academic leadership and policy direction through oversight of the Academic Heads of the respective colleges.

Key Responsibilities:

- Provide strategic leadership for the university's academic enterprise, ensuring alignment with institutional vision and global best practices.
- Oversee the development and implementation of academic policies and standards across all colleges, ensuring consistency, quality, and compliance with accreditation and regulatory requirements.
- Maintain high-level oversight of academic planning, faculty quality, and curricular integrity through supervision of Deans and CAOs.
- Advise the President and Board of Trustees on academic priorities, long-term planning, and institutional effectiveness.
- Promote a university-wide culture of academic excellence, innovation, and scholarly achievement.
- Strategic Academic Oversight:
  - Ensure the academic coherence and integrity of all programs offered by the university's colleges.
  - Review and approve high-level academic initiatives, strategic program development, and inter-collegiate collaborations.
  - Evaluate academic outcomes, benchmarking institutional performance against international standards.
  - Guide institutional efforts in accreditation readiness, academic risk management, and quality assurance.
- Leadership and Governance:
  - Serve as the senior academic liaison between the university's academic leadership and executive management.

   - Lead academic strategy discussions at the institutional level and represent academic interests in key decision-making forums.
   - Engage with external stakeholders, including accrediting agencies, educational partners, and policy makers, on behalf of the university's academic mission.
- Faculty and Academic Structure:
   - Provide executive oversight on faculty appointment policies, academic staffing models, and scholarly development frameworks, without direct involvement in personnel management.
   - Promote academic leadership development through support of Deans and CAOs in the advancement of their academic units.
- Other Responsibilities:
   - Represent the President in academic functions as required and support ceremonial occasions such as Convocation and Commencement.
   - Undertake assignments at the discretion of the President, focused on academic strategy and institutional development.

Chief Executive Officer

Reporting to the President, the Chief Executive Officer (CEO) will be focused on achieving the goals of non-academic departments of the College of Medicine. The CEO is responsible for the strategic and effective leadership, planning, management, and administration of College of Medicine.

<u>Key Responsibilities:</u>

- Provide executive leadership and support to all the nonacademic departments which includes Student Support Services, Admission & Recruiting, Student Records, Campus Operations and Clinical Affairs.
   - Develop departmental goals and objectives for both short- and long-term.
   - Create a department operating budget and stay within budgetary restrictions.
   - Monitoring operational compliance with accreditation policies.
   - Facilitate the coordination and monitoring of all department functions.
   - Evaluate, maintain, and continuously enhance all department functions and strategies.
- Remain well versed in all college of medicine operations and accreditation guidelines to ensure best practices.
- Hire and manage team of managers and directors who will aid in the daily operation of the departments, implementing and executing policies and procedures.
- Monitor the utilization of school's funds, financial accounts, operating expenses, and revenues.
- Establish measures of institutional effectiveness and monitor progress relative to specific annual and long-term goals.
- Work with national and regional accrediting bodies including CAAM-HP and ACCM.
- Assist in the review, revision and formulation of written policies, procedures and guidelines designed to address management and administrative processes.

- Oversee budget process, work with the Director of Finance and issue annual budget guidelines.
- Formulate and evaluate the strategies for the development and empowerment of the institution.
- Assist in the review procedures and guidelines designed to address management and administrative processes and compliance issues.
- Establish articulation agreements with other similar International institutions and organizations.
- Establish agreements with ACGME approved Teaching Hospitals for clinical training of the students continuing from the Basic Science program in Guyana campus.
- Represents the institution on regional, and national committees and organizations

Chief Academic Officer and Dean, College of Medicine (Dean, COM)

The Chief Academic Officer and Dean of the College of Medicine (TAU COM) is appointed by the President, in consultation with the Board of Trustees and the Provost. The Dean/CAO reports directly to the Provost and serves as the chief academic and administrative officer of the College of Medicine.

The Dean/CAO is qualified by education, training, and experience to provide effective leadership in medical education, scholarly activity, patient care, and other mission-related domains of the institution. The Dean/CAO ensures compliance with national and international accreditation standards and leads all academic functions of the College.

Key Responsibilities:

Academic and Institutional Leadership

- Advance the academic mission and strategic goals of the College of Medicine in alignment with institutional priorities.
- Lead the development and implementation of academic strategies that meet or exceed accreditation and licensing standards (e.g., CAAM-HP, ACCM, LCME).
- Provide leadership and direction for both Basic Sciences and Clinical Sciences components of the MD program.
- Serve as the academic liaison between the College and the University’s senior leadership through the Office of the Provost.
- Collaborate with the Provost and Finance Department to develop and manage the College’s academic budget and ensure alignment with institutional priorities.
- Oversee academic collaboration and scholarly activity among various institutions of the University.

Accreditation and Compliance

- Ensure all academic programs and processes comply with applicable accreditation standards, licensing regulations, and internal academic policies.
- Monitor adherence to professional standards for curriculum development and delivery, student assessment, and faculty qualifications.
- Oversee preparation for external reviews and site visits by accreditation agencies.

Curriculum Oversight and Quality Assurance

- Direct the planning, implementation, evaluation, and continuous improvement of the MD curriculum.
- Promote horizontal and vertical integration between Basic and Clinical Sciences through active collaboration with departmental leadership.
- Ensure curriculum design reflects evolving best practices in patient care, medical education, and global healthcare trends.
- Oversee course scheduling, academic catalog updates, and curriculum mapping.

Faculty Recruitment and Development

- Lead the recruitment, appointment, orientation, and evaluation of full-time and adjunct faculty across all departments.
- Promote faculty excellence through structured professional development, mentorship, and scholarship opportunities.
- Facilitate faculty peer reviews, performance appraisals, and succession planning.
- Chair the Faculty Executive Committee and ensure active faculty governance.
- Student Experience and Academic Standards
- Oversee the resolution of student academic issues, including appeals and grievances, serving as the final authority within the College.
- Ensure academic support structures are in place to promote student success and progression.
- Promote a culture of student-centered learning, professionalism, and ethical conduct.

Scholarly Activity and Research

- Promote a scholarly environment that supports faculty and student research, innovation, and publication.
- Encourage interdisciplinary academic collaboration and participation in conferences and external academic forums.

Committee Participation and Strategic Planning

- Serve on key institutional committees and contribute to the University's broader academic planning.
- Collaborate with other Deans and academic leaders to ensure alignment of college goals with university-wide initiatives.

Chief Operating Officer

Reporting to the Chief Executive Officer, the Chief Operating Officer (COO) is responsible for the day-to-day operational management of the College of Medicine's non-academic departments and support services. The COO translates the strategic direction into effective operational plans and ensures that campus operations, administration, technology, and support functions run efficiently and in compliance with institutional and accreditation requirements.

<u>Key Responsibilities:</u>

- Direct the daily operations of administration, campus security, information technology, library, and laboratory services.

- Oversee Human Resources functions, including staffing, recruitment of non-academic personnel, employee relations, and workforce policies for operational departments.
- Oversee facilities management, campus maintenance, and physical infrastructure to ensure a safe and well-functioning learning environment.
- Supervise managers and staff across operational departments, ensuring consistent implementation of institutional policies and procedures.
- Develop, implement, and continuously improve operational policies, procedures, and service standards across campus support functions.
- Coordinate information technology infrastructure to support the institution's academic and operational needs.
- Partner with the CEO and Dean, COM to align operational planning with the institution's strategic and academic priorities.
- Report regularly to the CEO on operational performance, risks, and improvement initiatives.

Chief Financial Officer

Reporting to the Chief Executive Officer, the Chief Financial Officer (CFO) is responsible for the financial strategy, fiscal integrity, and resource management of the College of Medicine. The CFO ensures sound financial planning, budgeting, and reporting practices that support the institution’s academic mission, operational stability, and long-term sustainability.

Key Responsibilities:

- Develop and oversee the institution’s annual operating and capital budgets, in coordination with the CEO, Dean, COM, and departmental leadership.
- Monitor institutional revenues, expenditures, and cash flow, and provide timely financial reports to the CEO, President, and Board of Trustees.
- Oversee student finance and billing functions, ensuring accurate, transparent, and timely processing of tuition and fee accounts.
- Ensure compliance with financial regulations, internal controls, and the financial requirements of accrediting agencies.
- Coordinate the institution’s external financial audits and lead the preparation of audited financial statements.
- Develop financial policies, procedures, and internal controls to safeguard institutional assets and ensure responsible stewardship of resources.
- Advise the CEO and President on financial implications of strategic, academic, and capital initiatives, including new program development and facilities investment.
- Liaise with banking institutions, auditors, and regulatory bodies on financial and treasury matters.
- Report regularly to the CEO on the institution’s financial position, risks, and opportunities for improved fiscal performance.

Associate Dean of Clinical Science

Reporting to the Dean, supervise the clerkship directors within the Clinical Science department. The Clinical department and the students are spread out in various teaching hospitals in Guyana and USA. He is responsible for designing, implementing, and evaluating a competency-based clinical skill teaching program across the various clerkship sites.

Key Responsibilities:

- Provide oversight and leadership to the clinical department of the College of Medicine.
- Conduct Clinical site visits as per the Institution's established policies.
- Supervise and lead the Assistant Deans at various clinical locations.
- With the assistance of the Dean and Assistant Deans, ensure standardized delivery of the clinical curriculum across all clinical sites.
- In coordination with the Clinical Assistant Dean, Head of the Departments, and clinical preceptors, designs and implements a competency-based clinical skills curriculum for TAU COM medical students.
- Coordinate and oversee the clinical site visits by the Assistant Deans and Clerkship Directors
- Participate in curriculum development, assessment, and modification as a part of the college's ongoing quality improvement and assessment.
- Integrates early clinical skills teaching during the transition curriculum with clinical teaching activities during clinical rotations
- Ensures that the clinical department follows the latest developments in clinical medicine
- Serves on various faculty committees as needed
- Evaluates clinical faculty performance, holds faculty accountable and mentors, and provide support for faculty members toward promotion
- In coordination with the Dean, assists in the development and rollout of training and development programs and faculty orientation
- Effectively and responsibly manages all aspects of departmental administration.
- Remains current on developments and best practices in clinical medicine
- Researches emerging industry trends, new technologies, concepts, and techniques and works with the appropriate personnel to integrate these items into the clinical department goals
- Oversees the activities of the clerkship department and its assistant directors, in all the teaching sites under that region

Assistant Deans of Clinical Sciences

Reporting to the Associate Dean of Clinical Sciences, supervise the head of the departments and faculty preceptors at each hospital site. The Assistant Deans are responsible for overseeing clerkship training in their region. He/she ensures that the competency-based clinical skills are taught at every teaching site and that the students at all sites receive the same level of education.

Key Responsibilities:

- Responsible for implementing the contents of the curriculum at each clinical site.

- Evaluates clinical faculty performance, holds faculty accountable and mentors, and provides support for faculty members toward promotion at the designated clinical site.
- The Assistant Dean conducts biannual departmental meetings and annual site visits to affiliated hospitals in their respective region to ensure that the programs at different affiliated hospitals are comparable and conform to the Clinical curriculum.
- Have overall academic responsibility for the supervision of students during their time in the hospital.
- Work with the hospital HoD to choose to develop the student educational program.
- Be responsible for the initial orientation when students first arrive at the hospital.
- Act as a student advocate, role model, and career counselor with respect to issues between the students and the hospital.
- Recommend the appointment of Clinical HoDs to the College of Medicine
- Approve the appointment and promotion of clinical faculty members.
- Consult with the Clinical HoDs to ensure that teaching schedules and educational content meet the requirements.
- Consult with the Clinical HoDs to evaluate faculty.
- Attend the faculty meetings as appropriate
- Monitor student progress and inform the Associate Dean of Clinical Sciences at the earliest regarding students who are having difficulties.
- Liaise with the TAU COM HoDs, Associate Deans and Deans.
- Ensure all students are assessed in accordance with COM policy.
- Coordinate and disseminate feedback from the Associate Dean of the COM to Clinical HoDs and clinical faculty.
- Review the overall program with the Deans, HoD and accreditation bodies at the time of their visits to the hospital.

Assistant Dean of Academic Affairs (Basic Science)

The Assistant Dean of Academic Affairs support the College's mission of promoting and maintaining an academic environment conducive to excellence in teaching and learning. The Assistant Dean of Academic Affairs works in concert with the Faculty Senate to address academic problems and issues, create new academic policies when necessary, and provide oversight for the degree programs and curriculum of TAU COM. The Assistant Dean of Academic Affairs (Basic Science) reports to the Dean.

Key Responsibilities:

- Administer the medical education program in accordance with the overall objectives of the organization and management and implementation of the academic discipline policies and procedures.
- Identify the educational needs of the faculty members and coordinate educational effort with the Heads in various departments.
- Plan and coordinate all college of medicine academic activities.
- Assist with processing of core course waivers, leave of absence requests and degree progress letters and extensions.

- Preparation and publication of the Student and Faculty Handbooks.
- Management of the process for faculty recruitment and retention.
- Partner with departments on campus to develop policies and procedures to ensure compliance with institutional accreditors.
- Assessment and evaluation of the College's curriculum, programs and teaching.
- Overseeing the preparation of class schedules and complying with institutional reporting requirements.
- Planning, assigning and review work of faculty to ensure that institutional objectives are met.

Assistant Dean of Student Affairs

This position is responsible for providing vision, leadership and strategic direction for student affairs at the institution. Ensure the delivery of effective and quality service to students in the following areas: student housing, counseling, student conduct, and student life programs. This position provides advice and counsel to the Dean and other Committee members regarding overall student morale and serves as the primary advocate for the student body.

Key Responsibilities:

- Develop short- and long-range vision for the department, lead department staff in the implementation of plans and oversee development, coordination and dissemination of department policies and procedures
- Create and coordinate student newsletter.
- Coordinate all student affairs efforts and ensure that student well-being is given utmost importance.
- Function as an advocate for all student related issues.
- Overall responsibility for Student Affairs Department budget.
- Assure student hostel facilities are maintained as per a residential life concept.
- Assure student counseling services and proactive intervention programs are provided
- Oversee support services for students and special needs.
- Provide first line contact and problem resolution for parents, students and others and assure that a variety of student life opportunities are offered to all students.
- Develop and implement a student judicial system; serve as Chief Conduct Officer of the school.
- Partner with the Assistant Dean of Academic Affairs in revisions of the student handbook as needed to reflect best practices and current policies, procedures, and practices applicable to the students.
- Work collaboratively with faculty committee and all other departments on achieving school objectives for enrollment and persistence.
- Provide oversight and leadership to the function of the student council.

Assistant Dean of Faculty Affairs

The Assistant Dean of Faculty Affairs serves as a central resource for information about faculty and the in-house resource on college policies and procedures as it relates to the Faculty. The Assistant Dean reports directly to the Dean but works closely with the TAU COM leadership to ensure proper and effective implementation of faculty policies. In addition, the Assistant Dean of Faculty Affairs provides support to other Assistant/ Associate Dean(s) and academic departments in areas related to faculty programs for special projects.

- Review and maintain all faculty related policies and procedures.
- Work with Basic Science and Clinical Deans, lead workforce planning by monitoring and assessing the quality, productivity, and number of faculty needed to achieve the teaching and learning goals of TAU COM.
- Chair the Faculty Appointment and Promotion Committee.
- Play an active role in seeking resources that allow for the implementation of the faculty's strategic goals.
- Partner with the Assistant Dean of Academic Affairs in revisions of the faculty handbook as needed to reflect best practices and current policies, procedures, and practices applicable to the faculty.
- Act as the voice for faculty affairs and for changes and updates.
- Advocate for and oversee the allocation of resources necessary for faculty development, to ensure their quality and maintain compliance with relevant accreditation standards.
- Oversee the maintenance of the faculty database that preserves information on faculty demographics, credentials, work profile, etc. needed to maintain the faculty section of compliance and accreditation documents.
- Work with the Dean to assess faculty productivity.

Clinical Head of Department

Clinical Head of Department is appointed for each core clerkship at all the TAU COM affiliated hospitals. The HoD is appointed by the Dean, COM on the recommendation of the Associate Dean Clinical Sciences. A HoD is an appointed member of the TAU COM clinical faculty.

Key Responsibilities:

- Provide an academic schedule for their department in consistence with the Clinical Curriculum.
- Provide an orientation to their core clerkship including a curriculum review for the clerkships as published in the clinical logbook for the department.
- Assess the effectiveness of clerkships using student evaluations, performance, logbooks, case reports, etc. and make any necessary recommendations to the Associate/ Assistant Deans.
- Assess the need for faculty development and make recommendations to the Associate Dean, regarding betterment of clinical academic experience.
- Assist the Associate Dean and Assistant Deans of Clinical Sciences in implementing any changes in the academic curriculum after appropriate approvals.
- Supervise the teaching of the students and evaluate teaching faculty.

- Meet with the students on a regular basis and provide feedback on their performance using evaluation tools provided in the logbook such as mid rotation and end rotation evaluation for all the clinical students.
- Address student related issues on an urgent basis and report such incidents to the Assistant Dean at the earliest possible.
- Attend all the clinical affairs related meetings.
- Review the clinical academic schedule and curriculum on a regular basis with the Assistant/ Associate Deans.
- Assist the clinical team during visit by various accreditation bodies.

Basic Science Head of the Department

The HoD, basic sciences will assist the Assistant Dean of Academic Affairs in various academic related activities. The HoDs will be responsible for the timely deliverance and content appropriateness of lectures and other academic related activities in their respective departments. The HoDs of basic sciences reports to the Dean, COM.

Key Responsibilities:

- Oversee the over-all departmental activities and operations.
- Keep updated on new trends in international medical education and suggest changes in the curriculum accordingly.
- Identify areas of weakness in their respective course and make recommendations to the Curriculum Committee.
- Assist the Dean, COM in the implementation of new policies and activities when necessary.
- Provide assistance and feedback in the faculty recruitment process in their respective departments.
- Identify faculty improvement needs and make recommendations to the Dean, COM.
- Assess the student performance based on the analysis of examination results, provide feedback, and make recommendations to the Dean, COM for the betterment of academic performance.
- Supervise continuous assessments and evaluations carried out in the department to ensure high standards.
- Maintain a timely and regular feedback system, to communicate the students their performance and provide appropriate advice accordingly.
- Assist the faculty members in preparing course objectives, course descriptions, lecture objectives and assessment tools.
- Work with the Library Director to optimize the learning resources available to the students in their respective departments.
- Work with the Dean, COM to coordinate, evaluate, and implement various departmental academic activities.
- Evaluate the faculty members in the department and make recommendations regarding appointment, promotion, retention, discipline, and removal.
- Respond to student complaints regarding the members of the department and refer complaints to the Grievance Committee when indicated.

- Organize or assist in training activities based on their qualification and area of expertise.

Basic Science Faculty

Basic Science faculty members are classified in multiple departments and at different ranks such as Instructor, Lecturer, Assistant Professor, Associate Professor and Professor. All faculty members report to the HoD. Faculty members are encouraged to participate in research and publication while teaching remains the primary job responsibility. All faculty members are expected to be members of College of Medicine standing committees.

Key Responsibilities:

- Maintain scholarly activity and keep up to date with developments in the field as necessary to carry out the duties.
- Work with students as members of a learning community to provide world class education and an excellent student experience.
- Maintain personal continuing professional development.
- Be a member of one or multiple committees as needed.
- Be a part of faculty advising group and provide advice and support to the assigned group of students.
- Participate in research and scholarly activities and publish articles in reputed journals preferably with high impact factor.
- Participate in the development of academic curriculum and contribute to development and implementation of student related policies.
- Develop lecture content and other teaching materials suitable for presenting the information in various teaching modalities such as lectures, small group discussion, case-based discussion, flipped classroom session and tutorials.
- Contribute at an appropriate level to college and faculty policy and practice regarding academic activities.
- Actively participate in designing, development and planning of teaching modules and programs for the specific course.
- Develop innovative approaches to learning and teaching as appropriate.
- Provide timely feedback on formative and summative assessments as described in the course schedule.
- Provide general support and guidance to students and in case of specific instances or issues, provide counseling and mentoring.
- Be available for supporting students' academic needs with specific hours dedicated for student interaction other than teaching time.
- Create lecture notes and use AV systems (including PPT, videos, simulation systems) during classroom teaching sessions.
- Timely upload the teaching related material such as PPT, handouts, etc. on the Learning Management System (LMS).
- Provide assistance and supervision in various research projects being conducted by the students.
- Provide academic leadership through:

- ✓ Significant contribution to the overall work of the institution and/or equivalent external organizations by representing TAU COM on appropriate committees and groups.
- ✓ Effective contribution to the management and administrative processes and committee structures of the institution.
- ✓ Involvement in the recruitment, management and development of faculty and act as a mentor to new colleagues.

- Promote the values of collegiality within the academic community.
- Set up labs as per requirements of the course and conduct practical classes accordingly.
- Teach the subject as per the required hours per week as mentioned in the course schedule.
- Ensure that all information such as attendance is duly uploaded in ERP on a timely basis.

Clinical Science Faculty

Clinical science faculty at TAU COM comprise of clinical preceptors at its various clinical affiliate sites. Faculty members are practicing physicians and support the mission of TAU COM. Clinical faculty report to the Clinical HoDs.

- Instruct students using learning strategies that enhance and encourage active learning and ongoing professional development.
- Complete student evaluations including the narrative evaluation in the logbook in a timely manner.
- Ensure that the clinical logbook has been completed by the student and reviewed by the preceptor, by the end of each clinical rotation.
- Participate in other educational activities including didactic series, conferences, morning report, grand rounds and other educational duties assigned by the HoD.
- Provide career advising and support to the student by giving counseling regarding clerkships and residency choice.
- Be a member of one or multiple committees as needed

Students

Medical students at Texila American University College of Medicine (TAU COM) are enrolled in a professional program leading to the Doctor of Medicine (MD) degree. As members of the academic and healthcare community, students are expected to uphold the highest standards of professionalism, academic integrity, and ethical conduct throughout all phases of their education.

Key Responsibilities:

- Demonstrate active engagement and accountability in all academic and clinical learning environments, including lectures, laboratories, small group discussions, simulations, and patient care settings.
- Adhere to institutional policies and codes of conduct, including those related to academic integrity, attendance, dress code, confidentiality, and respectful behavior.

- Complete all required academic assignments, assessments, and evaluations in a timely and honest manner, including participation in examinations, practical assessments, and required documentation such as logbooks and case reports.
- Maintain professionalism and ethical standards in all interactions with peers, faculty, staff, patients, and the broader community, both on and off campus.
- Participate in institutional and programmatic activities, such as academic reviews, career counseling sessions, feedback surveys, and institutional ceremonies (e.g., White Coat Ceremony, Commencement).
- Engage in self-directed learning and continuous improvement, seeking and incorporating feedback from faculty and preceptors.
- Respect and follow the rules and expectations of affiliated institutions and training sites, particularly during clinical placements.
- Contribute positively to the learning environment, including participating in group work, peer collaboration, and academic support initiatives when appropriate.

Governance Committees

The standing committees of the TAU COM under the supervision of the Board of Trustees shall be the Faculty Executive Committee, the Strategic Planning Committee, the Curriculum Committee, the Program Evaluation Committee, the Admissions Committee, the Student Promotion and Graduation Committee, the Appeals and Grievance Committee, the Research Committee, and the Faculty Appointment and Promotion Committee.

Other standing committees may be, in its discretion, established by the Board of Trustees from time to time. In addition, ad hoc committees may be appointed at any time on needs basis.

Faculty Executive Committee (FEC)

FEC act as the primary conduit of information and ideas into and out of the faculty concerning all the issues and policies regarding TAU COM; to oversee faculty governance and faculty participation; and to act as observers of the Board of Trustees.

Strategic Planning Committee

The Strategy and Planning Committee is a standing committee of the TAU COM and is responsible for overseeing the strategic plan of the institution and assessment of the implementation of these plans in the context of the vision and mission of TAU COM.

Curriculum Committee

This committee governs all the aspects of the TAU COM curriculum including its design, delivery, management, evaluation and revision. ‘Curriculum’ is defined as a plan, which includes content, instructional resources, context, teaching and learning strategies, assessment and evaluation tools.

Program Evaluation Committee (PEC)

PEC is responsible for the regular evaluation of academic activities related to development, implementation and monitoring of MD program. This committee presents their findings and reports to FEC, for analysis, guidance and directions.

Admissions Committee

The Admissions Committee is responsible for screening suitable candidates by conducting Texila Medical Admission Test (TMAT) and Multiple Mini Interviews (MMI). The final responsibility for accepting students to TAU COM rests with the Admissions Committee.

Student Promotion and Graduation Committee

The committee is responsible for review of the academic progress of students enrolled in the MD program of TAU COM. This committee decides on the suitability of each medical student for promotion and graduation from TAU COM and be eligible to practice medicine.

The committee considers all the issues related to the academic performance including professionalism and other competencies. Committee makes decisions related to the retention and promotion of students and determines whether a student is making satisfactory academic progress. It has the responsibility of assuring that due process and policies of TAU COM are followed.

The Appeals and Grievance Committee

The purpose of this committee is to address the concerns of the students who believe they have been treated unfairly, discriminated against, or have had their rights abridged. TAU's Appeals and Grievance Committee is the investigative and judicial arm in matters involving grievances of any member of the TAU community against the University or other members of the community. These grievances do not include academic matters (e.g., grades and promotions). They also do not include challenges to the University's educational and academic policies.

Research Committee

The committee responsible to develop, implement, monitor and review policies, guidelines and procedures for establishing, servicing and strengthening the college of medicine's key research objectives and advices the students and faculties on developing and maintaining research performance.

Faculty Appointment and Promotion Committee (FAPC)

The principal objective of FAPC is to assist Dean, COM by providing timely advice on the faculty appointment, reappointment, promotion and tenure. This committee is also responsible for disseminating the faculty policies to all the stakeholders of TAU COM.

Disciplinary Committee

Disciplinary committee is the judicial arm of the committee and responsible for all decisions relating to student discipline. The committee consists of ad hoc members who are chosen by the Dean based on the disciplinary issue. Students are also part of the ad hoc members when needed.

The Faculty Senate

The purpose of the Faculty Senate shall be to represent and serve as a voice for the faculty members of TAU COM. The Faculty Senate shall provide a forum for discussion and communication and shall collaborate with the Dean, COM on matters related to the betterment and progression of the institution. The faculty Senate provides a platform other than the standing committees to all the faculty members to raise their concerns or present their opinion regarding institution related matters. The Faculty Senate shall on its own initiative consider matters of concern to TAU COM and shall also consider any matter brought by any of the faculty members. Faculty Senate will make proposals and recommendations to the FEC for consideration and appropriate action.

Conflict of Interest Identification and Management

Faculty members and administrators at Texila American University College of Medicine (TAU COM) are expected to perform their academic, research, and administrative duties with integrity and impartiality. This section outlines strategies for identifying and managing conflicts of interest within the academic community.

Medical School Administrators

Disclosure Obligations: All academic administrators (Dean, Associate Deans, Assistant Deans, Directors) must disclose external affiliations, financial interests, or other relationships that may influence institutional decision-making.

Management Plans: Where conflicts are identified, a conflict management plan shall be implemented under the supervision of the Dean or Chief Academic Officer.

Medical School Faculty

Teaching and Evaluation: Faculty must avoid participating in the evaluation or supervision of students with whom they have a personal or financial relationship.

Research Activities: All research proposals must include a conflict of interest disclosure, reviewed by the Research Committee or Institutional Review Board (IRB).

Procurement and Consulting: Faculty involved in procurement or contractual processes must disclose any relationships with vendors or service providers.

Committee Participation: Faculty members must recuse themselves from hiring, promotion, or disciplinary committees where a real or perceived conflict exists.

Education and Compliance

Faculty shall receive regular training on conflict of interest, academic integrity, and ethical conduct.

Failure to disclose a conflict may result in removal from committee service, disciplinary action, or revocation of privileges.

Oversight

Disclosures will be reviewed by the Assistant Dean of Faculty Affairs and reported to the Faculty Executive Committee as necessary.

The conflict of interest section of these bylaws shall be reviewed and updated at least once every two years.

Appendix I: Faculty Executive Committee TOR

TERMS OF REFERENCE

FACULTY EXECUTIVE COMMITTEE

PURPOSE

The faculty executive committee act as the primary conduit of information and ideas into and out of the Faculty concerning all-College issues and policies; to oversee faculty governance and faculty participation in all-College governance; and to act as Faculty Observers of the Board of Trustees.

CONSTITUTION OF FACULTY EXECUTIVE COMMITTEE

A diverse faculty representation of the constituents of the medical school will be included in the committee. A quorum shall be constituted where a minimum of 50 % plus one voting faculty member is present. The chair of the committee will vote only in the event of a tie.

The Chair of Committee is Dean – College of Medicine

Members of the FEC committee are as follows:

- Chair, Strategic Planning Committee
- Chair, Curriculum Committee
- Chair, Program Evaluation Committee
- Chair, Admissions Committee
- Chair, Student Promotion and Graduation Committee
- Chair, Appeals and Grievance Committee
- Chair, Research Committee
- Chair, Faculty Appointment and Promotion Committee
- Two senior faculty members nominated by the chair of FEC

FUNCTIONS AND RESPONSIBILITIES

- To provide operational leadership, direction and management of the College of Medicine
- To develop, monitor and review the TAU COM three-year strategic plan and Vision Statement.
- Development of strategy and policy at College/ faculty level in relation to learning, teaching, research and enterprise and its implementation
- To monitor, measure and evaluate the College performance in relation to the pursuit of its strategic objectives, including performance against KPIs.
- To develop, monitor and review the risk register, and oversee risk management and internal control mechanisms.

- To advise and recommend to the Board of Trustees on the formulation of the annual budget, to receive regular management accounts, and to monitor the financial performance of the Institution against business plan targets.
- To ensure the effective, efficient and economical use of resources of the Institution.
- Management, operation and resourcing issues within the faculty, including staffing matters (such as academic staff progression) and resource requirements (such as space allocation, equipment and staffing).
- To oversee the College of Medicine's performance in relation to health and safety, sustainability and equality and diversity.
- To receive regular updates from the various governance committees.
- To maintain good relations with external partners and the partner Colleges in furtherance of the Strategic Plan.

CONFLICT OF INTEREST

All members of the committee must disclose any actual, potential, or perceived conflict of interest that may influence their impartial participation in committee matters. A conflict of interest includes, but is not limited to, situations where a member:

- Has a financial, personal, or professional interest in any matter under consideration;
- Stands to benefit directly or indirectly from a decision or recommendation of the committee;
- Holds an external position or relationship that could compromise or be seen to compromise the integrity, independence, or objectivity of their role.

Members must recuse themselves from discussions and decisions where such conflicts exist. All disclosures shall be recorded in the meeting minutes, and the Chair shall determine appropriate actions in consultation with the committee. Failure to disclose a conflict of interest may result in removal from the committee.

MEETINGS

The Faculty Executive Committee will meet at least twice per year. The schedule of meetings will be set before the start of each semester. Additional meetings may be called by the Dean as urgent business arises. An extra meeting may be held at the request of at least 50% of the membership of the Executive Committee for a stated purpose.

QUORUM

The Chair and 50% of the membership.

Voting: The Chair will attempt to seek consensus on issues. Where a vote is necessary each member of the Faculty Executive Committee who is present has one vote. All votes will be open and in the event of a tie the Chair will have the casting vote

REPORTING STRUCTURE

Faculty Executive Committee reports to the Board of Trustees, to which the Executive has accountability, and ensure that the Board is supported in its decision making

The Faculty Executive Committee may convene subcommittees to deal with particular issues or for a particular purpose.

TERM OF OFFICE

The committee shall function for the duration of two years.

NOTICE OF MEETINGS AND MINUTES

Regular meetings of the Committee are to be scheduled by email notification at least one week prior to the time and place of the meeting. The agenda of the meeting should be based on the TOR functions and responsibilities. The chairperson of the committee will maintain the minutes of the meetings. Each point in the minutes of the meeting should be categorized as follows.

a) For information
b) action
c) approval

The minutes of the preceding meetings are to be ratified before commencing the new meeting based on the above-mentioned a, b, and c points. The chair will be responsible for disseminating the information to the other chairs/members/faculty and office, and follow up on the actions.

Appendix II: Admissions Committee TOR

TERMS OF REFERENCE

ADMISSION COMMITTEE

PURPOSE

The Admissions Committee is the body responsible for screening suitable applicants to the College of Medicine. The final responsibility for accepting students to the Texila American University - College of Medicine (TAU-COM) rests with Admissions Committee.

CONSTITUTION OF THE ADMISSION COMMITTEE

A diverse faculty representation of the constituents of the medical school will be included in the committee. A quorum shall be constituted where a minimum of 50 % plus one voting faculty member is present. The chair of the committee will vote only in the event of a tie.

The Chair of the Committee is nominated by the COM-Dean and approved by the FEC

Minimum Members of the Committee are:

- Five representatives from the Faculty (At least 2 from Basic Science, 2 from Clinical Science)
- Representatives from the student body (2)
- Librarian (Non Voting Member)

ROLE OF THE COMMITTEE

- The Admissions Committee shall be responsible for selection and acceptance of medical students who are considered capable of academic success, and who are expected to become empathetic, highly competent practitioners, consistent with the mission of TAU-COM.
- The Admissions Committee has complete autonomy to offer invitations for admission to the TAU-COM and shall not be influenced by any means by individuals who do not have voting privileges on this committee.

FUNCTION

The Admissions Committee will:

- Formulate and recommend to the Faculty Executive Committee the policies for student admission to the TAU-COM
- Admit all students to the TAU-COM through processes based upon approved policies, such policies relate to the establishment of:
    - Criteria and standards for the evaluation of candidates
    - Procedures for application
    - Procedures for the review of applications
    - Procedures for the acceptance of candidates

- Maintain records that permit continuing evaluation of the policy and process regarding admissions

CONFLICT OF INTEREST

All members of the committee must disclose any actual, potential, or perceived conflict of interest that may influence their impartial participation in committee matters. A conflict of interest includes, but is not limited to, situations where a member:

- Has a financial, personal, or professional interest in any matter under consideration;
- Stands to benefit directly or indirectly from a decision or recommendation of the committee;
- Holds an external position or relationship that could compromise or be seen to compromise the integrity, independence, or objectivity of their role.

Members must recuse themselves from discussions and decisions where such conflicts exist. All disclosures shall be recorded in the meeting minutes, and the Chair shall determine appropriate actions in consultation with the committee. Failure to disclose a conflict of interest may result in removal from the committee.

MEETINGS

TAU-COM Admission Committee shall meet minimum of four times and more as needed in a year to make decisions regarding admissions for every intake of admissions.

QUORUM

At a meeting of the Committee, a quorum is constituted by 50% of the members.

REPORTING STRUCTURE

The committee directly reports the Faculty Executive Committee

TERM OF OFFICE

The duration of service of the committee members will be reviewed by the Faculty Executive Committee at the conclusion of two years.

NOTICE OF MEETINGS AND MINUTES

Regular meetings of the Committee are to be scheduled by email notification at least one week prior to the time and place of the meeting. The agenda of the meeting should be based on the TOR functions and responsibilities. The chairperson of the committee will maintain the minutes of the meetings. Each point in the minutes of the meeting should be categorized as follows.

a) For information
b) action
c) approval

The minutes of the preceding meetings are to be ratified before commencing the new meeting based on the above-mentioned a, b, and c points. The chair will be responsible for disseminating the information to the other chairs/members/faculty and office, and follow up on the actions.

Appendix III: Appeals and Grievances Committee TOR

TERMS OF REFERENCE

APPEALS AND GRIEVANCES COMMITTEE

PURPOSE

The Appeals and Grievance Committee (AGC) exists to uphold fairness, transparency, and institutional integrity at the College of Medicine. The Committee serves as the primary body for:

- Hearing and adjudicating appeals against adverse academic and administrative decisions affecting students and faculty;
- Receiving, investigating, and resolving grievances submitted by students and faculty members who believe they have been treated unfairly, discriminated against, or have had their rights abridged;
- Promoting the consistent application of procedural fairness and confidentiality in all matters brought before it.

CONSTITUTION OF APPEALS AND GRIEVANCES COMMITTEE

Chairperson

The Chair of the Committee is nominated by the Dean, College of Medicine, and approved by the Faculty Executive Committee (FEC).

Membership

The Committee shall be composed of the following minimum members:

- Faculty Representatives (4), drawn from across departments
- Assistant Dean of Student Affairs (attends student matters only; recuses from faculty proceedings)
- Assistant Dean of Faculty Affairs (attends faculty matters only; recuses from student proceedings)
- A student representative nominated by the Chair (non-voting; attends student matters only; recuses from faculty proceedings)
- A faculty representative nominated by the Chair (non-voting; attends faculty matters only; recuses from student proceedings)

Note: The four Faculty Representatives are the core standing members present at all proceedings. The Assistant Deans and non-voting representatives attend and participate only in matters relevant to their constituency and must recuse themselves from all other proceedings. This ensures appropriate representation, impartiality, and confidentiality across all matters.

SCOPE OF JURISDICTION

The Committee has jurisdiction over:

Appeals

The AGC serves as the appellate body for decisions rendered by other institutional committees. A student or faculty member who is dissatisfied with a formal decision issued by another committee may appeal that decision to the AGC. Examples include, but are not limited to:

- Dismissal or suspension decisions by the Student Progress and Graduation Committee (SPGC);

- Academic integrity findings and sanctions issued by the Academic Integrity Committee;
- Disciplinary decisions affecting faculty issued by relevant faculty governance committees;
- Any other formal adverse decision issued by a duly constituted College or University committee.

The AGC does not hear appeals against the University's overarching educational or academic policies, nor against decisions governed by separate regulatory or accreditation bodies.

Grievances

The AGC receives and investigates grievnces from students and faculty concerning:

- Unfair treatment, discrimination, or harassment by members of the TAU community;
- Abridgment of rights under institutional policy;
- Professional misconduct by peers or administration (faculty matters);
- Any matter where the complainant believes they have not been treated with fairness, dignity, or due process outside of a formal committee decision.

Where a party is dissatisfied with the AGC's resolution of a grievance, they may appeal the outcome to the Dean. The Dean's decision on grievance appeals is final.

FUNCTIONS AND RESPONSIBILITIES

- Provide a fair and accessible avenue of appeal and grievance for all students and faculty members of the College of Medicine;
- Hear, consider, and make determinations on appeals lodged by students and faculty against adverse decisions;
- Receive, investigate, and resolve grievances submitted by students and faculty relating to unfair treatment, discrimination, harassment, or rights violations;
- Promote and ensure the application of principles of procedural fairness, natural justice, and confidentiality in all committee proceedings;
- Promote quality improvement in policies and procedures related to student and faculty grievances and appeals;
- Determine and maintain detailed policies and procedures governing appeals and grievance functions;
- Make recommendations to the Dean for further action following the conclusion of any investigation or hearing;
- Maintain accurate and confidential records of all proceedings, findings, and recommendations.

PROCEDURE

Appeals Procedure

A student or faculty member wishing to appeal a decision rendered by another institutional committee must submit a written appeal to the Chair of the AGC within ten (10) working days of receiving written notification of the original decision. The written appeal must state:

- The decision being appealed and the committee that issued it;
- The grounds for appeal (e.g., procedural irregularity, new evidence, disproportionate outcome);
- The remedy sought.

Upon receipt, the AGC shall convene, conduct such review or hearing as is necessary, and issue a written determination with a recommendation to the Dean within five (5) working days of concluding its review. The Dean shall take appropriate action and notify all parties in writing.
Note: The AGC acts as an appellate body. It reviews whether the prior committee process and decision were fair and proper — it does not re-hear the original matter from the beginning. The Dean's decision on appeals is final; there is no further appeal within the institution.

Grievance Procedure
Grievances may be submitted through any of the following channels:

- Via the Grievance Module in the Student or Faculty Management System;
- In person at the Student Affairs Office or Faculty Affairs Office;
- Directly with the Dean of Students (for student matters) or the Dean of Faculty Affairs (for faculty matters);
- Directly with the Chair of the AGC.

All formal grievances must be submitted in writing to the Chair of the AGC. Grievances reported to the Assistant Dean of Student Affairs or the Assistant Dean of Faculty Affairs may be referred to the Committee depending on the nature and complexity of the matter.
Upon receipt, the AGC shall convene, conduct an investigation, and hold a hearing with all parties involved. Parties may be accompanied by a friend, colleague, or legal representative, subject to prior written approval by the Chair. The investigation may require further written statements, interviews, and review of relevant documentation.

The Committee Chair shall issue a written findings report with a recommendation for resolution to the Dean within five (5) working days of concluding the investigation. All parties shall be notified of the findings and recommendation. The Dean shall take appropriate action and issue written notification to all parties.

A party dissatisfied with the AGC's resolution of a grievance may appeal the outcome in writing to the Dean's Office within ten (10) working days of receiving written notification of the outcome. The Dean's decision on grievance appeals is final.

CONFLICT OF INTEREST
All members of the committee must disclose any actual, potential, or perceived conflict of interest that may influence their impartial participation in committee matters. A conflict of interest includes, but is not limited to, situations where a member:

- Has a financial, personal, or professional interest in any matter under consideration;
- Stands to benefit directly or indirectly from a decision or recommendation of the committee;
- Holds an external position or relationship that could compromise or be seen to compromise the integrity, independence, or objectivity of their role.

Members must recuse themselves from discussions and decisions where such conflicts exist. All disclosures shall be recorded in the meeting minutes, and the Chair shall determine appropriate actions in consultation with the committee. Failure to disclose a conflict of interest may result in removal from the committee.

MEETINGS
The committee meets on an "as needed" basis. Pre-hearing meetings last approximately 1 hour. Hearings may last one to two days.

QUORUM
At a meeting of the Committee, a quorum is constituted by 50% of the members.

REPORTING STRUCTURE
The Committee will report to Faculty Executive Committee.

TERM OF OFFICE
The term of office of each member of the committee shall be two (2) years.

NOTICE OF MEETINGS AND MINUTES
Regular meetings of the Committee are to be scheduled by email notification at least one week prior to the time and place of the meeting. The agenda of the meeting should be based on the TOR functions and responsibilities. The chairperson of the committee will maintain the minutes of the meetings. Each point in the minutes of the meeting should be categorized as follows.

a. For information
b. action
c. approval

The minutes of the preceding meetings are to be ratified before commencing the new meeting based on the above-mentioned a, b, and c points. The chair will be responsible for disseminating the information to the other chairs/members/faculty and office, and follow up on the actions.

Appendix IV: Curriculum Committee TOR

TERMS OF REFERENCE

CURRICULUM COMMITTEE

PURPOSE

The Curriculum Committee governs all aspects of the TAUCOM curriculum including its design, delivery, management, evaluation and revision. For the purposes of this document, curriculum is defined as a plan, which includes instructional resources, context, teaching and learning strategies, content and assessment and evaluation.

CONSTITUTION OF CURRICULUM COMMITTEE

A diverse faculty representation of the constituents of the medical school will be included in the committee. A quorum shall be constituted where a minimum of 50 % plus one voting faculty member is present. The chair of the committee will vote only in the event of a tie.

The Chair of Committee is nominated by the Dean, COM and approved by the FEC

Members of the Committee are:

- Chair of the Basic Science curriculum Sub-Committee
- Chair of Clinical Curriculum Sub-Committee
- Chair of Program Evaluation Committee
- Chair of Students Promotion and Graduation Committee
- Two or more faculty members at the discretion of the chair
- Two Student Representatives
- Librarian (Non Voting Member)

FUNCTIONS AND RESPONSIBILITIES

The Committee is responsible for the design, delivery, management, evaluation and revision of the undergraduate medical education curriculum, which includes but not limited to:

- Ensure the MD program curriculum is implemented, maintained and renewed periodically in accordance with the mission, goals and objectives of the TAUCOM
- Ensure the MD program curriculum meets or exceeds relevant accreditation standards
- Review and approve the modification of curricular goals, educational objectives and competencies
- Develop, or provide input and advice and regularly review policies, which directs the management of curriculum with regards to TAUCOM operational issues.
- Collaborate with relevant stakeholders to resolve issues relating to the curriculum
- Committee members shall serve as liaison with committees / areas they represent.
- Committee, with the support of other committees, ensures that the curriculum is aligned with the vision and mission and is integrated, mapped and evaluated periodically.

The following sub-committees of the Curriculum Committee report to the committee:

- Basic Science Curriculum Sub-Committee
- Clinical Curriculum Sub-Committee

Basic Science Curriculum Sub-Committee

Responsible for coherent and coordinated design, management and evaluation of the Texila American University College of Medicine preclinical curriculum and for ensuring that it is consistent with the mission, policy and educational goals of the MD program and with global accreditation standards

This committee enables the coordinated and collaborative implementation of the pre-clinical curriculum through integrated representation of the various basic medical science disciplines and the clinical disciplines, in order to provide students with a comprehensive foundation in the knowledge, skills, behavior and attitudes that are essential for effective, efficient and socially accountable patient care, and in particular, to prepare students for the clinical phase of their medical education.

Membership of the Basic Science Curriculum Sub-committee

Category	Number of Members
Basic Science Faculty	4
Student Representative(s)	2

Clinical Curriculum Sub-Committee

Develop, monitor, manage, review and implement the Clinical Curriculum, provide a forum for discussion of issues relating to clinical rotations; assessment, evaluation and provide feedback and recommendations to the Curriculum Committee. These covers mainly issues of interest specific to Clerkship including core clinical rotations and their formal academic curriculum. The Clinical Curriculum Sub-Committee is also for the management of the attached policies and SOPs that are exclusive to Clerkship. The committee also acts on an advisory basis to the Basic Science Curriculum Committee

The Clinical Curriculum Sub-Committee oversees the implementation of clinical curriculum to achieve the mission of TAUCOM. The committee recommends to the Curriculum Committee (CC) for approval the global & learning objectives of clerkships and prepares the clerkship schedule. Further, the committee determines the types of patients, students should observe during each core clerkship. The Committee also reviews the evaluations of clerkships, teachers and residents by students, and presents the data to the CC for action.

Membership of the Clinical Curriculum Sub-committee

Category	Number of Members
Clinical Faculty/HOD	7
Student Representative(s)	2
Clinical Site Representatives	1

Sub-Committee Functions

SUB-COMMITTEE	FUNCTIONS
Basic Science Sub-Committee	The Committee is responsible for the design, delivery, management, evaluation and revision of the basic medical science curriculum of MD program, which includes without limitation: • Development and review of outcome-based basic science objectives, competencies, and standardized assessment methodologies. • Oversight of the implementation, maintenance, and renewal of the Basic Science MD curriculum. • Coordination and integration of basic science and clinical disciplines to promote horizontal and vertical integration within the curriculum. • Reviewing student evaluations of courses & faculty and making recommendations for curricular improvements. • Developing and maintaining policies and standard operating procedures specific to basic science education. • Identification and engagement of subject matter experts to review and approve new or revised basic science curricular content. • Monitoring curriculum effectiveness through evaluation and assessment processes. • Ensuring students acquire the foundational knowledge, skills, attitudes, and professional behaviors necessary for progression to the clinical phase of medical education • Collaborating with evaluation and assessment committees to ensure effective curriculum management and quality improvement. • The committee facilitates collaboration among the basic medical science disciplines and clinical faculty to ensure comprehensive and integrated educational experience.
Clinical Curriculum Sub-Committee	The committee's responsibilities include without limitation: • Development and periodic review of outcome-based clinical objectives, competencies, and standardized assessment methodologies. • Oversight of the implementation and management of the clerkship curriculum. • Preparation and review of clerkship schedules and clinical learning objectives. • Ensuring consistency and equivalence of educational experiences across all affiliated clinical training sites.

	• Monitoring clinical site performance through review of student evaluations, examination outcomes, clinical presentations, research activities, and clinical exit examinations. • Reviewing evaluations of clerkships, faculty, and residents and making recommendations for curricular improvements. • Developing and maintaining policies and standard operating procedures specific to clerkship education. • Promoting integration of core specialties and electives through interdisciplinary and interprofessional educational approaches. • Identifying and incorporating competencies related to communication skills, ethics, professionalism, medico-legal awareness, patient rights, and sociocultural determinants of health. • Supporting mentoring, advising, and career counseling initiatives. • Collaborating with evaluation and assessment committees to ensure effective curriculum management and quality improvement. • Conducting regular review of clerkship objectives and curricular effectiveness, with formal review occurring at least every two years. • The committee also serves in an advisory capacity to the Basic Science Curriculum Subcommittee regarding clinical relevance and integration of pre-clinical learning .

CONFLICT OF INTEREST

All members of the committee must disclose any actual, potential, or perceived conflict of interest that may influence their impartial participation in committee matters. A conflict of interest includes, but is not limited to, situations where a member:

- Has a financial, personal, or professional interest in any matter under consideration;
- Stands to benefit directly or indirectly from a decision or recommendation of the committee;
- Holds an external position or relationship that could compromise or be seen to compromise the integrity, independence, or objectivity of their role.

Members must recuse themselves from discussions and decisions where such conflicts exist. All disclosures shall be recorded in the meeting minutes, and the Chair shall determine appropriate actions in consultation with the committee. Failure to disclose a conflict of interest may result in removal from the committee.

MEETINGS

The Committee shall meet four times in a year (twice a semester), or subject to the call of the Chair.

QUORUM

A simple majority of the voting members of the Committee shall constitute a quorum.

REPORTING STRUCTURE
The Curriculum Committee reports to the Faculty Executive Committee (FEC) and provides advice to the FEC on operational and administrative matters affecting the TAU COM curriculum.

TERM OF OFFICE
The duration of service of the committee members will be reviewed by the Faculty Executive Committee after two years.

NOTICE OF MEETINGS AND MINUTES
Regular meetings of the Committee are to be scheduled by email notification at least one week prior to the time and place of the meeting. The agenda of the meeting should be based on the TOR functions and responsibilities. The chairperson of the committee will maintain the minutes of the meetings. Each point in the minutes of the meeting should be categorized as follows.

a. For information
b. action
c. approval

The minutes of the preceding meetings are to be ratified before commencing the new meeting based on the above-mentioned a, b, and c points. The chair will be responsible for disseminating the information to the other chairs/members/faculty and office, and follow up on the actions.

Appendix V: Faculty Appointment and Promotion Committee TOR

TERMS OF REFERENCE

FACULTY APPOINTMENT AND PROMOTION COMMITTEE

PURPOSE
The Faculty Appointment and Promotion Committee (FAPC) is established under the authority of and is accountable to the Texila American University College of Medicine (TAU COM). The principal objective of FAPC is to assist the Dean, COM, and Faculty Executive Committee (FEC) to fulfill their functions by providing timely advice on faculty appointment, reappointment, promotion & tenure. The committee is also responsible to prepare and disseminate the faculty policies to all the stakeholders of TAU COM.

The purpose of the FAPC is to generate standards for faculty appointment, reappointment, promotion, continuing appointment (tenure) & other benefits and implements the process by which all persons are recommended for appointment, reappointment, tenure, and promotion according to the policies of TAU COM.

CONSTITUTION OF APPOINTMENT AND PROMOTION COMMITTEE
A diverse faculty representation of the constituents of the medical school will be included in the committee. A quorum shall be constituted where a minimum of 50 % plus one voting faculty member is present. The chair of the committee will vote only in the event of a tie.

The Chair of Committee is the Assistant Dean of Faculty Affairs.

Minimum Members of the Committee are:
- Associate Dean of Clinical Sciences
- Assistant Dean of Academic Affairs
- Faculty representative (based on the course requirement)
- Human Resource Manager

*The chair may invite any other members as an expert and as and when required

FUNCTIONS AND RESPONSIBILITIES
- Adhere to TAU COM procedures for appointment, reappointment, continuing appointment (tenure), and promotion.
- Develop and review criteria for appointment by rank.
- Review written credentials and supporting documents of faculty for appointment, reappointment, continuing appointment (tenure), and promotion.

- Develop and review criteria/procedures to be followed in the formulation of appointments, reappointments, continuing appointments (tenure), and promotions within the TAU COM.
- Formulate, evaluate, and recommend revisions for policies and procedures regarding faculty activities and responsibilities.
- Develop a long-term human resource planning strategy.
- Ensure that the TAU COM has an adequate faculty-student ratio as per the accreditation standards
- Monitor trends in human resource policies, salary, and benefits and ensure that the TAU COM stays competitive with respect to recruitment and retention of employees.
- Monitor Guyana legislation about human resource matters and ensure compliance, including annual reporting on occupational health and safety.
- Monitor changing societal expectations with respect to human resource strategies and initiate new directions as appropriate.
- Periodic assessment of the competencies of the faculty and recommend appropriate training program(s).
- Review faculty candidates and make recommendations to the appropriate departments.
- Form an interview committee as needed to interview potential faculty members and submit the recommendation to the FAPC.

CONFLICT OF INTEREST

All members of the committee must disclose any actual, potential, or perceived conflict of interest that may influence their impartial participation in committee matters. A conflict of interest includes, but is not limited to, situations where a member:

- Has a financial, personal, or professional interest in any matter under consideration;
- Stands to benefit directly or indirectly from a decision or recommendation of the committee;
- Holds an external position or relationship that could compromise or be seen to compromise the integrity, independence, or objectivity of their role.

Members must recuse themselves from discussions and decisions where such conflicts exist. All disclosures shall be recorded in the meeting minutes, and the Chair shall determine appropriate actions in consultation with the committee. Failure to disclose a conflict of interest may result in removal from the committee.

MEETINGS

The Committee will meet two times annually and with additional meetings at the call of the chair of the committee, as needed.

QUORUM

Quorum shall be 50% of the voting members of the committee.

REPORTING STRUCTURE

The committee reports to the Faculty Executive Committee.

TERMS OF OFFICE

The term of office of each member of the committee shall be two (2) years.

NOTICE OF MEETINGS AND MINUTES

Regular meetings of the Committee are to be scheduled by email notification at least one week prior to the time and place of the meeting. The agenda of the meeting should be based on the TOR functions and responsibilities. The chairperson of the committee will maintain the minutes of the meetings. Each point in the minutes of the meeting should be categorized as follows.

a) For information
b) action
c) approval

The minutes of the preceding meetings are to be ratified before commencing the new meeting based on the above-mentioned a, b, and c points. The chair will be responsible for disseminating the information to the other chairs/members/faculty and office, and follow up on the actions.

Appendix VI: Program Evaluation Committee TOR

TERMS OF REFERENCE

PROGRAM EVALUATION COMMITTEE

PURPOSE

Program evaluation is a systematic method for collecting, analyzing, and using information to review and improve the MD program of TAU COM to achieve its educational objectives and outcomes.

CONSTITUTION OF PROGRAM EVALUATION COMMITTEE

A diverse faculty representation of the constituents of the medical school will be included in the committee. A quorum shall be constituted where a minimum of 50 % plus one voting faculty member is present. The chair of the committee will vote only in the event of a tie.

Committee Chair as nominated by the COM-Dean and approved by the FEC

Minimum Members of the Committee are:

- Basic Science Faculty Members (2)
- Clinical Science Faculty Members (2)
- Students Representative (2) (each from Basic Science and Clinical Science)

PURPOSE OF THE COMMITTEE

The purposes of the program evaluation committee are:

- To monitor the activities of the medical program in alignment with the vision & mission of the College of Medicine (TAU COM)
- To ensure that program objectives are in alignment with the accreditation standards
- To evaluate using the program strategy to monitor and oversee the implementation of the planned activities are completed promptly
- To review the findings from the outcome measures with the required action plans and submit the findings to the Faculty Executive Committee about the program implementation and outcomes
- Disseminate appropriate information to the Curriculum Committee and the Medical Education Department.
- To ensure that current and future curriculum changes meet program objectives

COMMITTEE PROCEDURES

The Program Evaluation Committee (PEC) is responsible for the regular evaluation of activities related to the development, implementation, and monitoring of the MD program. The committee reports to the Faculty Executive Committee (FEC) for analysis, guidance, and directions.

FUNCTIONS OF THE COMMITTEE

- Evaluating the curriculum mapping and integration
- Evaluating the planned course sequence and implementation process
- Evaluating the exit exam pass rates and graduation rates
- Evaluating the feedback on students' evaluation
- Evaluating the graduates and alumni survey reports
- Program Evaluation Report
    - The program must monitor and track each of the following areas:
        - Program quality
        - Graduate and alumni performance
        - Progress on the previous year's action plans
    - The report must be reviewed and approved by the PEC chair and documented in meeting minutes.

CONFLICT OF INTEREST

All members of the committee must disclose any actual, potential, or perceived conflict of interest that may influence their impartial participation in committee matters. A conflict of interest includes, but is not limited to, situations where a member:

- Has a financial, personal, or professional interest in any matter under consideration;
- Stands to benefit directly or indirectly from a decision or recommendation of the committee;
- Holds an external position or relationship that could compromise or be seen to compromise the integrity, independence, or objectivity of their role.

Members must recuse themselves from discussions and decisions where such conflicts exist. All disclosures shall be recorded in the meeting minutes, and the Chair shall determine appropriate actions in consultation with the committee. Failure to disclose a conflict of interest may result in removal from the committee.

MEETINGS

The Committee shall meet minimum of four times a year.

REPORTING STRUCTURE

The committee directly reports the Faculty Executive Committee

TERM OF OFFICE

The duration of service of the committee members will be reviewed by the Faculty Executive Committee at the conclusion of two years.

NOTICE OF MEETINGS AND MINUTES

Regular meetings of the Committee are to be scheduled by email notification at least one week prior to the time and place of the meeting. The agenda of the meeting should be based on the TOR functions and responsibilities. The chairperson of the committee will maintain the minutes of the meetings. Each point in the minutes of the meeting should be categorized as follows.

a) For information
b) action
c) approval

The minutes of the preceding meetings are to be ratified before commencing the new meeting based on the above-mentioned a, b, and c points. The chair will be responsible for disseminating the information to the other chairs/members/faculty and office, and follow up on the actions.

Appendix VII Research Committee TOR

TERMS OF REFERENCE

RESEARCH COMMITTEE

PURPOSE
To develop, implement, monitor and review policies, guidelines and procedures for establishing, servicing and strengthening the college of medicine's key research objectives and advices the students and faculties on developing and maintaining research performance.

CONSTITUTION OF RESEARCH COMMITTEE
A diverse faculty representation of the constituents of the medical school will be included in the committee. A quorum shall be constituted where a minimum of 50 % plus one voting faculty member is present. The chair of the committee will vote only in the event of a tie.

The Chair of Committee is nominated by the COM-Dean and approved by the FEC

Minimum Members of the Committee are:
- Associate Dean of Clinical Science
- Assistant Dean of Academic Affairs
- Faculty members as decided by the Chair (4)
- Students Representative (4) (two each from Basic Science and Clinical Science)

FUNCTIONS AND RESPONSIBILITIES
- Setting research directions and focus for the College of Medicine with the consensus of faculty and students
- Build capacity in developing research
- Implement research subjects and activities in the MD program.
- Identify student groups and research mentors at all levels (MD1 – MD8)
- Ensure at least 2 publications of each faculty member in a year and at least 1 publication by a student in 4 years.
- Ensure that the Texila International Journal of Basic Medical Science (TIJBMS) is published 2 times in a year.
- Review all the research proposals of students and faculties and ensure that it is based on the IRB protocols.
- Oversee the development of research opportunities for the faculty and students of the college of medicine
- Build relationships with research faculty who are actively looking for student researchers.
- Develop and oversee that information and guidance is provided to the faculty and students to encourage them to get involved in research projects and publishing
- Work closely with the Finance Committee to oversee the development of strategies, facilities and resources required to develop new research programs

- Oversee the processes and policies governing research work of the medical students
- Shall advice on policies and procedures in relation to the Research Ethics.
- Research training activities within the faculties.
- Act within faculties to promote and develop research excellence.
- Ensuring that the students and faculties to become member of scientific and research organizations
- Conduct research conferences, workshop, seminars and training
- Entering into research partnership with local and international agencies.
- Encouraging and guiding faculties and students in seeking research grants from international organizations

CONFLICT OF INTEREST

All members of the committee must disclose any actual, potential, or perceived conflict of interest that may influence their impartial participation in committee matters. A conflict of interest includes, but is not limited to, situations where a member:

- Has a financial, personal, or professional interest in any matter under consideration;
- Stands to benefit directly or indirectly from a decision or recommendation of the committee;
- Holds an external position or relationship that could compromise or be seen to compromise the integrity, independence, or objectivity of their role.

Members must recuse themselves from discussions and decisions where such conflicts exist. All disclosures shall be recorded in the meeting minutes, and the Chair shall determine appropriate actions in consultation with the committee. Failure to disclose a conflict of interest may result in removal from the committee.

MEETINGS

There will be two meetings held in a year and also convened at the discretion of the chair on need basis.

QUORUM

The Chair and 50% of the membership.

REPORTING STRUCTURE

The Research Committee reports to the Faculty Executive Committee

TERM OF OFFICE

The committee shall function for the duration of two years.

NOTICE OF MEETINGS AND MINUTES

Regular meetings of the Committee are to be scheduled by email notification at least one week prior to the time and place of the meeting. The agenda of the meeting should be based on the TOR functions and responsibilities. The chairperson of the committee will maintain the minutes of the meetings. Each point in the minutes of the meeting should be categorized as follows.

a) For information
b) action
c) approval

The minutes of the preceding meetings are to be ratified before commencing the new meeting based on the above-mentioned a, b, and c points. The chair will be responsible for disseminating the information to the other chairs/members/faculty and office, and follow up on the actions.

Appendix VIII Strategic Planning Committee TOR

TERMS OF REFERENCE

STRATEGIC PLANNING COMMITTEE

PURPOSE

The strategic planning committee supports the mission, vision, objectives and strategic directions of the College of Medicine.

CONSTITUTION OF STRATEGIC PLANNING COMMITTEE

A diverse faculty representation of the constituents of the medical school will be included in the committee. A quorum shall be constituted where a minimum of 50 % plus one voting faculty member is present. The chair of the committee will vote only in the event of a tie.

Chairman: Dean, College of Medicine

Vice Chairman: Associate Dean of Clinical Sciences

Minimum Members of the Committee are:

- Assistant Deans (6)
- Basic Science faculty (3)
- Clinical Science faculty (3)
- Members from Administration

FUNCTIONS AND RESPONSIBILITIES

- Contributes to the preparation of strategic plan of the college by involving all stakeholders.
- Develops sets of performance indicators (PIs) for the strategic plan.
- Monitors the achievement of PIs in relation to action plan of the strategic plan.
- Disseminates the culture of strategic thinking in order to prepare the platform for implementation of any future strategic plans within the college environment.
- Prepares appropriate surveys and questionnaires to gauge opinion of stakeholders within the college.
- Contributes to collaboration and partnership agreements between the college and any other national and international peer higher education institutes.
- Contributes to the preparation of annual reports of the strategic plan of the college admissions

CONFLICT OF INTEREST

All members of the committee must disclose any actual, potential, or perceived conflict of interest that may influence their impartial participation in committee matters. A conflict of interest includes, but is not limited to, situations where a member:

- Has a financial, personal, or professional interest in any matter under consideration;
- Stands to benefit directly or indirectly from a decision or recommendation of the committee;
- Holds an external position or relationship that could compromise or be seen to compromise the integrity, independence, or objectivity of their role.

Members must recuse themselves from discussions and decisions where such conflicts exist. All disclosures shall be recorded in the meeting minutes, and the Chair shall determine appropriate actions in consultation with the committee. Failure to disclose a conflict of interest may result in removal from the committee.

MEETINGS

The committee meets at least 2 times in a year, in the month of February and August and when called by the Committee Chair for review and monitoring purposes.

REPORTING STRUCTURE

The committee directly reports the Faculty Executive Committee

TERM OF OFFICE

The duration of service of the committee members will be reviewed by the Faculty Executive Committee at the conclusion of two years.

NOTICE OF MEETINGS AND MINUTES

Regular meetings of the Committee are to be scheduled by email notification at least one week prior to the time and place of the meeting. The agenda of the meeting should be based on the TOR functions and responsibilities. The chairperson of the committee will maintain the minutes of the meetings. Each point in the minutes of the meeting should be categorized as follows.

a) For information
b) action
c) approval

The minutes of the preceding meetings are to be ratified before commencing the new meeting based on the above-mentioned a, b, and c points. The chair will be responsible for disseminating the information to the other chairs/members/faculty and office, and follow up on the actions.

Appendix IX: Student Promotion and Graduation Committee TOR

TERMS OF REFERENCE

STUDENT PROMOTION AND GRADUATION COMMITTEE

PURPOSE

The Student Promotion and Graduation Committee (SPGC) is the decision-making body to review academic progress of students enrolled within the MD program of Texila American University College of Medicine (TAU-COM). It has the authority to decide on the suitability of each medical student for the practice of medicine. In its review of student files, the Committee considers all issues related to academic performance, including ethics and professionalism. Committee makes decisions relative to the retention and promotion of students and determines whether a student is making satisfactory academic progress. It also has the responsibility of assuring that due process and the rules and policies of TAU-COM are followed.

The SPGC is created to meet all the needs and concerns of undergraduate medical students, addressing the promotion issues in specific and optimal time duration, thereby helping them to progress at each level of the curriculum until their graduation.

The Students Promotion and Graduation Committee is charged with review of the academic progress and professional development of each student during all components of the four-year medical education program, making recommendations to the Faculty Executive Committee (FEC). The Committee has primary responsibility for recommending graduation for those candidates who have satisfactorily completed all graduation requirements and demonstrated the professional and ethical conduct appropriate for a physician.

CONSTITUTION OF STUDENT PROMOTION AND GRADUATION COMMITTEE

A diverse representation of faculty from Basic Science and Clinical departments constitutes this committee.

A quorum shall be constituted where a minimum of 50% plus one voting faculty member is present. Chair of Committee as nominated by the COM-Dean and approved by the FEC.

Minimum Members of the Committee are:

- Representatives from Basic Science Faculty (4)
- Representatives from Clinical Faculty (2)

FUNCTIONS OF THE COMMITTEE

- The Student Promotion and Graduation Committee shall (1) evaluate medical student performance and (2) nominate eligible medical students for graduation.
- Evaluate the overall performance of each medical student at the end of each academic semester and make recommendations to the Dean- College of Medicine regarding the promotion or other appropriate action.

- Analyze the academic performance of each student for appropriate actions to ensure their academic progress.
- Monitor the attendance of students for irregularities and take appropriate actions

CONFLICT OF INTEREST

All members of the committee must disclose any actual, potential, or perceived conflict of interest that may influence their impartial participation in committee matters. A conflict of interest includes, but is not limited to, situations where a member:

- Has a financial, personal, or professional interest in any matter under consideration;
- Stands to benefit directly or indirectly from a decision or recommendation of the committee;
- Holds an external position or relationship that could compromise or be seen to compromise the integrity, independence, or objectivity of their role.

Members must recuse themselves from discussions and decisions where such conflicts exist. All disclosures shall be recorded in the meeting minutes, and the Chair shall determine appropriate actions in consultation with the committee. Failure to disclose a conflict of interest may result in removal from the committee.

MEETINGS

The committee shall meet at the conclusion of each semester and whenever situation arises to discuss the performance and needs of students. A quorum is 50% of the voting membership. A decision requires the support of a simple majority (50%+1) of voting members present. The Chairman will not vote, except when it is necessary to break a tie. Decisions made by the committee will be recorded and forwarded to the Faculty Executive Committee.

REPORTING STRUCUTRE

The committee reports to Faculty Executive Committee.

TERM OF OFFICE

The duration of service of the committee members will be two years.

NOTICE OF MEETINGS AND MINUTES

Regular meetings of the Committee are to be scheduled by email notification at least one week prior to the time and place of the meeting. The agenda of the meeting should be based on the TOR functions and responsibilities. The chairperson of the committee will maintain the minutes of the meetings. Each point in the minutes of the meeting should be categorized as follows.

a) For information
b) action
c) approval

The minutes of the preceding meetings are to be ratified before commencing the new meeting based on the above-mentioned a, b, and c points. The chair will be responsible for disseminating the information to the other chairs/members/faculty and office, and follow up on the actions.

Appendix X: Disciplinary Committee TOR

TERMS OF REFERENCE

DISCIPLINARY COMMITTEE

PURPOSE

The Disciplinary Committee is an ad hoc committee constituted by the Dean to conduct inquiries and make recommendations concerning disciplinary matters involving TAU-COM students. The Committee is the judicial and investigative arm of the College of Medicine and is expected to uphold the values, rules, and regulations promulgated by the Bylaws. Fairness, equality and justice are the guiding principles of the committee and should uphold the humanitarian and charitable nature of the profession in making any decision.

CONSTITUTION OF THE DISCIPLINARY COMMITTEE

The Dean, based on the alleged disciplinary issue, will constitute the Committee and appoint members. A quorum shall be constituted where a minimum of 50% plus of members are present. The Dean appoints the chair of the committee.

Members of the Committee: Members of the committee are appointed by the Dean based on the issue but will include a minimum of the following.

- Assistant Dean of Student Affairs
- Representatives from faculty (4)

DISCIPLINARY PROCEDURES

- Cases arising from alleged student code of conduct violations or serious breaches of behavior are referred by the Assistant Dean of Student Affairs with documentation.
- The student must attend a hearing of the Committee designed to evaluate the evidence.
- The accused student may choose one person to accompany them and attend the disciplinary hearing.
- The final determination is based only on the evidence presented.
- The student may contest the initial determination within five school days.
- An appeal may be made to the Dean, who may uphold the Committee's determination, amend the determination, or refer it back to the Committee for reconsideration.

DISCIPLINARY HEARING PROCEDURE

Five working days in advance of a hearing by the Disciplinary Committee, the student will be provided notice in writing of any specific allegations, a list of witnesses and any sworn statements or exhibits which will be used as evidence against him/her. The student will be provided with a list of members of the Disciplinary Committee. The hearing will be conducted and recorded with a video camera. Any witness will be admitted to the hearing for the testimony and then will be required to leave. The testimony will be recorded, and the final deliberations of the committee will be recorded.

The student may have one person of their choice, who is not a witness, present during the hearing. This person may not address the Committee, speak on behalf of the student, question witnesses, or otherwise actively participate in the hearing. The student must attend the hearing in person. The student will be allowed to make an oral statement., and then answer questions from members of the committee. The student may submit sworn written statements and other exhibits. The accused student may call witnesses on his/her behalf. The student may hear and question all witnesses.

During any period of time prior to the disciplinary hearing, the Dean may place the accused student on temporary suspension pending the Disciplinary Committee hearing and its determination.

The Disciplinary Committee shall make all recommendations in writing based on the investigation of the evidence presented at the hearing. The student may not be present during the Disciplinary Committee deliberations. Once the Committee's determination is made the student will immediately be notified of the determination.

Within five (5) working days of the date of the determination notice the student may appeal the Disciplinary Committee's decision, in writing to the Dean. The Dean has discretion but usually will only consider an appeal if a substantial mistake of fact occurred, a fundamental misinterpretation of official policies was evident, or a significant procedural defect took place appealing.

CONFLICT OF INTEREST

All members of the committee must disclose any actual, potential, or perceived conflict of interest that may influence their impartial participation in committee matters. A conflict of interest includes, but is not limited to, situations where a member:

- Has a financial, personal, or professional interest in any matter under consideration;
- Stands to benefit directly or indirectly from a decision or recommendation of the committee;
- Holds an external position or relationship that could compromise or be seen to compromise the integrity, independence, or objectivity of their role.

Members must recuse themselves from discussions and decisions where such conflicts exist. All disclosures shall be recorded in the meeting minutes, and the Chair shall determine appropriate actions in consultation with the committee. Failure to disclose a conflict of interest may result in removal from the committee.

MEETINGS

The committee meetings are called for when necessary, based on any alleged disciplinary issue reported.

REPORTING STRUCUTRE

This committee reports to Dean.

NOTICE OF MEETINGS AND MINUTES

Regular meetings of the Committee are to be scheduled by email notification at least one week prior to the time and place of the meeting. The agenda of the meeting should be based on the TOR functions and responsibilities. The chairperson of the committee will maintain the minutes of the meetings. Each point in the minutes of the meeting should be categorized as follows.

d) For information
e) action
f) approval

The minutes of the preceding meetings are to be ratified before commencing the new meeting based on the above-mentioned a, b, and c points. The chair will be responsible for disseminating the information to the other chairs/members/faculty and office, and follow up on the actions.

Appendix XI: Faculty Senate TOR

TERMS OF REFERENCE

FACULTY SENATE

PURPOSE

The senate provides an opportunity for faculty to discuss and to know the updates on campus and institutional policies, procedures, the quality of instruction, and teaching methodologies.

CONSTITUTION OF FACULTY SENATE

Chairperson: Dean – College of Medicine

Members of the Senate:

- All Basic Science and Clinical Science faculty of TAU COM

FUNCTIONS AND RESPONSIBILITIES

The faculty senate discusses and recommends the changes to faculty, student, didactic, clinical instruction, finance, and research-related policies. Such recommendations will be referred to the Dean, who will refer the matter to the Faculty Executive Committee.

CONFLICT OF INTEREST

All members of the committee must disclose any actual, potential, or perceived conflict of interest that may influence their impartial participation in committee matters. A conflict of interest includes, but is not limited to, situations where a member:

- Has a financial, personal, or professional interest in any matter under consideration;
- Stands to benefit directly or indirectly from a decision or recommendation of the committee;
- Holds an external position or relationship that could compromise or be seen to compromise the integrity, independence, or objectivity of their role.

Members must recuse themselves from discussions and decisions where such conflicts exist. All disclosures shall be recorded in the meeting minutes, and the Chair shall determine appropriate actions in consultation with the committee. Failure to disclose a conflict of interest may result in removal from the committee.

MEETINGS

The faculty senate meets twice in a semester. The schedule of meetings will be set before the start of each semester. Additional meetings may be called by the Dean as urgent business arises. An extra meeting may be held at the request of at least 50% of the membership of the faculty senate for a stated purpose.

QUORUM

The Chair and 50% of the membership.

Voting: The Chair will attempt to seek consensus on issues. Where a vote is necessary, each member of the Faculty Senate who is present has one vote. All votes will be open, and in the event of a tie, the Chair will have the deciding vote

REPORTING STRUCTURE
Faculty Senate reports to the Dean

TERM OF OFFICE
The committee shall function for two years.

NOTICE OF MEETINGS AND MINUTES
Regular meetings of the Committee are to be scheduled by email notification at least one week prior to the time and place of the meeting. The agenda of the meeting should be based on the TOR functions and responsibilities. The chairperson of the committee will maintain the minutes of the meetings. Each point in the minutes of the meeting should be categorized as follows.

a) For information
b) action
c) approval

The minutes of the preceding meetings are to be ratified before commencing the new meeting based on the above-mentioned a, b, and c points. The chair will be responsible for disseminating the information to the other chairs/members/faculty and office, and follow up on the actions.