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I. PREAMBLE:

Mission of the College

The College of Veterinary Medicine and Oregon State University serve the people of Oregon, the Nation, and the world through education, research and service.

- **Education** – The College is committed to providing excellent educational programs which lead to students attaining an undergraduate background in animal health, an advanced degree (Masters or PhD), or a Doctor of Veterinary Medicine degree. Through both didactic and clinical settings, the College provides students with opportunities in a wide variety of species that provide the skills and knowledge to enter veterinary practice or other veterinary fields, to enter advanced training in a discipline or species specialty, and to be accepted in advanced graduate programs.
- **Research** – Through clinical and basic research, the College advances human and animal health and welfare in areas of particular importance to the State of Oregon and the Nation and supports graduate degree programs and scholarly activity of the Faculty. The College communicates new research outcomes to the scientific community, veterinary profession and others who may benefit from the information.
- **Service** – The College provides services to the people of Oregon and the Nation through three unique programs: Extension, the Veterinary Teaching Hospital, and the Veterinary Diagnostic Laboratory.
 - Extension The College provides services to the people of Oregon through Extension programs which provide continuing education and expertise to practicing veterinarians, livestock producers, animal owners and Extension agents regarding issues of production medicine, food safety, and animal health and welfare.
 - Veterinary Teaching Hospital The Veterinary Teaching Hospital provides primary health care for animals locally and referral care for animals in Oregon and the region, participates in the education of veterinary students through clinical training, develops new diagnostic and therapeutic techniques for veterinary care, and provides consultation service to practitioners and clients.
 - Veterinary Diagnostic Laboratory The Veterinary Diagnostic Laboratory provides a wide range of animal disease diagnostic services to veterinarians, livestock producers, pet owners and biomedical researchers in the state of Oregon and the region. The Veterinary Diagnostic Laboratory is committed to providing accurate results in a timely fashion to its clientele and sharing in the education of future veterinarians by providing instruction in the techniques of laboratory diagnostic medicine to students of the College.

II. THE DEAN

- A. The Dean is the chief executive officer of the College and is responsible to the Provost for its administration. The Dean is the agent of the College Faculty for the execution of College educational policy.
- B. In the discharge of the duties of this office, the Dean shall:

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1. Call meetings of the College Faculty at such times as the Dean or the Faculty Advisory Committee may deem necessary but not less frequently than once in the fall, winter, and spring quarters, and preside at such meetings.
2. Formulate and present policies to the Faculty for its consideration.
3. Report to the Faculty on the work of the College.
4. Oversee the registration and progress of the students in the College.
5. Be responsible for the use and assignment to College units of space allocated to the College.
6. Serve as the medium of communication (i.e., in person or by proxy) for all official business of the College with other campus authorities, the students and the public.
7. Represent the College in conferences, except that additional representatives may be designated by the Dean for specific conferences.
8. Recommend the appointment, reappointment, non-reappointment, and promotion of Faculty.
9. Consult with Department Heads, the Cabinet and the Faculty Advisory Committee in the preparation of the budget of the College and in proposing numbers of students to be admitted.
10. Appoint and utilize such advisory committees as he/she may wish.
11. Have signatory authority for all funds within the College, including Education and General, Foundation, and other State funds.
12. Serve as Unit Director of AES Funds and determine distribution and use.

III. THE FACULTY ADVISORY COMMITTEE

A. Composition and Election of the Faculty Advisory Committee

1. The Faculty Advisory Committee shall consist of four Faculty of the College, plus the Dean of the College as an *ex officio* member. Two of the faculty members will be from the Department of Clinical Sciences, and two from the Department of Biomedical Sciences. One member from each department shall be elected on odd years and the other on even numbered years of the calendar. The committee will elect a faculty member to serve as chair. In addition to the two elected departmental representatives, each Department will have an alternate representative for the Faculty Advisory Committee. This alternate will attend meetings as a voting member when his/her departmental representative(s) are not able to attend. The alternate will be the most recent ex-representative from each Department, providing the person is affirmed in a Departmental election held annually for this purpose. If the most recent ex-representative is not affirmed, a separate election will be held by the department to name the alternate.
2. Elections shall be held each year for two-year terms, effective at the beginning of the fall academic quarter. Voting Faculty with the rank of assistant professor, associate professor or professor are eligible for election and may serve no more than two successive terms at a time.

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3. Election of the Faculty Advisory Committee of the College shall be by secret written ballot, which may be administered electronically. Departmental primary elections will be held to select two nominees each from Clinical Sciences and Biomedical Sciences. Those nominated and willing to serve will be placed on a final ballot. The nominee from each department who receives the greatest number of votes in a departmental election will fill the vacant position(s) in the Faculty Advisory Committee assigned to that department.

B. Functions of the Faculty Advisory Committee

1. The Faculty Advisory Committee shall be advisory to the Dean on formulation and execution of College policies and transacting such business as may be delegated to it by the Faculty.
2. The Faculty Advisory Committee will serve as the “committee on committees” by:
 - a. In June of the succeeding calendar year, submit to the faculty calls for nominations and present slates of candidates for all elections of persons to those standing committees of the College listed in Section VI.B.1.
 - b. Nominate candidates to fill temporary vacancies; also, the Committee may be consulted by the Dean about the appointments of other committees. It is the responsibility of the respective committee chairpersons to notify the chairperson of the Faculty Advisory Committee immediately when a vacancy on his/her committee arises.
 - c. Periodically review the size, composition, terms of members, and charge of College committees and recommend changes to the Faculty. In order to optimize and facilitate communication between departmental and College committees, it is recommended that, in cases where a departmental committee has a charge that is similar to that of a College committee, at least one member of the respective departmental committee also serve on the College committee.
3. The Faculty Advisory Committee members shall keep their respective departmental faculties informed of activities of the Committee.
4. The Faculty Advisory Committee and Cabinet are encouraged to meet jointly at least once a year to advise the Dean on policy, budgetary and general personnel matters.

IV. THE CABINET

- A. The Cabinet is composed of the Department Heads, the Director of the Diagnostic Laboratory, the Director of the Veterinary Teaching Hospital, the Associate Dean(s), the Chair of the Faculty Advisory Committee, the business manager, the Executive Assistant to the Dean, and others appointed by the Dean to advise and assist in the general management of the College. The Cabinet also serves as a channel for unit reports to the Dean and for dissemination of information from the University Administration. It is the Dean’s prerogative to establish and determine the membership of the Cabinet.
- B. Either the Faculty Advisory Committee or the Cabinet can request further joint meetings to advise the Dean.
- C. With the exception of bylaws and policies relating directly to curriculum, admissions, and academic standards, all policies will be subject to review and approval by the Cabinet.

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V. THE FACULTY

A. Membership and Voting Rights

1. The voting Faculty of the College shall include the following: Those who hold an academic appointment within the College, with at least a 0.5 FTE for 9 months of the year, with the rank of instructor, assistant professor, associate professor, or professor.
2. Visiting, courtesy, adjunct and *emeritus* faculty members of the College shall be accorded voice but no vote in Faculty meetings or elections.

B. Powers and Responsibilities

1. To establish rules for the conduct of its business.
2. To assist in the internal governance of the College and the establishment of procedures and policies as stated in these bylaws.
3. To review and approve policies relating to curriculum, admissions, and academic standards. Such approval may occur by electronic ballot, in which case at least one third of voting Faculty must submit valid ballots and a simple majority of these must be in favor of approval.
4. To elect the Secretary of the Faculty.
5. To determine the composition of committees except as herein specified for the conduct of Faculty business and to assign functions and responsibilities to them.
6. To assign additional functions and responsibilities to the Faculty Advisory Committee of the College.
7. To establish the academic and admissions policy of the College falling within the scope of its programs, including the determination of its curricula and making recommendations on matters of educational policy relevant to the College but which fall under the jurisdiction of other bodies

C. Meetings

1. Presiding officer - The Dean or his designee shall be the presiding officer of meetings of the Faculty.
2. Secretary - The Secretary of the Faculty shall be elected annually by and from its voting members, and may serve successive terms. The announcement for the last regular meeting of the Faculty in the academic year shall include a nomination by the Faculty Advisory Committee for the position; additional nominations may be received from the floor.
3. Regular meetings - The regular meetings of the Faculty shall be held at least once during each of the fall, winter, and spring quarters during the academic year, with the dates to be fixed by the Dean and announced at the beginning of each quarter. At least ten calendar days prior to each regular meeting the Secretary shall issue a call for agenda items.
4. Special meetings - Special meetings of the Faculty may be called by the Dean, by the Faculty Advisory Committee or by resolution adopted in a regular meeting of the

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Faculty. Also upon receipt of a written petition of ten or more voting members of the Faculty, the Dean shall call a special meeting within ten calendar days. The discussion and action at a special meeting shall be confined to the items listed in the call.

5. Emergency meetings - The Dean and the Faculty Advisory Committee may call an emergency meeting without written notice.
6. Notice of meetings - At least three working days prior to a meeting, the Secretary shall provide to the academic staff written notice and agenda of each regular and special meeting.
7. Agenda and order of business - Items may be placed on the agenda of a meeting by the Dean, by the Faculty Advisory Committee, or by petition of a person or persons entitled to vote. The order of business shall be determined by the Dean.
8. Minutes - The Secretary shall record and preserve minutes of all meetings, and distribute them to the Faculty.
9. Quorum - A quorum of the Faculty shall consist of one-third of the people entitled to vote.
10. Attendance at meetings - All academic employees of the College are encouraged to attend all meetings of the Faculty. Visiting, courtesy, adjunct and *emeritus* Faculty members are invited to attend. All in attendance shall feel free to discuss all matters brought before the group.
11. Visitors - Except as limited below, persons who are not academic employees of the College may attend meetings as observers to the extent that physical facilities permit.
 - a. Observers may, with the consent of a majority vote of the assembly in attendance, be given the right to speak on any matter before the body for no more than five minutes.
 - b. The Faculty, by a majority vote of those present at any meeting, may determine that any item on the agenda shall be considered in executive session. Only voting members shall be present in executive session.
12. Parliamentary aspects - *Robert's Rules of Order, Newly Revised*, shall govern meetings of the Faculty, when not in conflict with these Bylaws or the University Statutes. The Dean may appoint a parliamentarian to advise him and the Faculty on questions of procedure.

VI. STANDING COMMITTEES

- A. Committee Membership: Membership on standing committees is considered a duty of all professorial faculty, irrespective of rank and tenure status. Concurrent membership on more than two committees or concurrent service as chair on more than one committee is discouraged.
- B. Committee Reports: Committees are expected to report their activities at least once a year to the Faculty. If this does not occur in the normal course of a committee's activities, it should present an oral report at the spring meeting of the Faculty and submit a written report before September 30, to the Secretary of the Faculty. These reports shall

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be distributed from the Dean's Office, under the supervision of the Secretary of the Faculty, and acted on by the Faculty at its fall meeting.

C. Standing Committees:

1. Standing committees nominated by the Faculty Advisory Committee:

- a. Honors, Awards and Scholarships (D)
- b. Courses and Curriculum (E)
- c. Animal Welfare and Ethics (F)
- d. Admissions (G)
- e. Library and Instructional Technology Committee (H)
- f. Graduate (I)

2. Other Standing Committees:

- a. Promotion and Tenure (J)
- b. Research (K)
- c. Student Progress (L)
- d. Occupational Safety (M)

D. Honors, Awards and Scholarships Committee

- 1. Committee Membership: The Faculty Advisory Committee will nominate two members from each Department for approval by the Faculty of the College for two-year (staggered) terms. Members of the committee may serve multiple terms, but will be limited to a maximum of two consecutive terms. The Associate Dean for Student and Academic Affairs and Executive Assistant to the Dean will serve as *ex officio* members of the committee. The Associate Dean for Student and Academic Affairs will also be a voting member of this committee in the event of a tie. The committee shall elect a chairperson from among the Faculty members serving on the committee.
- 2. Committee Charge: The committee is charged with selecting recipients of honors, scholarships, awards and prizes from the College's students, staff and faculty, after reviewing the established criteria for each award and nominations from appropriate persons or units within the College. The committee also will be advisory to the Dean regarding the institution and acceptance of new awards, scholarships and prizes.

E. Courses and Curriculum Committee

- 1. Committee Membership: The committee shall consist of six faculty members, three from each department with staggered terms; four veterinary medical students, one elected from each class; and the Associate Dean for Student and Academic Affairs (*ex officio*). The Department Heads, other Associate Dean(s) and the Dean are not eligible to serve.
 - a. Faculty members are nominated each year by the Faculty Advisory Committee and approved by the Faculty to serve three-year staggered terms. Thus, two are to be elected each year. Committee members may serve multiple terms, but will be limited to a maximum of two consecutive terms.
 - b. Student members and alternate members are elected by the students of each class and approved by the Dean. The non-voting student members are advisory to the committee.

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- c. The first meeting of each new academic year shall be called by the Associate Dean for Student and Academic Affairs, at which time the committee shall elect a chairperson from among the faculty members serving on the committee.
 2. Committee Charge: The Courses and Curriculum Committee shall examine and make recommendations to the Faculty concerning appropriate action on educational policy matters including:
 - a. Requirements for award of the DVM degree.
 - b. Ongoing revision of the structure and content of the professional curriculum.
 - c. Initiation or discontinuation of courses included in the curriculum.
 - d. Grading and examinations.
 - e. Review and evaluation of experimental educational programs, before and after implementation.
 - f. Review and approval of all courses offered by the College.
 - g. Outcomes assessment of the DVM educational program.
- F. Animal Welfare and Ethics Committee
1. Committee Membership: Membership on the Committee will consist of two faculty members from each department nominated by the Faculty Advisory Committee and approved by the Faculty for two-year staggered terms, and a veterinary student member, elected by the student body for a two-year term. Department Heads, Associate Dean(s) and the Dean are not eligible to serve. The Associate Dean for Research and Graduate Education and the Associate Dean for Student and Academic Affairs will serve as *ex officio* members. Members of the committee may serve multiple terms, but will be limited to a maximum of two consecutive terms. The committee shall elect a chairperson from among the faculty members serving on the committee. An initial meeting is required within the first month of the academic year to plan and set the agenda for the year.
 2. Committee Charge: The committee will be responsible for advising the Dean, Faculty Advisory Committee and Faculty on issues and policies regarding matters of animal welfare, ethical conduct related to all animal welfare issues that fall under the College's jurisdiction, and compliance with Federal, State, and other regulations pertaining to animal care and use.
 3. The Committee reviews and develops policies and procedures to help insure that animals owned by the College, and those under the College's care, are treated humanely and that the College is in compliance with the Animal Welfare Act and the Public Health Service policy on Humane Care and Use of Laboratory Animals. The committee also encourages the ongoing evaluation of the use of alternatives for live animals in teaching and research and will encourage changes which are to the best benefit of the College. All such matters pertaining to animal welfare and ethics, including concerns raised by faculty, staff, students or the public, should be brought to the attention of the Committee for review and recommendation.

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G. Admissions Committee

1. **Committee Membership:** The committee shall consist of six faculty members, three from each department with staggered terms. Faculty members will be nominated each year by the Faculty Advisory Committee and approved by the Faculty to serve a three-year term. The Associate Dean for Student and Academic Affairs also will serve on the committee (*ex officio*). The committee shall elect a chairperson from among the faculty members serving on the committee. Members of the Committee may serve multiple terms, but will be limited to a maximum of two consecutive terms. Department Heads, Directors, other Associate Dean(s) and the Dean are not eligible to serve.
2. **Committee Charge:** The Admissions Committee shall review and select Oregon, WICHE, and non-resident applicants for recommendation to the Dean for admission to the DVM program. An alternate list of applicants shall also be selected.
3. When requested, the Admissions Committee shall advise the Office of Admissions and the Office of the Registrar on the Corvallis campus of Oregon State University regarding applicants for admission to the veterinary curriculum.

H. Library and Instructional Technology Committee

1. **Committee Membership:** Membership on the committee will consist of two faculty members from each department nominated by the Faculty Advisory Committee and approved by the faculty for staggered two-year terms, and one student member elected by the student body for a two-year term. Also included in the membership as *ex officio* members will be the College's Associate Dean of Student and Academic Affairs, Librarian, and the Information Services Administrator. Members of the committee may serve multiple terms, but will be limited to a maximum of two consecutive terms. The committee will elect its chair from the faculty members annually. An initial meeting is required within the first month of the academic year to plan and set the agenda for the year.
2. **Committee Charge:** The committee will be responsible for advising the CVM librarian on library acquisitions, management of current holdings, and circulation policies. The committee will also be responsible for reviewing the information technology for the instructional mission for the College. This would include recommendations for technology associated with student instruction. The chair of the committee will forward recommendations to the Dean.

I. Graduate Committee:

1. **Committee Membership:** Membership on the Committee will consist of two faculty members from each department, nominated by the Faculty Advisory Committee and approved by the respective departmental faculty for two-year staggered terms. Members of the Committee may serve multiple terms, but will be limited to a maximum of two consecutive terms. The Associate Dean for Research and Graduate Education will serve *ex officio* on the Committee.
2. **Committee Charge:** The Committee will review applications for admission into departmental graduate programs and conduct annual reviews of the progress of enrolled graduate students. The Committee is advisory to the academic department

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heads, the Associate Dean for Research and Graduate Education, and the student advisory committees.

J. Promotion and Tenure Committee

1. Committee membership: Each department shall elect a maximum of two faculty members with the rank of tenured full professor to two-year staggered terms on this committee. In each subsequent year, one full professor will be elected to a two-year term on this committee. If needed, tenured associate professors may serve on the committee and vote on assistant to associate professor candidates. Any vacancy on this committee due to resignation or retirement will be filled for the unexpired length of that term of membership by departmental election. Vacancies by members who are on disability or sabbatical leave shall be filled by departmental election until such time as the missing member returns. The election process in each department shall be determined by the Faculty of that department.
2. Each full professor will be considered for membership on this committee only in the department in which he or she is granted tenure. Department Heads, Acting Department Heads, Associate Dean(s), and the Dean are not eligible to serve. Eligible faculty members may serve consecutive terms on this committee. The committee shall elect a chairperson of the Promotion and Tenure Committee.
3. This committee shall be responsible for the review of promotion and tenure documents submitted to the Dean's office by each of the departments in the College and for making recommendations to the Dean on the disposition of each of the individuals being considered for promotion and/or tenure. The recommendations shall be in writing and shall include voting results. The College Promotion and Tenure Committee letter of recommendation shall be included in the dossier.
4. This committee will review all faculty recruitments being considered at or above the rank of associate professor, irrespective of tenure status, and will make recommendations to the Dean concerning the appropriate appointment rank of candidates.

K. Research Committee

1. Committee membership: The Research Committee shall consist of six faculty members, three each from the Department of Clinical Sciences and the Department of Biomedical Sciences, with the Associate Dean for Research and Graduate Education as an *ex officio* voting member. Members of this committee shall be appointed by each department head with the concurrence of the Dean of the College for two-year staggered terms. Annually, each department head of the College shall provide the Dean with a panel of three names from which a replacement for the retiring departmental member will be appointed. Members of the committee may serve multiple terms, but will be limited to a maximum of two consecutive terms. The committee shall elect a chairperson of the Research Committee. It is the Dean's prerogative to establish and determine the membership and duties of the Research Committee consistent with the stated missions of the College.
2. The Research Committee shall advise the Dean concerning the research facilities and programs of the College. Additionally, this committee shall provide peer review and recommendations for prioritization of applications for research grants in which the

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funds to be allocated are exclusively from monetary resources available within the College.

3. The Research Committee shall report its activities at least once a year to the Faculty. Such reports will include the disposition of research funds, utilization of research facilities and progress in the development of College programs.

L. Student Progress Committee:

1. **Committee Membership:** The Dean of the College will appoint six members to the committee, each of whom will serve staggered two-year terms. Two new members will be appointed annually. Members of the committee may serve multiple terms, but will be limited to a maximum of two consecutive terms. Annually, the Committee will elect a chair. The Associate Dean for Student and Academic Affairs will serve as *ex officio* member of the committee and cast a vote in case of a tie.
2. **Committee Charge:** The committee will make recommendations or decisions on issues relating to the progress of veterinary students including but not limited to: progression, remediation, dismissal, reinstatement and graduation. The committee works with the Associate Dean for Academic Affairs to identify and aid students whose performance is marginal or unsatisfactory. Specific tasks may include the following:
 - a. Provide counseling and recommend remediation for all students who receive a grade lower than a C- in a didactic, clinical, or elective course, consistent with the Academic Standards policy.
 - b. Meet with the instructor of any student performing at an unacceptable level and devise a plan for remediation.
 - c. Identify any non-academic factors or extenuating circumstances, which may be influencing the performance of a student.
 - d. Make decisions concerning academically deficient students as to remediation, dismissal, or reinstatement.
 - e. Review plans for remediation submitted by academically deficient students, meet with each student and discuss the plan, explain the reason for dismissal or actions that are to be taken.
 - f. Provide counseling to other students with academic problems identified by the instructor, the Associate Dean, or the students themselves.

M. Occupational Safety Committee:

1. **Committee Membership:** Membership of the Committee will consist of the College Safety Officer, Director of the Veterinary Teaching Hospital, and four additional faculty or staff members. The OSU Biological Safety Officer will be invited to serve on the Committee *ex officio*. The College Safety Officer and four additional members will be appointed annually by the Dean and hospital director, respectively.
2. **Committee Charge:** The Committee will monitor compliance with laboratory and other safety regulations and confirm that College personnel receive required training in occupational safety. The Committee will tour the teaching hospital as necessary and make recommendations concerning compliance with relevant occupational safety standards. Annual research laboratory inspections will be carried out by the OSU

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Biological Safety Officer and the College Safety Officer. When necessary, the Committee will consult with other College standing committees.

VII. THE HEAD OF THE DEPARTMENT

- A. The head is the chief executive officer of the department and is responsible for its administration.
- B. In the discharge of his/her duties, the head of the department shall:
 1. Be responsible for the execution of departmental, College and University policies and shall have general direction of the departmental activities.
 2. Consult with the departmental faculty in the formation of departmental policies.
 3. Regularly call meetings of the departmental faculty and staff for explanation and discussion of educational procedures, research programs and policies and activities of the department, College and University.
 4. Report on the teaching and research of the department, and have general supervision of departmental courses, instructional assignments, and interns, clinical fellows, and residents in the department.
 5. Be responsible for maintaining high standards of scholarship in the department and efficient progress in departmental programs.
 6. Conduct annual evaluations of faculty and oversee annual evaluations of staff, consistent with College and University policy.
 7. Consult annually with the appropriate departmental committee regarding faculty promotion and tenure matters.
 8. Be responsible for initiating and supervising the departmental recruiting activities in consultation with properly appointed search committees and with the Dean of the College.
 9. Prepare the departmental budget.
 10. Be responsible for the distribution and expenditure of departmental funds and for the care of departmental property.

VIII. UNIT BYLAWS

- A. The academic departments and service units (teaching hospital and diagnostic laboratory) each shall establish a set of bylaws for its internal governance.
- B. Departmental bylaws shall include procedures and criteria for appointment or promotion of faculty members at the rank of instructor or higher.
- C. Adoption of departmental bylaws and of amendments thereto shall be by vote of the faculty in the respective departments and will be subject to review and approval by the Faculty Advisory Committee and the Dean.

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IX. INTERPRETATION AND AMENDMENT OF BYLAWS

- A. These Bylaws are intended to supplement and be in accord with the University Statutes. In the case of conflicts, the University Statutes as interpreted with the advice of Campus Legal Counsel must prevail.
- B. Any person entitled to vote at a faculty meeting may propose the amendment of these Bylaws. No final action shall be taken on a proposed amendment without an opportunity for review and discussion during a Faculty meeting. A two-thirds vote of eligible faculty is required for passage. Voting may be conducted electronically.

Adopted by the Faculty on January 9, 2002

Amendments added: 7/03; 9/04; 11/06; 2/07.

Amendments approved by the faculty on May 19, 2010.

Approved: 
Cyril R. Clarke, Dean