

Document Name: Roseman University College of Medicine Faculty Assembly Charter	Submitted by: Office of Faculty Affairs & Learning Innovation
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Related LCME Standards:	Due for Review: July 2026

1.0 Purpose and Responsibilities

The Roseman University College of Medicine (RUCOM) Faculty Assembly serves as the representative body for RUCOM faculty. It collaborates with and advises the dean, academic leadership, and other individuals and committees on matters concerning the well-being and future of the college of medicine, its faculty, and students through its executive committee and elected representatives to RUCOM standing committees.

2.0 Scope of Work and Authority

The Faculty Assembly has the authority to hear matters of faculty concern and amend the faculty bylaws. The assembly has the authority, through the Faculty Assembly Executive Committee, to prepare the list of nominated candidates for college and university committees; administer elections; and make recommendations to the dean, the Dean’s Executive Committee, and any other body seeking faculty input.

3.0 Faculty Assembly Membership, Structure, and Operation

3.1 Membership

All RUCOM regular professors, associate professors, assistant professors, and instructors who hold full-time, or part-time appointments at 0.4 FTE or greater at RUCOM, category one in the chart below, are members of the Faculty Assembly. This includes appointments modified by "research." Faculty in categories two and three below including—Adjunct Faculty, Clinical Faculty, Clinical Practice Faculty, Community Faculty Associates, Visiting Professors, and Professors Emeritus—are not members of the faculty assembly.

<p>Category I: Employed by RUCOM at least 0.4 FTE.</p>	<p>Category II: Clinicians at affiliates; may be paid on contract or at small % effort</p>	<p>Category III: Special Appointments</p>
<p>Regular faculty titles: Instructor, Department of <i>[Basic Sciences; Bioethics, Humanism, and Policy; Clinical Sciences]</i> Assistant professor Associate professor Professor</p> <p>Research faculty titles: Research assistant professor Research associate professor Research professor</p>	<p>Clinical Faculty Titles: Clinical assistant professor, Department of Clinical Sciences Clinical associate professor Clinical professor</p>	<p>Adjunct: Primary at another university or college at Roseman University of Health Sciences Community Faculty Associate Visiting Professor Professor Emeritus</p>
<p>Primary/secondary appointment: Joint appointments equaling .4 FTE or greater.</p>	<p>Clinical practice faculty titles: (incentive based)</p> <ul style="list-style-type: none"> ● Clinical practice assistant professor ● Clinical practice associate professor ● Clinical practice professor 	

3.3 Faculty Assembly Structure

The Faculty Assembly is governed by an executive committee of elected members. The executive committee consists of a chair, a chair-elect, and the immediate past chair. The Executive Committee of the Faculty Assembly provides a forum for faculty concerns, discussion, and communication throughout the year. It meets regularly to hear matters of concern to the college, prepare the

list of nominated candidates for college and university committees, and administer elections. Between faculty assembly meetings, the Executive Committee has the authority to conduct business and make recommendations on behalf of the faculty.

The dean shall appoint the first chair of the Faculty Assembly who will preside over the first meeting of the faculty where the chair-elect position will be elected by a faculty vote.

(a) Executive Committee

The chair is responsible for calling executive committee meetings, presiding over executive committee and faculty assembly meetings, and communicating recommendations to the dean. The chair-elect serves as chair in the chair's absence. The chair-elect maintains committee records and compiles/transmits internal and external reports related to the council's activities.

(i) Frequency— The Executive Committee sets its own meeting schedule but must meet at minimum of six times a year. Because the executive committee serves as an ongoing forum for matters of concern to the college, the Executive Committee shall provide a minimum of four meetings per year that are open to all faculty and shall be broadcast via Zoom or Microsoft Teams to facilitate participation. Open meetings must be announced with one week's notice to the faculty assembly membership to facilitate faculty input.

(ii) Quorum and voting—Two members constitute a quorum. A meeting must have a quorum before business can be transacted or motions made or passed. All business shall be settled by a majority of the voting members present.

(iii) Rules of Order—The executive committee shall maintain and publish an operation manual to guide its work and communication with the faculty, staff, students, and administration. The current edition of Robert's Rules of Order shall apply at all committee meetings, except as agreed to by the committee members to facilitate discussion.

3.4 Faculty Assembly Meeting Frequency

The Faculty Assembly meets two times a year to receive a state of the college report from the dean and reports from the standing committees regarding the major functions of the college. The Faculty Assembly meets a third time in the spring to vote representatives onto the various committees of the college and university.

3.5 Quorum

A quorum will be a simple majority plus one of the voting members.

3.6 Voting

Only regular faculty with 0.4 FTE or higher are eligible to vote. All faculty holding executive dean or department chair titles shall be ex officio non-voting members of the assembly. Faculty on leave of absences will be considered non-voting members of the faculty.

Faculty representatives must be elected by a plurality of members voting; all other business must be passed by a simple majority of members present at a Faculty Assembly meeting. Electronic based voting can be used for all Faculty Assembly elections or for other matters requiring a vote. Proxy voting shall not be allowed.

3.7 Communication and Flow of Information/Reporting

Committee agendas, decisions, and minutes shall be maintained and distributed to all faculty by the Office of Faculty Affairs and Learning Innovation. The Office of Faculty Affairs and Learning Innovation shall provide the financial and administrative support necessary to run the Faculty Assembly.

3.8 Rules of Order

The current edition of Roberts Rules of Order shall apply at all committee meetings, except as agreed to by the assembly to facilitate discussion.

4.0 Schedule for Review of Charter

This Faculty Assembly Charter shall be reviewed every three years by the executive committee and any changes shall be voted on by the Faculty Assembly.