



THE COLLEGE OF  
**Osteopathic  
Medicine** OF THE  
PACIFIC

*The discipline of learning. The art of caring.*

# COMP & COMP NORTHWEST FACULTY HANDBOOK

Western University of Health Sciences

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## **Section I**

### **COMP Faculty Assembly – Bylaws**

College of Osteopathic Medicine of the Pacific:

The College of Osteopathic Medicine of the Pacific is one college comprised of two campuses: COMP (Pomona, CA), and COMP-Northwest (Lebanon, OR). Unless a topic refers to a specific campus, all references regarding the College will pertain to both campuses and will collectively be referred to as the College or COMP/COMP-Northwest.

A. Purpose:

The purpose of the COMP/COMP Northwest Faculty Assembly is to provide an effective forum in order to focus on the educational mission of the college, address the needs and concerns of the faculty, formulate positions on key issues representing faculty consensus, and make decisions within its delegated scope of authority.

B. Membership:

The voting membership of the Assembly shall be comprised of all faculty members, who have regular academic appointments in COMP/COMP Northwest, whose duties are primarily in COMP/COMP Northwest, and who are employed by the University, on at least a 50% basis. Department Chairs shall be regarded as voting faculty for the purposes of this Assembly. Administrators above the level of Department Chair shall be regarded as voting faculty if (1) they perform administrative academic duties less than 50% of their contractual time, and (2) they do not have the authority to overturn a decision made by faculty, they are not able to reject a faculty recommendation, or they have exclusive and final authority for decisions of hiring, promotion, tenure, or dismissal of faculty. Administrators above the level of Department Chair who do not meet those conditions may participate in the Assembly's deliberations but may not vote, even if they hold an academic appointment. Associate Deans, Assistant Deans, or other faculty who assume administrative duties in excess of 50% could be included as voting members upon submission of a request to and approval by a majority vote of the Assembly. Approval would remain in effect as long as their position status remains the same as on the date of their request. Faculty members, who are primarily assigned to other colleges yet meet all the above criteria, may be included as voting members of COMP/COMP Northwest Faculty Assembly upon submission of a request to and approval by a majority vote of the Assembly.

C. Conduct of Meetings:

The COMP/COMP Northwest Faculty Assembly shall convene on a monthly basis during the academic year and on an as-needed basis during the summer. Special meetings of the Assembly may be called by the Chair at the Chair's discretion or when requested in writing

by five (5) or more faculty members. An executive session maybe called for when the content of the faculty discussion is treated as confidential and excludes the participation of faculty with primarily administrative duties. The minutes pertaining to the executive session will be separated from normal minutes. Minutes of the Assembly (except those of Executive Sessions) shall be kept and posted on the University Intranet.

For the COMP/COMP Northwest faculty assembly meeting, a quorum is considered as being established when a simple majority of the voting members is present. On matters requiring a vote, passage requires 50% plus one of the voting Assembly members. The preferred method of voting is by voice vote or show of hands at a faculty meeting, provided a quorum is present.

If there is not a quorum at a faculty meeting, then motions will be voted on by electronic ballot, conducted as follows:

1. Ballots will be sent out electronically by the Ballot Committee within two weeks of the meeting at which the motion was made.
2. Faculty members will have one week to return their vote to the Chair of the Ballot Committee, either electronically or as a hard copy.
3. The Ballot Committee will count the votes and report the results to the faculty by e-mail, and also at the next faculty meeting.
4. Since all voting faculty members will have the opportunity to participate in votes taken electronically, a quorum will be assumed, and the failure to vote on a motion will be considered an abstention. Motions will pass if they receive a majority of the votes cast.

#### D. Organization:

The Assembly shall select a Chair on a biennial basis whose responsibility is to set the agenda, announce and convene the meetings, and in other ways facilitate effective assemblies. The Chair is also responsible for maintaining an updated Faculty Handbook and appointing Ballot and Handbook Revision Committees for a period of two years.

The position of Chair of the COMP/COMP Northwest Assembly shall be included in the balloting conducted by the Assembly each spring and is open to any member of the Assembly. The Chair shall serve for a period of two years and may be reelected to the position. The Chair will represent the faculty as a member of the Dean's Comprehensive Leadership Team and shall regularly attend those meetings.

Faculty members and/or administration may suggest agenda items to the Chair.

#### E. Responsibilities:

The Assembly is empowered to consider and act upon the following matters:

1. Establish the composition and method for determining members of standing committees, define the mandates of the committees and of taskforces as needed, then consider their findings.

2. Approve substantive changes in the COMP/COMP Northwest curriculum, as proposed to the Assembly by the Curriculum Committee.
3. Form recommendations to the COMP/COMP Northwest and/or WesternU administration pertaining to matters of interest to COMP's educational mission.
4. Consider COMP/COMP Northwest performance indicators and data that may shed light on the effectiveness of the faculty's work, and make proposals for improvement.
5. Determine policies and procedures related to course or classroom management, grading policies, and procedures regarding the academic and non-academic conduct of students.
6. Enact amendments to these Bylaws.

## **Section II**

### **COMP Departmental Structure and Processes**

#### **A. Organizational Structure**

In order to support its operations and improve its effectiveness, the COMP/COMP Northwest faculty is organized into departments, as follows:

1. Medical Anatomical Sciences: Comprised of faculty in the anatomical sciences.
2. Basic Medical Sciences: Comprised of faculty in physiology, biochemistry, pharmacology, microbiology, genetics, molecular biology, virology, and immunology.
3. Family Medicine: Comprised of faculty in family medicine and Geriatrics.
4. Neuromusculoskeletal Medicine/Osteopathic Manipulative Medicine (NMM/OMM): Comprised of OMM faculty and fellows.
5. Internal Medicine: Comprised of faculty in internal medicine.
6. Clinical Sciences Department: Comprised of campus-based medical specialty Chairs and their related faculty, including, but not limited to: Pathology, Pediatrics, Surgery, Geriatrics, Behavioral Medicine and Psychiatry, Obstetrics/Gynecology, and Physical Medicine and Rehabilitation.
7. Population Health Sciences: Comprised of faculty supporting the sciences, public health, epidemiology and leadership in health care.

#### **B. Leadership:**

1. A Chair will be appointed by the Dean in those departments comprise of three or

more faculty over which a Chair would exercise educational and/or budgetary oversight.

2. Chair Responsibilities.

The chairs shall be responsible for the following within their departments:

a. Leadership

- 1) Express a clear department vision.
- 2) Facilitate department meetings.
- 3) Conduct short- and long-term planning.
- 4) Oversee space and equipment utilization.
- 5) Represent the department to other entities and stakeholders.
- 6) Build an effective culture and climate within the department.
- 7) Work collaboratively with the COMP/COMP Northwest administration to enhance the quality of the students' educational experience and the effective operation of the college.

b. Educational effectiveness

- 1) Advocate for instructional and curriculum innovation.
- 2) Participate in curriculum planning and revision.
- 3) Work collaboratively with the Curriculum Committee to integrate learned material from the preclinical curriculum into clinical applications, assess learning outcomes, and link assessment data to plans for improvement.

c. Faculty

- 4) Help to design, plan, and implement annual performance appraisals.
- 5) Mediate unresolved issues about faculty participation in the curriculum, and related curricular content matters.
- 6) Negotiate the annual distribution of ort for each member, balancing teaching

### **Section III**

#### **Faculty Appointment, Promotion, and Tenure**

A. Professional Development Options

1. Tenure Track

Full-time faculty members of COMP/COMP-Northwest employed in the tenure track

option will follow a professional development program which leads to the attainment of a continuous appointment, or tenure. Tenure with all its attendant privileges represents the most significant commitment the University can make to a faculty member; hence, the criteria for tenure consideration includes additional scholarly requirements that are measurable and exceed criteria for non-tenure track faculty. Additionally, as a means of assuring quality and continual growth, performance of tenured faculty in COMP/COMP Northwest will be reviewed every six years (see Section II, M). The requirements and procedures for post-tenure review parallel those for initial tenure consideration, but reflect recognition of changing dimensions of scholarship over an academic career. Tenure track faculty are subject to the same criteria for promotion as renewable contract faculty.

## 2. Renewable Contract (Non-Tenure Track)

Faculty members of COMP/COMP-Northwest, employed in the non-tenure track option will follow a professional development program based on a renewable contract. The faculty member will receive a one-year renewable contract upon appointment to the College of Osteopathic Medicine. Following the one-year duration of the contract, the faculty member is eligible for reappointment and may be offered additional contracts of 3-5 years duration based on rank. Renewable Contract faculty are subject to the same criteria for promotion as tenure track faculty.

## 3. Transfer between Tenure and Renewable Contract Appointments

A faculty member who wishes to transfer from a tenure track to a non-tenure track appointment or from a non-tenure to a tenure track appointment may submit such a request in writing to the Promotion & Tenure Committee (P&T) in his/her college. The College P&T will then make a recommendation to the Dean. A decision will be made within 3 months of submitting the request and will be communicated by the Dean to the Provost, faculty member and the P & T Committee in writing. A maximum of two years obtained under the non-tenure track option may be applied to the tenure track probationary period.

The request to apply years served on the non-tenure track to the probationary period for tenure must be made along with the request to transfer to the tenure track. Otherwise, the probationary period for tenure consideration will begin with the date of the new appointment. A faculty member may request to transfer from

one track to another only one time during his/her WesternU employment. Final approval of the aforementioned requests will be made by the Provost.

## B. Description of Academic Positions

### 1. Regular Faculty

#### a. Basic Science (Tenure & Non-Tenure Track) and Clinical Faculty (Tenure-Track)

- 1) Instructor: This title shall be given to any member of the faculty who at the time of his/her appointment does not have an earned doctorate.
- 2) Assistant Professor: This title shall be given to a faculty member who possesses a terminal degree in his/her profession/discipline from a regionally accredited institution and has had a minimum of two (2) years scholarly activity following granting of terminal degree. This individual shall have demonstrated teaching ability, scholarly achievement, interest in students, and a spirit of scholarly inquiry necessary to keep his/her € continually viable. Appointments at this rank will not ordinarily exceed six years of continuous University service.
- 3) Associate Professor: In addition to having the qualifications required of an Assistant Professor, the appointee shall have demonstrated outstanding teaching ability, notable achievement in scholarship, and service to the University. Clinical faculty in this category must be board certified or hold appropriate professional credentials.
- 4) Professor: In addition to having the qualifications of an Associate Professor, ordinarily the appointee shall have made a noteworthy contribution to a field of knowledge and achieved national reputation in one or more of the areas in which the appointee is being evaluated. This contribution is expected to involve extraordinary teaching and/or research achievement. Clinical faculty must be board certified or hold appropriate professional credentials.

#### b. Clinical Faculty (Non-Tenure-Track)

- 1) Instructor of Clinical <specialty>: This title shall be given to any member of the faculty who at the time of his/her appointment does not have an earned doctorate.
- 2) Assistant Professor of Clinical <specialty>: This title shall be given to a faculty member who possesses a terminal degree in his/her profession/discipline from a regionally accredited institution. This individual shall have demonstrated teaching ability, scholarly achievement, interest in students, and a spirit of scholarly inquiry necessary to keep his/her teaching continually viable. Appointments at this rank will not ordinarily exceed six years of continuous University service.
- 3) Associate Professor of Clinical <specialty>: In addition to having the qualifications required of an Assistant Professor, the appointee shall have demonstrated outstanding teaching ability, notable achievement in scholarship, and service to the University. Clinical faculty in this category must be board certified or hold



appropriate professional credentials.

- 4) Professor of Clinical <specialty>: In addition to having the qualifications of an Associate Professor, ordinarily the appointee shall have made a noteworthy contribution to a field of knowledge and achieved national reputation in one or more of the areas (see Section III.D) in which the appointee is being evaluated. This contribution is expected to involve extraordinary teaching and/or research achievement. Clinical faculty must be board certified or hold appropriate professional credentials.

## 2. Non-Regular Faculty

### a. Auxiliary Faculty (formerly known as Clinical Adjunct Faculty)

Auxiliary faculty are defined as those qualified clinicians who assist in implementing the COMP/COMP Northwest curriculum through delivering lectures, proctoring or supervising students at clinical sites, and/or facilitating clinical simulations, demonstrations, and exams, and assisting with research. Auxiliary clinical faculty hold primary responsibilities and sources of income outside the University. University appointments are usually without salary though may include honoraria or expense reimbursement.

Auxiliary faculty appointments are made at the recommendation of the COMP/COMP Northwest Clinical Chair whose specialty is most closely aligned with that of the appointee, and are approved by the Dean of COMP/COMP-Northwest. Determination of rank (Professor, Associate, or Assistant) is made at the time of the appointment, using criteria similar to those for full-time faculty. A curriculum vitae and other documents substantiating qualifications and service will be retained in the Office of Clinical Education.

Appointments are for periods of three years and may be renewed as the faculty member continues to serve the mission of the College. Successive reappointments do not confer tenure or continuing appointment status.

An auxiliary clinical faculty appointment carries certain status and privileges, such as use of the title on business or identification cards, eligibility for some CME credits, and access to certain University Web sites and the University Library. The appointment does not provide for tenure, voting privileges in College elections, or service on standing committees.

- 1) Instructor of <Specialty>: This title shall be given to any member of the faculty who at the time of his/her appointment does not have an earned doctorate.
- 2) Clinical Assistant Professor of <Specialty>: This title shall be given to a faculty member who possesses a terminal degree in his/her profession/discipline from a regionally accredited institution. This individual shall have demonstrated teaching ability, scholarly achievement, interest in students, and a spirit of scholarly inquiry necessary to keep his/her teaching continually viable. Appointments at this rank will not ordinarily exceed six

years of continuous University service.

- 3) Clinical Associate Professor of <Specialty>: In addition to having the qualifications required of an Assistant Professor, the appointee shall have demonstrated outstanding teaching ability, notable achievement in scholarship, and service to the University. Clinical faculty in this category must be board certified or hold appropriate professional credentials.
- 4) Clinical Professor of <Specialty>: In addition to having the qualifications of an Associate Professor, ordinarily the appointee shall have made a noteworthy contribution to a field of knowledge and achieved national reputation in one or more of the areas (see Section III.D) in which the appointee is being evaluated. This contribution is expected to involve extraordinary teaching and/or research achievement. Clinical faculty must be board certified or hold appropriate professional credentials.

#### b. Research Faculty

Full-time appointments reserved for individuals meeting the qualifications of a regular faculty appointment whose primary duties are extensively involved in the conduct of research, with limited involvement in teaching and service functions, and are currently employed by the University on a term contract.

#### c. Adjunct Faculty (Assistant/Associate/Professor)

Short-term (less than one year or less than 10 hours per week) contracted or volunteer faculty appointments reserved for individuals who have a regular appointment at another University or in another college of WesternU or in another department of COMP, who otherwise serve in the capacity of faculty members as lecturers or course instructors on a part-time or irregular basis.

### C. Initial Appointments

The initial academic rank for full time faculty (including those with 60% contracts) is established at the time of appointment to the faculty and is dependent upon factors such as professional education, teaching experience, teaching proficiency at other institutions, and level of specialty certification. The search committee for a given position makes recommendations for initial academic rank to the appropriate Chair, who will forward the recommendation to the Dean of COMP/COMP-Northwest in keeping with COMP policy. The Dean of COMP/COMP-Northwest then forwards the recommendation to the Provost, the President, and the Board of Trustees for their action.

### D. Performance Criteria

For the purposes of guiding annual negotiations related to distribution of effort and the evaluation of performance, (see section II L) and for use by the Promotion and Tenure committee in evaluation for promotion and tenure the following categories of professional activity are illustrative rather than definitive. [See also University Faculty Handbook II, L.]

1. Teaching and Assessment:
  - a. The effectiveness with which one carries out his/her lecture, seminar, lab, and/or clinical teaching assignments and responsibilities.
  - b. The ability to independently design and present a course or a series of integrated learning experiences.
  - c. The capability to prepare examination questions independently, as well as to competently assess student learning and grade performance in a course or a portion of a course.
  - d. Contributing accepted questions to the NBOME for inclusion in the COMLEX test bank.
  - e. Demonstration, by his/her teaching efforts, of orientation to the goals of the University, or to the interrelationships of goals among the disciplines.
  - f. Authorship of course goals and objectives, outlines, and/or narrative handouts dealing with specific topic areas including teaching manuals.
  - g. Contributions to the scholarship of teaching, learning, or assessment.
  - h. Reporting and evaluation of statistical data on student performance.
  - i. Recognition by other faculty members of effectiveness in the planning and/or presentation of collaborative teaching efforts.
  - j. Demonstration of innovative teaching, including publication of acceptable teaching aids or audiovisual materials, the design of new pedagogical strategies, or incorporation of new and effective techniques.
  - k. Lectures and/or clinics given to professional groups.
  - l. Contributions to Interprofessional Education (IPE)
  - m. Participation by invitation in the teaching program of other academic institutions.
  - n. Understanding and implementation of osteopathic philosophy and principles.
2. Scholarly Activities
  - a. Authorship of published papers.
  - b. Grants or contracts awarded to him/her as a primary investigator or as co-investigator.
  - c. The presentation of papers or seminars at professional or scholarly meetings.
  - d. Active participation in local, regional, or national meetings of professional societies.
3. Service to the University and the Community
  - a. Active participation on University or College committees.

- b. Services to the University clinic.
- c. Educational services to the community, especially in a health professions role.
- d. Advisor to students.
- e. Special assignments from the appropriate Dean of COMP/COMP-Northwest or President.
- f. Interdisciplinary cooperation in all activities.
- g. Administrative leadership related to curricular oversight, student activities, staff supervision, or budgetary responsibilities.
- h. Service within one's profession or discipline by means such as leadership and/or planning with national organizations, conferences, speaker's bureaus, or key professional committees.
- i. Other documented, significant contributions of service to the University and/or community.

#### E. Annual Performance Evaluations

In order to provide an informed basis for the Dean of the College to make recommendations to the Provost regarding merit-based salary increases (as required in the University Faculty Handbook II, D), and in order for COMP/COMP-Northwest to align financial incentives with exemplary service, the Dean of College shall oversee an annual faculty performance review. Department chairs shall conduct these evaluations as aligned with the distribution of effort agreed upon with each faculty member within their departments. Chairs shall seek to take into account multiple sources of relevant information, such as personal dialogue with each faculty, classroom or lab observation, peer reviews, student course evaluations, clinical practice and education performance, and supporting documents from faculty themselves. These evaluations shall include evidence of collegiality and professionalism. When merit salary increases are announced by the President and Board, department Chairs shall make recommendations to the Dean of COMP/COMP-Northwest regarding merit adjustments; the Dean of COMP/COMP-Northwest will then convey his/her recommendations to the University administration.

At the time of the annual renewal of contracts (but not as part of the contract or salary negotiations), each individual faculty member will negotiate with his or her department Chair, Dean of COMP/COMP-Northwest or Assistant/Associate Dean (according to reporting structures) regarding how they will expend their efforts for the coming year. These negotiations will encompass the three areas of service listed below and will be expressed as a percentage of effort, the total of which will be 100%. Reasonable performance outcomes will be discussed and documented, and will vary depending on whether the faculty member is a full-time employee, or (as may be the case with some clinical faculty) a part-time employee.

Annual performance evaluations, as well as evaluations by the Promotion and Tenure Committee related to promotion and tenure, will consider faculty performance in each negotiated area of service and will be weighted accordingly. For example, if a member's

individual contract calls for a 60% devotion of effort to instruction, 30% to research, and 10% to service, then evaluation will give relative weight to each area. It is incumbent on the individual faculty member to provide evidence of effective involvement in each service area.

To the extent negotiated with one's Chair, Dean of COMP/COMP-Northwest or Assistant/Associate Dean as a part of an annual contract, faculty involvement in off-campus research or professional service shall be counted as regular compensated time rather than as vacation, leave, or CME time.

## F. Promotion

### 1. Procedures

A faculty member may apply for promotion to a specified rank, pursuant to their date of hire by notifying their department Chair. Credit toward promotion based on prior service at other institutions will be negotiated with the Dean of COMP/COMP-Northwest at the time of initial appointment. In general, such negotiations will be based on the guideline that teaching in a comparable institution, at their current rank, will be credited on the basis of 2/3 of a year for each year of prior experience. Credit for service in an undergraduate school, or for experience in postdoctoral training, will be calculated on the basis of 1/3 of a year of credit for each year of experience. This will not be considered early promotion. The following guidelines have been adopted for consideration of such requests:

- a. For promotion from Assistant Professor to Associate Professor
  - 1) Normally, if the faculty member has not received teaching credit for a prior position held before joining the University, consideration will be given for promotion to occur at the end of six years of outstanding teaching plus outstanding performance in at least one other area.
  - 2) Early promotion may be requested by submission of a written request to the Department Chair after four years of employment.
  - 3) If the faculty member has had teaching experience prior to employment at the University, consideration may be given after two years of outstanding service at the University. The Promotion and Tenure Committee may request letters of recommendation from former employers in addition to other evidence of distinguished academic performance.
- b. For promotion from Associate Professor to Professor, consideration may be given after a continuing record of outstanding teaching and performance in other areas for four years at the Associate Professor rank, two of which must be at the University.
  - 1) Normally, if the faculty member has not received teaching credit for a prior position held before joining the University, consideration will be given for promotion to occur at the end of six years of outstanding teaching plus outstanding performance in at least one other area.

- 2) Early promotion may be requested by submission of a written request to the Department Chair after four years.
- 3) To apply for promotion from Assistant Professor to Associate Professor, the individual must have completed five years of service at the rank of Assistant Professor, unless credit was granted at the time of the initial appointment. Promotion would ordinarily occur at the end of the sixth year of service.

**NOTE: For faculty hired prior to January 1, 2005, see section III D for promotion criteria. For faculty hired after January 1, 2005, sections III D, F2, & F3 apply.**

## 2. Promotion Criteria – Regular Faculty

### a. Basic Science and Clinical Faculty – Tenure Track

#### 1) Assistant Professor

Stringency of criteria for this rank must be set at the department or division level by the department chair or assistant/associate Dean. The faculty member should generally as an essential minimum exhibit significant evidence of commitment to quality teaching with additional emphasis on scholarly activities.

Minimum of two (2) years scholarly activity following granting of doctoral degree.

- a) Inside References: Minimum of two (2), in writing, which must provide evidence of the academic attributes of the candidate.
- b) Outside References: Minimum of four (4), in writing, which must provide evidence of the academic attributes of the candidate.

#### 2) Associate Professor

##### a) Teaching

Evidence of thorough, objective competence must be provided in this category. Evidence must include recognition by peers and students for excellence in teaching. Evidence may also include awards, innovations, course directorships, system coordination, and student advisements.

##### b) Service

Evidence may be demonstrated by active participation on university or college committees and in part by a leadership role in the department or in chairing major committees (esp.: Promotion and Tenure, Admissions, Student Performance, and Curriculum) or in holding a high-level administrative position.

c) Scholarly Activities

Evidence of publications in peer-reviewed journals must be provided. Categories may include, but not be limited to medical education topics, clinical observations, analytic (prospective) studies, retrospective analyses, and basic research. Abstracts and presentations will be considered in the area, but even significant efforts in such activities will not replace the requirement to have been published in peer-reviewed journals.

Major contributor and first or senior author of peer-reviewed journals and other substantive publications.

Must provide evidence of current and continued extramural grant funding and/or major contributions to medical education; e.g., new curriculum offerings, educational programs, textbooks, syllabi, computer programs, or videotapes that significantly improve the method or quality of instruction at the college. These should be published locally or nationally.

- d) Inside References: Minimum of two (2), in writing, which must provide evidence of the candidate's academic excellence.
- e) Outside References: Minimum of four (4), in writing, which must provide evidence of the candidate's academic excellence. The references must be from faculty at accredited universities or colleges, and must be from senior faculty in the candidate's own area of expertise.

3. Professor

The candidate must have satisfied all criteria for the rank of Associate Professor and must be of national reputation and acknowledged by his or her peers within the salient discipline to be an authority in his or her field. This is an earned rank achieved under circumstances of demonstrated merit not longevity.

a) Teaching

Evidence of thorough, objective competence must be provided in this category. Evidence must include recognition by peers and students for excellence in teaching. Evidence may also include awards, innovations, course directorships, system coordination, and student advisements.

b) Service

National reputation within his or her field which may be indicated by memberships in study sections, membership or officer/director positions on advisory or editorial boards, prestigious professional societies, etc., awards, prizes, and other notable academic achievements, including the organization of national/international symposiums or meetings, and

chairing or showing major impact on institutional committees and community activities.

c) Scholarly Activities

Evidence of publications in peer-reviewed journals must be provided. Categories may include, but not be limited to medical education topics, clinical observations, analytic (prospective) studies, retrospective analyses, and basic research. Abstracts and presentations will be considered in the area, but even significant efforts in such activities will not replace the requirement to have been published in peer-reviewed journals. Evidence of peer recognition may include major awards, prizes or other notable recognition for academic achievements.

Evidence of current extramural grant funding or a history of extramural grant funding and a current application for such funding must be provided.

d) Inside References: Minimum of two (2), in writing, which must provide evidence of the candidate's academic excellence.

e) Outside References: Minimum of four (4), in writing, which must provide evidence of the candidate's academic excellence. The references must be from faculty at accredited universities or colleges, and must be from senior faculty in the candidate's own area of expertise.

b. Basic Science and Clinical Faculty – Renewable Contract (Non-Tenure) Track

1) Assistant Professor

Stringency of criteria for this rank must be set at the department or division level by the department Chair.

The faculty member should generally as an essential minimum exhibit significant evidence of commitment to quality teaching with additional emphasis on scholarly activities.

Minimum of two (2) years scholarly activity following granting of doctoral degree.

a) Inside References: Minimum of two (2), in writing, which must provide evidence of the academic attributes of the candidate.

b) Outside References: Minimum of four (4), in writing, which must provide evidence of the academic attributes of the candidate.

2) Associate Professor

a) Teaching: Evidence of thorough, objective competence must be provided. The portion of effort in this category will be determined



annually by the department Chair or Assistant/Associate Dean as appropriate.

- b) Service: Evidence of community service and/or extramural professional organizations. The portion of effort in this category will be determined annually by the department Chair or Assistant/Associate Dean as appropriate.
- c) Scholarly Activities Evidence of publications (not necessarily all within peer-reviewed journals), abstracts, presentations, extramural funding, or case study.
- d) Inside References: Minimum of two (2), in writing, which must provide evidence of the candidate's academic excellence.
- e) Outside References: Minimum of four (4), in writing, which must provide evidence of the candidate's academic excellence.

### 3) Professor

#### a) Teaching

Objective evidence of outstanding teaching.

The portion of effort in this category will be determined annually by the department Chair, Dean or unit head as appropriate.

#### b) Service

Major efforts must be evident; e.g., chairing major institutional committees and/or achievement of national reputation for service in major forums.

The portion of effort in this category will be determined annually by the department Chair, Dean or unit head, as appropriate.

#### c) Scholarly Activities

Elements of consideration include, but not limited to, evidence of publications in peer-reviewed journals, abstracts, presentations, and extramural funding.

- d) Inside References: Minimum of two (2), in writing, which must provide evidence of the candidate's academic excellence.
- e) Outside References: Minimum of four (4), in writing, which must provide evidence of the candidate's academic excellence.

### 4. Promotion Criteria – Non-Regular Faculty: This category includes - Auxiliary, Research, and Visiting Faculty. Tenure track is not available for those in this category

#### a. Assistant Professor

Minimum two (2) years scholarly or professional activity following granting of the relevant postgraduate degree.

Stringency of criteria for this rank must be set at the department / school / institute level by the department chair/school Dean/institute director.

Additional, in the case of promotion:

Inside References: Minimum of two (2), in writing, which must provide evidence of the academic attributes of the candidate.

Outside References: Minimum of four (4), in writing, which must provide evidence of the academic attributes of the candidate.

b. Associate Professor

Minimum two (2) years scholarly or professional activity following granting of the relevant postgraduate degree.

Stringency of criteria for this rank must be set at the department / school / institute level by the department chair/school Dean/institute director. Additional, in the case of promotion:

Inside References: Minimum of two (2), in writing, which must provide evidence of the academic attributes of the candidate.

Outside References: Minimum of four (4), in writing, which must provide evidence of the academic attributes of the candidate.

c. Professor

This is an earned rank achieved under circumstances of demonstrated merit and not longevity.

Teaching (if applicable): Must provide evidence of thorough, objective competence.

Service: Major effort must be evident; e.g., chairing major institutional committees and/or community, state, national service recognition, editorials, symposia organizer, membership on study sections. Achievement of national reputation for services in major forums.

Scholarly Activities: Must provide evidence of substantive publications in peer-reviewed journals, abstracts, and presentations. Must provide evidence of current extramural funding.

Stringency of criteria for this rank must be set at the department / school / institute level by the department chair/school Dean/institute director.

Additional: In the case of promotion, candidate must be recommended by department chair/school Dean / institute director and/or the department's / school's / institute's promotion and tenure committee.

Also, in the case of promotion:

Inside References: Minimum of two (2), in writing, which must provide evidence of the academic attributes of the candidate.

Outside References: Minimum of two (4), in writing, which must provide evidence of the academic attributes of the candidate.

## G. Tenure

### 1. Procedures [See University Faculty Handbook II, M.]

- a. A faculty member having academic tenure will have a continuous appointment with the University that may be terminated only for “adequate cause” (see University Faculty Handbook II, J). Tenure may be conferred at any academic rank above the instructor level. For a faculty member hired as Assistant Professor on the tenure track, a decision regarding the granting of tenure must be made no later than 6 years after their date of hire. For a faculty member hired as Associate Professor or Professor on the tenure track, a decision regarding the granting of tenure must be made no later than 4 years after their date of hire. All faculty members being considered for promotion and/or tenure shall undergo an interim review prior to their 4<sup>th</sup> year of employment, unless timing for final review is altered by credit granted at the time of the initial appointment or by extension. The purpose and procedural guidelines shall follow those described in the University Faculty Handbook (Section II, M).

If an Assistant Professor is granted early promotion to Associate Professor, the date for the decision on the granting of tenure will remain unchanged. Formal evaluation for tenure will ordinarily occur during the final year preceding the date by which the tenure decision must be made. In exceptional cases, and with the support of the department Chairman, the faculty member may request the Promotion and Tenure Committee to evaluate them for tenure earlier than the usual time. The Promotion and Tenure Committee may grant or deny that request. In any case in which tenure is not granted, the faculty member will be given a one-year terminal contract. If tenure is granted, tenure commences with the start of the next academic year.

- b. Evaluation for tenure will be made by the COMP/COMP Northwest Promotion and Tenure Committee. An eligible faculty member, at or above the Associate Professor rank, will be invited by the Chair of the Promotion and Tenure Committee to submit pertinent information pertaining to his/her evaluation no later than one month preceding the Committee’s due date for such materials. Ordinarily, requested materials will include:
  - 1) An updated C.V.
  - 2) Teaching evaluations deemed relevant in consultation with the department Chair and the P & T Committee.
  - 3) At least four letters of evaluation submitted directly to the Chair of the P & T Committee from outside evaluators in the candidate’s field of specialty,

addressing the candidate's professional and scholarly performance at a national level.

4) Annual activity records

- c. The results of the Promotion and Tenure Committee's deliberations will be given in writing to the Dean of COMP/COMP-Northwest with notification to the Provost and to the candidate. Also, the letter from the Dean and the letter from the faculty direct supervisor (if applicable) shall be made available to the faculty. The P&T Committee will make one of the following recommendations with adequate explanation: grant tenure, continuance at the present level, or non-renewal of contract. If the Dean of COMP/COMP-Northwest and/or the Provost do not follow the recommendations of the Promotion and Tenure Committee, the Promotion and Tenure Committee must be notified with a written explanation by the administrator not concurring with the recommendations of the Promotion and Tenure Committee. The Provost will notify the faculty member in writing of the final decision. If tenure is not recommended by either the Dean of COMP/COMP-Northwest and/or the Provost the faculty member must be provided with a written explanation from the administrator not recommending tenure, with a copy to the Promotion and Tenure Committee.
- d. In determining whether the individual has achieved excellence, tangible evidence maybe considered in each of the three traditional areas of service (Section II, M) and shall be weighted by the Promotion and Tenure Committee according to the distribution of effort that has been negotiated in the member's contract.

2. Tenure Eligibility Criteria:

- a. Full-time academic appointment is required for tenure.
- b. The faculty member must be in a regular academic track in the College of Osteopathic Medicine of the Pacific with at least six years of academic experience, at least four of which is in full-time service at WesternU.
- c. The faculty member normally must have the rank of associate professor or above; however, promotion or appointment to associate professor or above does not include tenure automatically.
- d. Faculty having appointments in more than one program will be governed by the policy of the program of the primary appointment. In the case of dual appointments, the College in which the individual is on a tenure track will, upon recommendation of the Dean of that College, be designated by the Provost at the time of the dual appointment. This designation process does not award tenure or guarantee future award of tenure.
- e. The faculty member must provide evidence through the existing mechanism for

promotion, as determined by the Promotion and Tenure Committee, of excellence in teaching, scholarship and service and give promise for continued professional growth and performance.

- f. The prospective candidate must conduct him/herself in a professional manner and exhibit collegiality when interacting directly or indirectly with fellow faculty.

Colleagues are those explicitly united in a common purpose and respecting each other's abilities to work toward that purpose. Collegiality connotes respect for another's commitment to the common purpose and goals of the department and ability to work toward it in a non-belligerent manner. Collegiality generally includes, but is not limited to the following behaviors:

- 1) Collaborates with others
- 2) Fosters teamwork
- 3) Resolves conflicts
- 4) Proactively assists and actively involves others
- 5) Builds bridges between and among colleagues
- 6) Promotes rapport among colleagues
- 7) Demonstrates patience and respect in working with fellow faculty members.

- g. The prospective candidate must exhibit loyalty to the stated goals and mission of the College and the program to which he/she is appointed.

#### H. Post-Tenure Review [See University Faculty Handbook II, M.]

1. Achieving tenure is the rigorous process by which the academic community acknowledges that a faculty member has a sustained record of high productivity in supporting the mission of the college. Tenure is not, however, an unconditional guarantee of continual employment.

Tenured faculty at COMP/COMP Northwest continue to participate in its annual review process. For cause, the faculty member's department Chair or Dean of COMP/COMP-Northwest may initiate a formal post-tenure review. The P&T Committee will meet and evaluate the merits of the request. If the request has merit, the Promotion and Tenure Committee will initiate a post-tenure review. The clear intention of this review is for the faculty member to regain a position of strength within her or his department.

2. All continuously tenured faculty members hired after July 1, 1998, will undergo automatic post-tenure reviews every six years following the date of initial tenure. The post-tenure review process should be designed to advance faculty development and growth. It is not the purpose of periodic post-tenure review to be used as a mechanism to require a tenured faculty member to earn tenure again and again, every five years. Once tenure has been granted, the normal presumption is that it will continue.

Faculty members hired prior to July 1, 1998, may elect to undergo the post-tenure review process.

3. The post-tenure review process will evaluate performance in the same areas as stated in this handbook for the awarding of tenure.
  - a. The faculty member must provide evidence of continued excellence in teaching, scholarship and service and give promise for continued professional growth. Tangible evidence may be considered in each of the three traditional areas of performance and shall be weighted by the Promotion and Tenure Committee according to the distribution of effort that has been negotiated between the faculty member and his/her Chair.
  - b. The faculty member must conduct him/herself in a professional manner and exhibit collegiality when interacting directly or indirectly with fellow faculty.
  - c. The faculty member must comply with the stated goals and mission of the College and of the program to which he/she is appointed.
4. In the event that the post-tenure review is favorable to the faculty member, a report of such will be forwarded to the Dean of COMP/COMP-Northwest, departmental Chair and the faculty member.
5. Ordinarily, a tenured faculty member will not be subject to post-tenure review for a period of five years following successful completion of the post-tenure review or remediation processes or the initial granting of tenure.
6. In the event that the post-tenure review is not favorable to the faculty member, the Promotion and Tenure Committee will submit a report to the Dean of COMP/COMP-Northwest outlining recommendations for actions that the faculty member should take to remediate his/her performance. The Promotion and Tenure Committee, in consultation with the Dean of COMP/COMP-Northwest, the faculty member's Chair and the faculty member will devise a plan of remediation, with a specified time period for completion, in consultation with the faculty member and his/her Department Chair. The remediation process will be directed toward the growth and development of the faculty member.

Following the specified time period, the Promotion and Tenure Committee will evaluate the faculty member's progress toward achieving the goals specified in the remediation plan.

If the P & T Committee finds that remediation has been successful, a report of such will be forwarded to the Dean of COMP/COMP-Northwest and departmental Chair.

If the P & T Committee finds that remediation has been unsuccessful, the Committee must recommend termination of continuous employment, subject to demonstration of adequate cause as stipulated by the University Faculty Handbook.

If termination of continuous employment is recommended for adequate cause, as

stipulated by the Faculty Handbook, the affected faculty member will be given a one-year terminal contract.

I. Retirement [See University Faculty Handbook II, I.]

As a professional courtesy, faculty anticipating their retirement should give written notice of their intentions to their chair at least one year prior to their retirement date. Such written notification will allow a formal search and recruitment process to commence in order to fill the position.

When retirement follows a career of notable service to the College, the department chair may recommend to the Promotion and Tenure Committee that Emeritus status be granted upon retirement. If approved, the Promotion and Tenure Committee will forward this recommendation to the Dean of COMP/COMP-Northwest and thus to the Board. Please see University Faculty Handbook, Appendix III F, for information/privileges regarding this position.

## **Section IV**

### **COMP Standing Committee Composition & Duties**

A. Selection and Duties

All COMP/COMP Northwest Standing Committees shall be elected by the COMP/COMP Northwest Faculty Assembly except when a Dean of COMP/COMP Northwest's appointment is appropriate and specified (as with the Admissions Committee). Committees will keep the Assembly informed regarding their outcomes and make proposals for discussion or action as appropriate. Committees will periodically assess the effectiveness of their work and report this outcome to the Assembly as well. The Assembly Chair shall oversee the election process for these committees.

A Ballot Committee, consisting of 3 members will be appointed by the Faculty Assembly Chair.

B. Standing Committees: General Guidelines

COMP/COMP-Northwest shall utilize a number of standing committees as specified in the body of this document to help with the operation and business of critical functions of the College. The committees shall operate under the direction of a faculty governance model. Committees are responsible for 1) the operation specific area of their charge/purpose, 2) collaboratively assuring committee effectiveness, 3) implementing a continual process improvement plan when and where indicated, and 4) providing updates to the general Faculty Assembly.

Unless specified as a Dean of COMP/COMP Northwest appointed committee, membership for the committee(s) shall be elected by the College Faculty Assembly. The Chair of the College Faculty Assembly shall oversee the election process to include appointing a 3-member Ballot Committee. The Ballot Committee shall convene at least one month prior to

the anticipated vote of the Faculty Assembly.

The duties of the Ballot Committee will include announcing the election schedule, receiving nominations and conducting the elections as appropriate in consultation with the Assembly Chair. The voting process for committee membership shall occur no later than March/April of the academic year prior to the expected appointment of the new members. Committee Chairs and Vice-Chairs shall be elected or appointed as described in the committee guidelines.

Eligibility for committee membership is open to College Assembly members as described in section I. All appointed terms for members, Chairs and Vice-Chairs shall commence July 1 of the new academic year.

Nominated or appointed individuals must assure they have approval from their Department Chair and/or supervisor prior to participating in the election/appointment process. Committee membership will be considered as an area of service to the University.

At the behest of the Chair, additional individuals may be invited to participate in the committee meetings to 1) serve an advisory function, 2) provide additional administrative support, or 3) provide any additional information or service necessary to promote the business of the committee. Upon invitation, the invitees are not considered committee members, will not participate in the voting process of the committee, will not exert undue influence on the committee and its proceedings and will not participate in the deliberations of the committee or when votes are taken. Their participation in the committee meetings may include attending all or part of the meeting as is necessary to advance the operation(s) of the committee.

Committee members, including the Chair and Vice-Chair, shall be expected to serve the term as defined for the respective committee. When possible, committee membership will be staggered to assure continuity of the committee. Should a member not be able to serve the entire term (voting member or Chair/Vice-Chair), the vacated position shall be filled by the standard appointment process as defined by the Committee, and the substituting member shall fulfill the remaining term of the member they are replacing. In instances where an off-cycle vote is required to replace a member, the committee Chair shall notify the Chair of the Faculty Assembly that a special vote is required.

All committees shall conduct the formal business of the committee upon attainment of a quorum, which shall be defined as simple majority (50% plus one) of the eligible voting committee membership. Committee Chairs will refrain from voting unless their vote is required to break a tie or if the committee is short by one member for a quorum. Vice Chairs of committees shall be considered eligible to vote unless they are assuming the duties of the Chair, at which time the same parameters will apply to their vote as defined by the Chair role.

### C. Standing Committees

#### 1. Admissions Committee Committee Purpose:

The charge of the COMP Admissions Committee is to fulfill the mission of the College by assuring it has selected candidates who will be technically competent, culturally sensitive, professional and compassionate future osteopathic physicians who will be



lifelong learners and who will serve society by providing comprehensive, patient centered healthcare with the distinctive osteopathic philosophy. An additional goal of the Committee is to assure the applicants selected for membership in the class will have a reasonable assumption to possess the technical standards and academic, personal and professional characteristics and qualities required to excel in the College, in Graduate Medical Education and beyond. Additionally, the Committee is charged with assuring the class reflects the needs of the evolving healthcare environment to include a diverse student body.

#### Committee Structure and Membership:

The COMP/COMP Northwest Admissions Committee shall be comprised of a main COMP Admissions Committee and two Sub-Committees, each with a specified charge. One Sub-Committee, the COMP-Northwest Admissions Sub-Committee, shall evaluate class membership for the COMP-Northwest campus. The second Sub-Committee, the COMP Linkage Sub-Committee, shall focus on COMP (Pomona) Linkage programs primarily designed to increase diversity in the class to help assure the developing healthcare needs of the population are addressed.

The main COMP Admissions Committee Chair and Vice Chair shall be appointed by the Dean to serve a three-year term. In consultation with the Chair, the Dean shall appoint members to the Committee. For the main College Admissions Committee, membership shall consist of a minimum of ten (10) and a maximum of twelve (12) members to include the Chair and Vice-Chair. Committee membership shall be staggered to assure continuity of the Committee's charge.

For each Sub-Committee, the Dean shall appoint a Chair for a three-year term. In consultation with the respective Sub-Committee Chair(s) and the main Admissions Committee Chair, the Dean shall appoint members to the Sub-Committees. For each Sub-Committee, membership shall consist of a minimum of six (6) and a maximum of eight (8) members to include the respective Chair(s). Each appointed member shall be expected to serve a three-year term. Sub-Committee membership shall be staggered to assure continuity of the Sub-Committee's charge. To foster communication with the Sub-Committees and the main Admissions Committee, members, including the Chair and Vice-Chairs, may serve on the appointed Sub-Committee and the main Admissions Committee; however, each term will be respective to the specific Committee or Sub-Committee.

For the Committee and the Sub-Committees, key non-voting guest appointments may be made as identified in the operational guidelines. An example of an essential non-voting guest includes but is not limited to administrative representation from the Office of Admissions. As necessary, other guests may be invited as described in the General Guidelines to maximize the effectiveness of the Committee.

#### Committee Operations:

The College main Admissions Committee and respective Sub-Committees will be expected to thoroughly evaluate applicant files, conduct interviews, holistically review candidates and vote on candidates for decision at regularly scheduled meetings. All Committee and Sub-Committee decisions are considered advisory to the Dean. Upon

presentation to the Dean, final decisions on each candidate shall be made for acceptance, alternate status, or denial.

The Committee will also be charged with determining standards for admission based upon mission fit as described above and the anticipated needs of the future healthcare workforce. For the purpose of open-pool applicants, the COMP Admissions Committee and the COMP-Northwest Sub-Committee shall propose standards for candidates.

Due to the unique nature of the goals of the Linkage Programs, the College Linkage Sub-Committee will evaluate and propose standards for admission for Linkage Candidates. Standards for all candidates will be evaluated and proposed based upon data assessment factoring in the evolving needs of the future healthcare workforce. All standards for admission proposed by the Committee/Sub-Committees shall be considered advisory to the Dean who will have the right of final approval for any proposed change(s) in standards.

The Committees and Sub-Committees shall collaboratively work together to assure continuity of practices and standards with the goal of filling the class with excellent students who will eventually be prepared to be outstanding members of the healthcare workforce. This shall entail regular communications between the Committees and Sub-Committees to include no less than regular meetings between the Chair/Vice-Chairs, an annual retreat, and provision of minutes and agendas that reflect the ongoing operations of the Committee/Sub-Committees.

Further details regarding the Admissions Committee and the Sub-Committees will be detailed in the College Admissions Committee and Sub-Committees Operational Guidelines.

## 2. Awards Committee

### Committee Purpose:

The charge of the COMP/COMP Northwest Awards Committee is to evaluate and recommend applicants/candidates on a merit/needs-based approach for various College/University/Institutional awards, commendations and/or scholarships. The Committee shall assure that all vetted candidates have met the standards and qualifications required for the specific award, commendation and/or scholarship, and that the best possible candidate(s) are presented for the designated honor.

### Committee Structure and Membership:

Committee membership shall consist of four members from the COMP-Pomona campus and four members from the COMP-Northwest campus. The members will be elected by the COMP/COMP Northwest Faculty Assembly as described in the General Guidelines section. The Committee members will be elected for a three-year term with staggered terms for the members from both campuses to assure continuity of the Committee.

The Committee Chair shall be elected annually from amongst the Committee membership. Upon vote of the Committee membership, the Chair may continue to serve in that role until the term of their membership on the Committee is complete.

Key non-voting ex-officio guests may be made as identified in the operational guidelines. Examples of key non-voting guests include but are not limited to the Dean or their designee and administrative representation from the Office of Student Affairs and Office of Academic Affairs. As necessary, other guests may be invited as described in the General Guidelines to maximize the effectiveness of the Committee.

#### Committee Operations:

COMP/COMP Northwest Awards Committee meetings will be called as needed at the directive of the Chair when specified awards, commendations or scholarships are brought to the attention of the College. In particular, there is a minimum expectation for meeting prior to the end of year College Honors and Awards Ceremonies; however, the Chair may call additional meetings as other opportunities for recognition are brought to the attention of the College. Prior to the meeting, the Chair will assign application reviews to the Committee members for discussion and evaluation at the designated meeting. Members will be expected to present the designated candidates for consideration. Upon completion of the deliberations, the Committee shall vote on the various honors. The Committee's recommendations shall be reported to the Dean for final decision. The Dean will forward the appropriate recommendations to the University Awards Committee as appropriate.

Further details regarding the COMP/COMP Northwest Awards Committee will be detailed in the COMP Awards Committee Operational Guidelines.

### 3. COMP/COMP Northwest Research Committee Purpose:

The charge of the COMP/COMP Northwest Research Committee is to promote the research needs, efforts and contributions of the College faculty/students/affiliated residents. Specific responsibilities of the Committee include:

- Promote interdisciplinary research involving basic medical sciences and clinical faculty.
- Identify mechanisms to enhance opportunities for students and residents to conduct translational research.
- Identify research challenges at COMP/COMP Northwest (e.g., availability of equipment, research space, personnel, etc.).
- Assist faculty members with the research needs (e.g., directing them to appropriate resources for their research initiatives).
- Serve as a liaison between COMP/COMP Northwest and the Office of Vice President of Research to address research barriers (e.g., equipment, personnel and space-related issues).
- Encourage faculty to seek funding support from extramural funding agencies.

#### Committee Structure and Membership:

The COMP/COMP Northwest Research Committee shall function as one joint committee with proportionate representation from each campus. Committee membership shall consist of seven (7) faculty members from the COMP-Pomona campus and five (5) faculty

members from the COMP-Northwest campus. Membership shall be comprised of the following composition to assure representation of the College faculty community.

- COMP-Pomona
  - 2 faculty members: Department of Basic Medical Sciences
  - 1 faculty member: Department of Anatomical Sciences
  - 3 faculty members representing the departments of Clinical Sciences, Family Medicine, Neuromusculoskeletal Medicine/Osteopathic Manipulative Medicine, and Internal Medicine
  - 1 faculty member: Department of Social Medical and Healthcare Leadership
- COMP-Northwest
  - At least 1 faculty member: Department of Basic Medical Sciences
  - At least 1 faculty member: Department of Anatomical Sciences
  - At least 1 faculty member representing the departments of Clinical Sciences, Family Medicine, Neuromusculoskeletal Medicine/Osteopathic Manipulative Medicine, and Internal Medicine
  - At least 1 faculty member: Department of Population Health Sciences
  - One additional faculty member from one of the above Departments to reach the target number

Members of the COMP/COMP Northwest Faculty Research Committee will be elected by the College Faculty Assembly as described in the General Guidelines section to serve a three-year term. Committee membership from both campuses shall be staggered to assure continuity of the Committee. The University Research Committee member representing COMP/COMP Northwest will also be a member of the COMP/COMP Northwest Research Committee for the duration of their elected term.

The Chair of the COMP/COMP Northwest Research Committee shall be elected by the Committee membership and will serve for the duration of their term. The Committee will select a Chair Elect during the final year of the presiding Chair's term.

Key non-voting ex-officio guests may be made as identified in the operational guidelines. Examples of key non-voting guests include but are not limited to Associate/Assistant Dean of Research. As necessary, other guests may be invited as described in the General Guidelines to maximize the effectiveness of the Committee.

Committee Operations:

The Committee will meet at least twice a year with additional meetings called as needed to fulfill the purpose of the committee as defined in the Committee Purpose section.

Further details regarding the COMP/COMP Northwest Research Committee will be detailed in the College Research Committee Operational Guidelines.

#### 4. COMP/COMP Northwest Curriculum Committee

Committee Mission:

In service to COMP & COMP-Northwest students and the public at large, the mission of the Curriculum Committee is to review the framework, content, and delivery of the curriculum as a whole and within each course, block, longitudinal course, and clinical rotation. The Committee, in conjunction with the Office of Academic Affairs and the Assessment Office, will also design methods to implement changes and monitor their effectiveness.

#### Committee Purpose:

The charge of the COMP/COMP Northwest Curriculum Committee is to review the framework, content, and delivery of the curriculum as a whole and for each course, block and clinical rotation. In collaboration with the COMP/COMP Northwest Office of Academic Affairs and the Office of Assessment and Outcomes, the Committee will also design methods to implement change and monitor their effectiveness. The global charge of the Committee is to assure the College provides a curriculum that will produce students and future osteopathic physicians who will meet the mission of the College and will eventually serve the public as competent members of the healthcare workforce.

#### Committee Officers:

##### a. Chair and Vice Chair.

Officers shall consist of one Chair, one Vice-Chair from the Pomona campus, and one Vice-Chair from the Lebanon campus.

##### b. Term.

The terms of Chair and Vice-chairs are two-years and each can be re-elected by the curriculum committee for one additional consecutive term in the same role upon nomination. A Vice chair is eligible, even if having served consecutive terms in that role, to be elected to a chair role. If either a chair or vice chair has completed two consecutive terms, they must term off for two years before serving in the same officer role again. Terms begin in July of a designated academic year and end in June of the designated academic year.

##### c. Election.

Curriculum committee members in consultation with the Dean shall elect both the chair and vice-chairs no later than April of any given academic year. The Chair maintains their department representation and that department will not gain additional representation on the committee.

#### Committee Structure and Membership:

Membership of the COMP/COMP Northwest Curriculum Committee shall assure an equitable distribution amongst the departments that contribute to the education of the students of COMP/COMP Northwest and, where applicable, representatives from other colleges participating in the shared curriculum.

The COMP/COMP Northwest Curriculum Committee shall function as one joint committee with comparable membership from both campuses. Membership of the Committee shall include:

Voting Members.

Voting membership of the committee shall consist of the following:

Faculty Department Representatives

- Two (2) faculty members: Department of Basic Medical Sciences (one member from each campus)
- Two (2) faculty members: Department of Neuromusculoskeletal Medicine and Osteopathic Manipulative Medicine (one member from each campus)
- Two (2) faculty members: Department of Anatomical Sciences (one member from each campus)
- Two (2) faculty members: Department of Family Medicine (one member from each campus)
- One (1) faculty member from the Department of Internal Medicine
- One (1) faculty member: Department of Population Health Science
- Two (2) faculty members: Department of Clinical Education (one member from each campus)
- One (1) faculty member from the Department of Clinical Sciences

Deans Appointment Representatives

- Two (2) members will be appointed at the discretion of the dean and may be from administration
- One (1) adjunct faculty representative involved in clinical rotations.

Student Government Association Representatives

Two Student Government Association members representing both campuses from each class, designating a single vote for each class, and four student votes total

- OMS I (COMP & COMP-NW)
- OMS II (COMP & COMP-NW)
- OMS III (COMP & COMP-NW)
- OMS IV (COMP & COMP-NW)

Term.

Faculty Department Representatives

- Three-year term
- If a member does not complete their three-year term, it is the responsibility of that department to find a replacement member to serve the remainder of that term
- Terms begin in July of a designated academic year and end in June of the designated academic year

Deans Appointment Representatives

- Three-year term

- If a member does not complete their three-year term, it is the responsibility of that dean to find a replacement member to serve the remainder of that term
- Terms begin in July of a designated academic year and end in June of the designated academic year

#### Student Government Association Representatives

- The term for a student member is one year, with the ability to be reelected by the class for up to four years.
- Student members are encouraged to retain their position for all four years of their COMP or COMP-Northwest education.

#### Election.

##### Faculty Department Representatives

- Faculty department representatives shall be elected by their departments by April of any given academic year via a process selected by the department.
- Candidates for membership must consult with their department Chair prior to the election.
- Elections are administered by the faculty assembly.

##### Deans Appointment Representatives

- Deans appointments are not elected and should be appointed no later than April.

##### Student Government Association Representatives

- The Student Government Association representatives' elections are run by the University Student Affairs

#### Ex-officio Members

Non-voting ex-officio members may include the Dean, Vice Dean, and a representative from the OAA, AOO, OCPD, OSA, and library, as well as any college participating in the shared COMP & COMP-NW curriculum.

Aside from the Dean appointments, members shall be elected by the COMP/COMP Northwest Faculty Assembly as described in the General Guidelines section to serve a three-year term. Committee membership shall be staggered to assure continuity of the Committee, so that approximately 1/3 of the members are elected each year excluding the student membership.

Key non-voting guests may be made as identified in the operational guidelines. Examples of essential non-voting guests include but are not limited to administrative representation from the Office of Academic Affairs (Pre-Clinical/Clinical) and faculty or administrative representation from colleges participating in the shared curriculum. As necessary, other guests may be invited as described in the General Guidelines to maximize the effectiveness of the Committee.

#### Committee Operations:

The Committee will convene twice monthly to fulfill the charge of the Committee as described in the Committee Purpose section. On matters that require a vote of the



Committee each member shall be assigned one (1) vote with the exception of the student representation. For student representation, each represented class will be assigned one (1) vote for a total of four (4) student representative votes.

Further details regarding the COMP/COMP Northwest Curriculum Committee will be detailed in the College Curriculum Committee Operational Guidelines.

5. COMP/COMP Northwest Promotion and Tenure Committee

Committee Purpose:

The charge of the COMP/COMP Northwest Promotion and Tenure Committee is to evaluate COMP/COMP Northwest faculty members who are eligible or due for promotion and/or tenure. The Committee, as part of its deliberation, is tasked with considering each faculty member under review for areas including, but not limited to, global evaluation (Department Chair/supervisor/ peer/ student/ self), and fulfillment of academic responsibilities including scholarly activity, teaching and service.

Committee Structure and Membership:

The Committee is comprised of five (5) members who are elected by the COMP/COMP Northwest Faculty Assembly. Each member is elected for a three-year term with a staggered term membership. The Committee Chair shall be elected from amongst the Committee membership and shall serve in the role for the duration of their term of membership. Committee membership shall consist of three full-time tenured basic science or anatomical science faculty members and two clinical faculty members above the rank of Assistant Professor.

Non-voting guests may be invited as described in the General Guidelines to maximize the effectiveness of the Committee.

Committee Operations:

The Committee shall meet annually and as needed to review the dossiers of all COMP/COMP Northwest faculty members who are eligible or due for promotion and tenure as specified in the University Faculty Handbook. The Committee will provide their recommendations to the Dean. Upon review and approval by the Dean, the Committee will forward therecommendations for each candidate to the Provost for final decision.

Further details regarding the COMP/COMP Northwest Promotion and Tenure Committee will be detailed in the College Promotion and Tenure Committee Operational Guidelines.

6. COMP/COMP Northwest Student Performance Committee

Committee Purpose:

The charge of the COMP/COMP Northwest Student Performance Committee is to evaluate and assure students are meeting the required expectations, metrics and



requirements determined by the College to include fulfilling its Mission. The ultimate goal of Committee is to assure that upon graduation from COMP/COMP Northwest, the graduate has the required competencies and skills to enter Graduate Medical Education, and will be capable to serve the public as a safe and effective member of the healthcare workforce.

The Committee is charged with the following responsibilities:

- Periodically review the performance and comprehensive evidence of progress of all students who are pursuing the Doctor of Osteopathic Medicine degree. Particular attention will be given to the students in academic difficulty. For purposes of clarification, “performance” is defined as those activities of a behavioral-conduct and/or academic nature.
- Receiving reports from members of the faculty or administration regarding any student whose professional/personal conduct or behavior is deemed unsatisfactory. Appropriate professional and personal conduct shall include, but is not limited to, student attendance at all required activities, completing all assigned course work and examinations on time, and a cooperative attitude toward fellow students, WesternU employees, and personnel of affiliated clinical rotation sites. It additionally includes ethical decision-making, appropriate demeanor and personal appearance, and interactions with patients.
- Reviewing the academic/professional/personal records of students who appear before the committee and make a recommendation to the Dean regarding appropriate actions. Actions may include promotion, probation, remediation, repeat, suspension, dismissal, administrative withdrawal, and/or psychological, medical, and/or educational assessment. Additional action(s) may be recommended as deemed appropriate to the situation.
- Recommending to the COMP/COMP Northwest faculty as a whole, the awarding of the degree of Doctor of Osteopathic Medicine upon satisfactory completion of all requirements for graduation as stated in the College Catalog.

Committee Structure and Membership:

The Chair and Vice-Chair of the Committee will be appointed by the Dean for a three-year term. The membership of the Committee shall consist of eight (8) members appointed by the Dean for a three-year term. The Committee membership shall be comprised of four (4) members from the COMP-Pomona campus and four (4) members from the COMP-Northwest campus. The Chair and Vice-Chair count as part of the total committee membership. It is expected that the Chair and Vice-Chair will be appointed to assure coverage of both campuses (e.g., if the Chair is from the Pomona campus, the Vice-Chair will be appointed from the Lebanon campus).

Due to the imperative responsibility of the Committee to review and adjudicate matters

in a timely fashion, the Dean will designate a number of alternates to assure attainment of quorum for critical committee meetings.

Key non-voting guests may be made as identified in the operational guidelines. Examples of essential non-voting guests include but are not limited to administrative representation from the Office of Student Affairs, Office of Academic Affairs (Pre-Clinical/Clinical) and the Office of Learning Enhancement and Academic Development (LEAD). As necessary, other guests may be invited as described in the General Guidelines to maximize the effectiveness of the Committee.

#### Committee Operations:

The Committee will be convened on a regularly scheduled and “as-needed” basis as determined by the Chair or their designee. The Committee will operate based on attainment of quorum. Voting privileges for the Chair and Vice-Chair are described in the General Guidelines section. While the Committee will normally operate as a joint-campus committee with (eight) members including the Chair and Vice-Chair, periodically a situation may warrant a sub-set specific to the pertinent campus. In those circumstances, the sub-set will be comprised of the four (4) members specific to the respective campus with the Chair/Vice-Chair presiding. That subset shall function under the guidelines for quorum specific to the required convening body (e.g., 50% plus one of the attending members; therefore 3 members to obtain quorum.) Should the Vice-Chair preside over the campus specific committee, they will operate under the guidelines of the Chair role and will not vote unless their vote is required to make quorum or break a tie.

The SPC will forward its recommendations to the Dean. The Dean has the authority to accept the recommendations of the SPC or may make such other decisions, as they deem appropriate under the circumstances. A student may appeal the decision of the Dean to the Senior Vice President and Provost (See University Catalog).

If the student can bring credible evidence that there is bias within a specific committee member or the committee as a whole, the committee or the member can be recused from hearing the case. In the situation where the whole committee recuses itself, the Dean will determine the most appropriate venue for adjudicating the issue(s).

While the SPC addresses situations that cover academic performance, professionalism and student conduct; there may be times where the hearing process in the University’s catalog supersedes the College catalog. Generally, this occurs when a student is alleged to be in violation of the University’s Standards of Academic Integrity, Professionalism and Student Conduct. In the event that the University Catalog applies, COMP will follow all University hearing policies and procedures as applicable.

Further details regarding the COMP/COMP Northwest SPC Committee will be detailed in the College SPCCommittee Operational Guidelines.

## Section V

### Academic Policies, Procedures, and Guidelines

Changes to the sections of the University Catalog pertaining to COMP/COMP Northwest students and academic policies will be proposed by the College Curriculum Committee and/or the COMP/COMP Northwest Office of Academic Affairs. These proposed changes must be ratified by the COMP/COMP Northwest Faculty Assembly before they are submitted to the University administration.

NOTE: The following section is intended to summarize for the faculty and expand on faculty duties and procedures in implementing the academic policy provisions of the official University Catalog pertaining to COMP/COMP Northwest students. Should any of this information contradict the language of the University Catalog, the language, terms and conditions of the University Catalog shall prevail.

#### A. Office Hours

1. Course/Block faculty and academic advisors should give students ongoing opportunities for reviewing their academic progress and for guidance toward improvement.
2. All faculty members are expected to be reasonably accessible to students for consultation with hours of availability posted.
3. If needed, a faculty member may occasionally need to schedule a meeting with a student outside normal hours (example: the advisee is on clinical rotations and cannot come to campus during normal business hours).

#### B. Procedures for Conducting Classes and Examinations

Background: The Pre-Clinical Curriculum consists of Courses (e.g., ISOM, ASOM, the ISSM series, the IPE series) and 8 Blocks (e.g. FOM I through VIII). Students take all of COMP's courses and blocks. There are currently no elective courses in the Pre-Clinical years. A Block typically focuses on 2-3 specific body systems (such as the cardiovascular, renal, and respiratory systems). A course focuses on foundational topics such as introduction to biochemistry and cell physiology (e.g. ISOM) or microbiology, pathology, and pharmacology (ASOM).

Curriculum Sharing: The College of Podiatric Medicine shares much of COMP's curriculum. Occasionally, students from other colleges (e.g. Dentistry and Optometry) may also share some of the COMP/COMP Northwest curriculum. Therefore, course/block schedules must be available by July 1 prior to the start of Fall term and November for the Spring term so that all colleges can complete their scheduling and reserve needed rooms within the University deadlines. Course/block documents (such as syllabi) must be submitted as early as possible, but no less than 8 weeks prior to the start of the course/block.

### C. Faculty Responsibilities:

1. It is the responsibility of the faculty member to model intellectual integrity and to strive for academic excellence in his/her teaching. FERPA regulations must be followed at all times. All faculty members must complete the FERPA course posted on Sharepoint.
2. All course/block materials to be distributed to the students must be posted by the faculty on the college's learning management system (LMS).
3. At the beginning of each course/block, students must be provided with a syllabus listing course/block requirements, course/block objectives, topics to be covered, required assignments, and methods of evaluation. Required and recommended textbooks and other resource materials must be listed in the syllabus and be utilized as an integral part of the course/block.
4. Each faculty member teaching in a course/block must provide finalized study materials (electronic handouts, copies of Power-points, etc.) at least 72 hours in advance of the teaching session and these items should be posted on the college's LMS. This 72-hour requirement may be waived when a justified rationale exists to delay the posting of finalized materials (e.g. documents for an interactive session). In these cases, however, the faculty member is expected to provide learning objectives and other appropriate supplemental documentation by the 72-hour deadline. Each session must have clearly stated learning objectives upon which the faculty will base all examination questions. Course/block faculty should work with and assist the Course/Block Directors in all phases of planning, teaching, student evaluation, grading, and course/system evaluation.
5. It is a faculty member's responsibility to model and promote adequate and professional standards of linguistic expression in writing and speech.
6. All teaching sessions that are required content for the students and some small group teaching sessions are digitally recorded (audio and video) and are posted on the LMS for student review. If a faculty member does not want a session to be recorded, he or she must receive authorization from the Dean at least two weeks in advance of the session. If approved, the faculty member must immediately notify Office of Academic Affairs so that a request to suspend the recording. Additionally, any activity taking place on the podium computer in the University classrooms area is recorded and may be posted on the LMS, even if the screens in the classroom are off or muted. Therefore, a faculty member should never access any sensitive or confidential materials on the podium computer.
7. Examinations are administered and proctored by the Office of Academic Affairs. Due to class size, especially in shared-curriculum courses/blocks, the examination may be given in multiple rooms. Examinations for students requiring accommodations are administered and proctored by the Center for Disability and Health Policy (CDHP). Faculty members are not present during examinations.
8. Office of Academic Affairs staff members strive to assure that an atmosphere conducive to the highest standards of honesty and optimal student performance is maintained during the examination session.

No student questions related to the examination will be answered during the examination session. Students who approach the proctors with an examination content-related issue will be told to answer the question as best they can and the issue will be brought to the attention of the Course/Block Director at the end of the examination session.

9. Students are required to be present for all scheduled examinations. Students must take all examinations at the scheduled time unless excused by the Office of Student Affairs.
10. Students arriving after the examination has begun will be considered tardy. If a student is less than 15 minutes tardy for an examination, and if no other student has left the room where the examination is being administered, the tardy student will be allowed to take the examination, but will be given no additional time to finish the examination. However, if any student has already left the room where the examination is being taken, the tardy student will not be permitted to take the examination and the student will be reported as absent to the Office of Student Affairs.
11. The Office of Student Affairs will be informed of any students who are absent or tardy for an examination. If it is noted that the student demonstrates a pattern of lack of professionalism as evidenced by continuous tardiness, the student will be referred to the Student Performance Committee.
12. If a student misses an examination, the Office of Student Affairs will determine whether the absence is excused or unexcused. If the absence is unexcused, the student will fail the examination (score of zero). If the absence is excused, the student will be permitted to take a make-up examination for full credit. The Office of Academic Affairs will not release the examination key or allow other students to review the examination until all students have taken the make-up. If a student is unable to take the examination within 72 hours of initial administration, they will get an Incomplete for the course or block. A new examination will be constructed and administered. The nature of this examination will be determined by the Course/Block Directors who will forward the examination to Office of Academic Affairs for scheduling and administration. A student who fails to take the make-up examination at the time designated by the Office of Academic Affairs, without a valid excuse as delineated above, will fail the make-up examination (score of zero).
13. Unless otherwise decided by consensus of the course/block faculty, all examinations are “closed” and students are not given copies of the examination. Students who copy or obtain examination questions by any means are in violation of COMP/COMP Northwest’s Standards of Professional Conduct. However, following the examination, students are allowed to review the examination during times arranged by Office of Academic Affairs. Students reviewing an examination will be proctored. If a student has questions/concerns about an exam and/or a particular exam question, they should reach out to the Course/Block faculty.
14. If a student fails a course/block, he or she will be referred to the Student Performance Committee (SPC) or its designee. When appropriate, the SPC will send a recommendation to the Dean regarding remediation, dismissal, or other remedy. If the student is allowed to remediate, the Course/Block Directors will work with the course/block faculty to create a remediation examination or other equivalent activity

to assure that the student has obtained a passing level of knowledge or skill in the required coursework. The Course/Block Director will forward the remediation examination to Office of Academic Affairs for scheduling and administration.

15. The maximum grade that a student can receive when remediating a course/block is Pass (70%), regardless of the actual score the student achieved for the remediation.
16. The COMP/COMP Northwest Office of Academic Affairs will maintain accurate and timely score and grade records for each student. This information is uploaded to the LMS on an ongoing basis so that the Course/Block Directors, Course/Block Faculty, and Academic Advisors have access to student performance information.

#### D. Responsibilities of Course and Block Directors

1. Review prior reports and recommendations for the course/block including the Director's Report, Course Evaluation information, class summary presented by the Curriculum Representatives, and Curriculum Committee discussions recorded in the minutes. Make any needed curricular modifications based upon this review and submit these recommendations to the Curriculum Committee for review at least 4 months in advance of the start of the course/system.
2. Work with the course/block faculty to review the objectives for each component of the course/block and modify according to curricular needs, published external benchmarks (ex. specialty medical organizations), student learning needs, and changes in medical, technological, or scientific information.
3. Work closely with the Curriculum Committee in determining learning outcomes based on the course/block learning objectives and the mission of the College.
4. Create the course/block schedule no later than July 1 prior to the start of the Fall term and November 15 for the Spring term. Convene meetings with the course/block faculty to structure the classroom, lab, and clinical hours in a logical flow that will support the learning objectives for the course/block, taking into account the availability of presenters, and the time allotted for the course/block based on credit hours.
5. Contact all presenters to discuss learning objectives and to determine their availability to participate in the course/block. In the case of on-campus faculty, the Department Chair should be included in all communications regarding the scheduling of faculty under their supervision.
6. Review the material to be covered with the presenters to avoid omissions and/or unintentional redundancies within the course/block. Determine which teaching modalities each presenter will be using to deliver the content. Inform presenters that all final session materials must be submitted as outlined in the section above.
7. Create a course/block syllabus using the template designed by the Curriculum Committee. The template may be obtained from the Office of Academic Affairs. Submit the final course/system syllabus to [compclinical@westernu.edu](mailto:compclinical@westernu.edu) at least two months prior to the start of the course/block.
8. Monitor the content and proceedings of the course/block by attending sessions whenever possible and maintaining close contact with the students. Encourage other faculty involved in the course/block to attend related presentations so that inter-

instructor continuity can be maintained.

9. Prepare examinations with administrative assistance from the Office of Academic Affairs, and:
  - a. Review submitted questions
  - b. Clarify and correct ambiguous questions
  - c. Eliminate questions not consistent with learning objectives
  - d. Assure that a significant proportion of questions follow the licensing examination styles
  - e. Compile additional questions for future use (ex. make-up or remediation)
10. Monitor the progress of the students after each examination and, in collaboration with the faculty advisors, contact students whose performance indicates academic difficulty.
11. Review examination question clarifications posted by students and assist in adjudication.
12. Collaborate with the course/block faculty regarding final grades. Submit the final grades, including any curve, to the Office of Academic Affairs no more than nine business days after the end of the course/block.
13. Provide feedback to participating faculty based on student evaluations of the course/block.
14. Submit the course/block report to the Curriculum Committee as requested. A template for reporting may be obtained from COMP/COMP Northwest Curriculum Committee. Present the course/block summary of this information to the Curriculum Committee and be prepared to answer questions concerning the course/block and to make recommendations for future course/block sessions.

#### E. Examination Policies

1. Examinations should serve the dual purpose of assessing and improving student learning and should be designed for completion within the allocated time (maximum of 50 questions per hour). Typically, students should be given the opportunity to compare their answers with the official key, unless prohibited when using national test bank questions (e.g. NBME customized exams).
2. Faculty must provide examination questions based on their learning objectives at least three weeks in advance of the examination. Whenever possible, questions should be written in a COMLEX-style format. Item writing guides are available from the NBOME or NBME at <https://www.nbme.org/publications/item-writing-manual.html>
3. Each presenter will typically be asked to submit an average of three questions per lecture hour and two questions per laboratory hour. At least one question from each hour of teaching should be included on an examination (example: if two lectures are given, one question might come from lecture 1 and three questions from lecture 2, for an average of two questions per lecture hour). The Course/Block Director may add additional questions to the examination to ensure that students are being thoroughly tested on the learning objectives.



4. A maximum of 150 questions is allowed for all course/block examinations. Final examinations may contain questions from material previously tested if students are notified in advance. In most cases, each question in a multiple-choice examination is worth one point. Point values for questions in written examinations are determined by the Course/Block Directors and Faculty. A minimum of one hour per 50 multiple-choice questions must be allotted for the examination.
5. Each course/block must have at least one examination or comparable student assessment experience. A course/block may also have multiple quizzes with points included as part of the point total.
6. Examinations are always announced in advance to the students and the examination schedule is posted on the LMS. Quizzes may be scheduled in advance or may be unannounced. However, if a faculty member wants to give a quiz, this must be prearranged with the Course/Block Directors and the syllabus must inform students that unannounced quizzes will be given.
7. Questions generally should be in a multiple-choice format, typically with a maximum of five choices and only one correct or best answer. Occasionally, true/false or matching-type questions may be included on an examination.
8. The format for remediation examinations may vary from the description above, but should be consistent with the approved curriculum committee remediation process.
9. Examination security is critical. Faculty members must not permit students to have access to questions that will be on the examination. It is permissible to make sample questions available, but these questions must not be the same questions that will appear on any current or future examination.
10. Faculty members providing health services to a student through a physician-patient relationship shall notify the office of Student Affairs immediately or as soon as is reasonably possible and must recuse him/herself from academic assessment or promotion of the student receiving those services as per WesternU policies [https://westernu-83220a1bb607c8.sharepoint.com/sites/policies/PolicyPortal/Lists/Approved%20Documents/COCA%209.10%20Policy-Procedure%20SOP%20\(005\).pdf](https://westernu-83220a1bb607c8.sharepoint.com/sites/policies/PolicyPortal/Lists/Approved%20Documents/COCA%209.10%20Policy-Procedure%20SOP%20(005).pdf)

#### F. Grading Procedures and Credit Hours

1. At the end of each course/block, the student's final percentage score is used to determine the transcript grade, which is reported as Honors, High Pass, Pass, or Fail. For core rotations, grades are based on multiple measurements which may include preceptor evaluations, COMAT subject examinations, and assigned projects. For elective rotations, the final grade is based on the preceptor evaluation.
2. Courses/blocks are given one credit hour for each 15 hours of lecture or 30 hours of laboratory, facilitated small group, or directed independent study. Each week of clinical rotations is assigned 2.5 credit hours.
3. If a grade change needs to be made due to a calculation error or a successful make-up or remediation, the Course/Block Directors will notify the Office of Academic Affairs



so that a grade change form can be generated and submitted to the Registrar. Unless there is an extraordinary circumstance, students have a maximum of two weeks from the time examination results are returned to them to bring any errors or irregularities in grading to the attention of the Course/Block Director.

4. Incomplete courses/blocks are denoted on the transcript with an "I". After the make-up is completed, the "I" remains on the transcript and is followed by the final grade in the course/system.
5. Successfully remediated courses/blocks are denoted on the transcript with the original grade followed by "Pass." Although not used for purposes of GPA or class rank, the actual percentage score the student received for the remediation will be noted on the transcript.

#### G. Standards of Satisfactory Progress

Students must maintain a cumulative numeric score of at least 70% on a yearly basis to be considered making satisfactory academic and professional progress. A final grade of "Fail" or a numeric score below 70% in any course, block, or rotation must be remediated prior to promotion to the next level of training or graduation. Requirements must be completed as specified and aligned with the maximum time frame permitted to complete the program. Students will be subject to dismissal if they demonstrate a consistent pattern of substandard academic or professional performance

Please refer to the University or COMP/COMP Northwest catalog for additional information concerning items pertaining to:

1. Unsatisfactory Grade (less than 70% or U)
2. Incomplete Grade (I)
3. Credit/No Credit (Cr/NCr)
4. Promotion
5. Probation
6. Remediation
7. Academic support
8. Dismissal
9. Student Appeal Process
10. Academic suspension

#### H. Academic Advisement

At the beginning of each academic year, each faculty member will be assigned advisees by the COMP Office of Student Affairs (OSA). Some faculty members may acquire additional advisees during the academic year when a faculty member leaves the college. Supporting documents for advisor' role can be found in the Faculty Advisor Guidebook.

**Faculty Advising Goals:** The goal of a faculty advisor is to support and advise student-advisees in ways that will help them minimize the stressful challenges such as failed classes, professionalism issues, being sent to the Student Performance Committee, etc.

**Advisor as Triage Doc:** There is a wealth of support available to students for the many challenges they may face, and contact information for these entities is listed in the Faculty Advisor Guidebook. Students may be directed to these resources. These resources may also be used by advisors to seek advice regarding how to best counsel students. The Office of COMP/COMP Northwest Student Affairs is available for consultation and assistance.

**Advisor Roles & Responsibilities:** Advisor roles for counseling different categories of students (all advisees or advisees coded as “yellow code” and “red code”) are briefly described below.

1. Actively check-in with all advisees at least three times per year and encourage them to reach out to you when they are feeling particularly stressed or concerned.
2. Actively monitor academic progress of all advisees in Elentra. Academic concerns are more likely to surface for 1<sup>st</sup> years between August and October, so please check grades for 1<sup>st</sup> year student-advisees weekly during this time. All other advisee grades can be checked monthly.  
Take advantage of learning opportunities as they arise; especially as they pertain to issues of professionalism since these are often the hardest for students to change.
3. Exercise great prudence in advising students regarding personal matters and please refer students to support services that are appropriate to their needs.
4. Counsel student-advisees regarding curriculum and graduation requirements and refer them to the Offices of COMP/COMP Northwest Academic Affairs and COMP/COMP Northwest Student Affairs as appropriate.
5. Assist students by writing letters of reference as necessary.

Code Yellow Advisees (those who are experiencing challenges and still have time to correct them)

1. Encourage advisees to explain their situation, and then help them to understand underlying issues and develop a plan to address them successfully. Document these conversations/plans in the Faculty Advisor notes section of Elentra to facilitate appropriate follow up.
2. Encourage advisees to seek assistance from other available resources.
3. Follow-up is the key to success with Code Yellow Advisees. Check-in with these students at appropriate times based upon the plan.
4. Advise students in academic distress to cease non-scholastic activities.

Code Red Advisees (those whose challenges have led them to the SPC)

1. Meet with students who are called to the Student Performance Committee (SPC) before the meeting. The Assistant/Associate Dean of Student Affairs will also meet with them so that they will know what to expect regarding the technical aspects of the SPC proceedings.
2. Accompany advisees to Student Performance Committee meetings and be prepared to speak to the committee regarding the student and the issue at hand.

## I. Student Club Advisement

Faculty advisors to student clubs serve as liaisons with the University and as consultants in the development of the organization's programs for each academic year. It is the faculty advisor's responsibility to ensure that the club's leadership submits a written summary of the year's accomplishments, including a financial report at the close of each academic year. Failure to comply with these guidelines may result in suspension of the club for one academic year.

## J. Faculty Attendance and Absences

1. Faculty members are responsible for being present and prepared for scheduled curricular session(s).
2. Since other colleges set their schedules according to COMP/COMP-Northwest's schedule, changes to the schedule cannot be made.
3. If there is an extraordinary circumstance that will prevent the faculty member from being present during the scheduled session, the faculty member must immediately contact the Office of Academic Affairs and the Course/Block Directors so that the students can be notified. The faculty member must create a comparable make-up session that students can access online so that the material will be covered despite the absence.
4. Faculty members have an obligation to attend scheduled faculty meetings and elected or appointed committee meetings whenever possible.

## Statement of Academic Professional Ethics

### *Faculty Statement of Professional Ethics for the College of Osteopathic Medicine of the Pacific*

Faculty will be honorable and ethical in the interaction with students and one another, striving to create the best learning environment, and will never take personal advantage of the special role they occupy in the students' lives.

Faculty will hold themselves to the strictest standards of intellectual honesty while educating the students. Faculty will strive to promote intellectual curiosity and interest in the minds of the students to help them acquire knowledge and become lifelong learners. Faculty members will familiarize themselves with the fundamental concepts and models of medical education and will keep abreast of new ideas and developments in this area and implement them where appropriate.

The conflict-of-interest policies and rules of the University will be strictly adhered to in all dealings with external commercial entities.

Faculty will conduct all scholarly activities, including research, with integrity and intellectual honesty, and will protect the safety of human subjects and the public at large and the welfare of experimental animals. This requirement applies equally to faculty, staff, and students.

In addition to abiding by the WesternU Principles of Professional Conduct as found in the University Faculty Handbook, the COMP/COMP Northwest Faculty has also adopted the AOA Code of Ethics as found at <https://osteopathic.org/about/leadership/aoa-governance-documents/code-of-ethics/>