

NC STATE

Veterinary Medicine

BYLAWS

FOR THE

COLLEGE OF VETERINARY MEDICINE

NORTH CAROLINA STATE UNIVERSITY

Update Approved October 2020

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I. MISSION OF THE COLLEGE OF VETERINARY MEDICINE AT NORTH CAROLINA STATE UNIVERSITY

The mission of the College of Veterinary Medicine is to enhance the career and life success of students, staff, faculty, and veterinary professionals through initiatives in curriculum and lifelong learning, development of leadership and entrepreneurial skills, and partnerships with the community. College programs in animal health and wellness improve animal and human health and well-being, and contribute to the economy of North Carolina and beyond through education, research (medical discovery), service, extension and engagement.

II. TEACHING

Teaching responsibilities are multifaceted and include instruction of students in undergraduate, veterinary, graduate, and interdisciplinary curricula and continuing education for veterinarians and allied specialty groups. High quality teaching by a competent faculty must be available to all eligible persons and supported by appropriate equipment, facilities, and services. The College of Veterinary Medicine constantly seeks ways to improve the quality of its instruction, and periodically reviews its programs, evaluates its faculty, and encourages and rewards excellence in teaching.

III. RESEARCH

The College of Veterinary Medicine strives for quality in basic and applied research in the biomedical, veterinary, and agricultural fields. Research is necessary for the improvement of health care and the quality of life. Excellence in research, besides serving mankind, is a cornerstone upon which a national and international scientific reputation can be built. Research excellence is not easily achieved and once attained must be constantly nurtured. Continual effort must be expended to achieve and maintain research excellence, a condition reflecting the intent and quality of the faculty. The College of Veterinary Medicine constantly strives to recruit, retain, and reward highly productive research scientists.

IV. CONTINUING EDUCATION AND PUBLIC SERVICE

The College of Veterinary Medicine provides important services to the people of North Carolina, such as operating a veterinary hospital, a farm service clinic, and a client consultation service; and it develops many informational programs in continuing education and public service. Public service should be viewed as an obligatory responsibility of the veterinary faculty. Not only does it benefit animal owners but also the faculty members who are exposed to naturally occurring disease problems that stimulate their teaching and research.

**BYLAWS FOR THE COLLEGE OF VETERINARY MEDICINE AT
NORTH CAROLINA STATE UNIVERSITY**

V. Preamble

The College of Veterinary Medicine is dedicated to excellence in the education of professional and graduate students of veterinary medicine and related fields, in clinical, applied and basic research, and in continuing education and public service. The purpose of these bylaws is to provide an operational framework for expediting the efforts of the Dean, faculty, staff and students of the College of Veterinary Medicine in these pursuits, and to define their responsibilities and privileges. The College of Veterinary Medicine is a unit of the North Carolina State University Centennial Biomedical Campus.

VI. Body

These bylaws relate to the internal administration of the College of Veterinary Medicine. The following discussion defines or prescribes the responsibilities and functions of the Dean, Associate Deans, Assistant Deans, heads of departments and members of the faculty, and of various committees. If in any way these bylaws seem to alter or conflict with provisions of the Policies, Regulations & Rules of North Carolina State University <http://www.ncsu.edu/policies/index.php>, the latter will prevail over these bylaws.

VII. Archival

The Director of Special Projects and Planning of the College of Veterinary Medicine will maintain an updated version of the bylaws, including the dates of any amendments. The Director of Special Projects and Planning will also maintain a roster, to be updated annually, of the members of faculty and other committees as well as the departmental rotation of the Secretary of the Faculty, and will notify the Secretary of the Faculty every (4) years to form an ad hoc faculty committee to review the bylaws.

VIII. DEAN

The Dean must be a veterinarian. The Dean is the principal administrative officer of the College of Veterinary Medicine (CVM), head of the faculty and is responsible to the Chancellor through the Provost and Executive Vice Chancellor for the administration of the CVM.

The Dean is responsible for preparing biennial budget requests. In general, the Dean is responsible for the management of the CVM's fiscal, physical, and personnel resources, and for the development of academic research, and public service programs consistent with University policies.

The Dean will represent the CVM and University in activities and issues of public interest concerning the veterinary profession, the health professions, and agricultural industries.

In the discharge of the duties of this office, the Dean shall:

1. Keep the Chancellor, and through him/her, the President, the Board of Trustees and Board of Governors, fully informed of the operations and needs of the CVM.
2. Formulate and present policies to the faculty for its consideration and action where appropriate.
3. Communicate to the Chancellor, for the faculty, on the activities and programs of the CVM.
4. Serve as the official medium of communication (i.e., in person or by proxy) for all official business of the CVM between the Chancellor, the faculty, the staff, other campus authorities, the students, and the public.
5. Be responsible for proper use and assignment of space allocated to the CVM.
6. Be responsible for compliance by the CVM with university policies, regulations and rules as outlined on the university web site at: <http://www.ncsu.edu/policies/>
7. Appoint and utilize advisory committees.
8. Serve as chair of the Dean's Council and the Cabinet.

IX. ASSOCIATE DEANS AND ASSISTANT DEANS

The Associate Deans and the Assistant Deans are responsible to the Dean to assist in the execution of the activities of the Office of the Dean, to coordinate the varied programs of the CVM and to assume responsibilities assigned to them by the Dean. Collectively, they are responsible for coordination of the programs of the CVM so that all of the missions of the CVM are met.

A. Associate Dean and Director for Academic Affairs

The Associate Dean and Director for Academic Affairs must be a veterinarian. The Associate Dean and Director for Academic Affairs will administer matters relating to the organization, planning, and management of academic activities and affairs.

Responsibilities:

1. Serve as an ex officio member on the Faculty Committees on Admissions, Curriculum and Course Evaluation, Awards and Scholarships, and Academic Performance and Student Conduct.
2. In cooperation with the Assistant Dean of Student Development, oversee all years of the DVM curriculum.
3. Maintain a system of academic and performance records for all students admitted to the professional curriculum.
4. Ensure compliance with University regulations relating to instructional evaluation.
5. Represent the Office of the Dean on appropriate committees.
6. Monitor academic programs to ensure the establishment and maintenance of accreditation standards required by the AVMA Council on Education.
7. Participate with Department Heads in the development of instructional budget requests.
8. Serve as a member of the Dean's Council and the Deans and Heads.
9. Supervise the Education Support Service and coordinate faculty support and development in education.
10. Supervise the Teaching Animal Unit, with attention to budget and mission.
11. Manage and assign budgets associated with the delivery of the DVM professional program, educator support and development, student administrative and support services, and diversity and inclusion.

B. Associate Dean and Director for Research and Graduate Studies

The Associate Dean and Director of Research and Graduate Studies will administer matters concerning the organization, development, planning, and management of research activities and graduate studies.

Responsibilities:

1. Serve as an ex officio member of the Faculty Committees on Research, Laboratory Animal Resources and Research space allocation.
2. Provide administrative leadership and coordinate all research efforts of the CVM.
3. Maintain files on current research projects, grants, contracts, and related activities.

4. Maintain appropriate liaison with other research directors on the NCSU campus, at other Triangle universities, and in the Research Triangle Park.
5. Coordinate, initiate, develop, and supervise veterinary medical activities associated with the North Carolina Agricultural Research Service.
6. Participate with Department Heads and the Dean's Council in the development of research plans and budgets.
7. Review all research equipment and instrumentation requests forwarded by Department Heads and make appropriate recommendations to the Dean.
8. Develop the graduate program in concert with other directors. Be directly responsible for administration, monitoring of records, and quality of this program.
9. Recommend the management and distribution of postgraduate appointments and research positions in the CVM to the Dean.
10. Represent the Office of the Dean on appropriate committees.
11. Serve as a member of the Dean's Council and the Deans and Heads.
12. Act as the Dean's agent in the administration of and in concert with the Dean's Council; coordinate the development and implementation of program plans, budgets, and reports for research activities.

C. Associate Dean and Director for Veterinary Medical Services

The Associate Dean and Director for Veterinary Medical Services must be a veterinarian. The Associate Dean and Director for Veterinary Medical Services will administer matters relating to the Veterinary Hospital (VH).

Responsibilities:

1. Serve as an ex officio member of the Faculty Committee on House Officer Program Resources.
2. Develop and recommend to the Dean program priorities relating to service activities of the VH.
3. Provide administrative leadership and coordination for all VH activities.
4. Develop in concert with the Department Heads and Dean's Council, VH activities and budget requests.

5. Serve as a member of its Board of Advisors.
6. Actively participate on the Hospital Board.
7. Serve as a member of the Dean's Council and Deans and Heads.
8. Represent the Office of the Dean on appropriate committees.
9. In conjunction with the House Officer Coordinator, develop house officer programs in consultation with appropriate faculty members and FCHOPR. Be directly responsible for the administration, monitoring of records and quality of these programs.

D. Associate Dean for Advancement

Responsibilities:

1. Overall responsibility for developing, directing, and evaluating comprehensive programs in the areas of development, communication/marketing, continuing education, alumni affairs and outreach.
2. Represent Development on the college Deans and Heads.
3. Supervise Executive Director of Development, Director of Communications and Marketing and Director of Continuing Education and Outreach. Act to integrate and coordinate these areas to assure their strategic goals and objectives are effectively supported and accomplished, in collaboration with internal and external leadership.
4. Build working relationships with academic department heads, faculty and administrators to thoroughly understand their programs and priorities to both assist in managing their respective advancement activities and represent their needs.
5. Set policies, procedures and best practices for the College's advancement and communication/marketing, and continuing education programs.
6. Develop and maintain CVM crisis communication plan.
7. Oversee direction of the college web site.
8. Engage city, county and state officials in CVM programs.
9. Assist with CVM Strategic Planning, particularly those programs that engage the public.
10. Serve as a member of the Dean's Council and the Deans and Heads.

E. Assistant Dean for Student Development

The Assistant Dean for Student Development reports to the Associate Dean of Academic Affairs and will be responsible for providing leadership and vision for enhancing student success and positive quality of life through development and implementation of strategies.

Responsibilities:

1. Assists and collaborates with the Associate Dean and Director of Academic Affairs with development, revision, and implementation of projects in support of educational goals and strategies.
2. Maintain records of all applications for admission to the professional curriculum.
3. Oversee the Student Services Office, inclusive of staff associated with registration, scheduling, admissions, and student organizations.
4. Oversee Student Support Services, inclusive of counselling, financial planning and education, and career services.
5. Coordinate student activities, associations, and other related services.
6. Oversee and coordinate course and room scheduling, and help to identify faculty resource needs.
7. Serve as an *ex officio* member of: Faculty Committee on Curriculum and Course Evaluation; Faculty Committee on Academic Success and Student Conduct, and Faculty Committee on Scholarships and Awards.
8. Serve as a member of the Dean's Council and the Dean's Cabinet.

F. Assistant Dean for Business and Finance

The Assistant Dean is responsible for the conduct of business affairs of the CVM.

Responsibilities:

1. Coordinate the development of budgets by all administrative units in the CVM.
2. Monitor expenditures and report to the Dean on the budget status of CVM funds throughout the year; develop financial projections to assess the CVM's ability to have sufficient resources to meet its compact obligations.
3. Advise the Dean on all financial issues. Assist in setting priorities for CVM objectives to accomplish CVM goals.

4. Review and recommend to the Dean actions for all requests for reallocation of budgets in accordance with flexibility guidelines, unit, and CVM strategic plans/compacts. Primary resource for advising the Dean and other CVM administrative officers on how CVM resources can be allocated, reallocated, or developed to meet the goals and objectives of the CVM's strategic plan.
5. Review and approve the funding availability to support personnel actions requested by CVM administrators.
6. Assist and advise the Dean in the development of policies and procedures for the CVM.
7. Represent the CVM in interactions with NCSU budget and fiscal officials, university system fiscal offices, and other appropriate state agencies. Responsible for all budget revisions.
8. Serve as financial officer for the Veterinary Hospital (VH) with responsibility for equipment purchases, budget preparation and control, oversight of billing, collection, fiscal responsibility for all cost/profit centers and provide detailed reports to the Associate Dean and Director for Veterinary Medical Services. Reconcile financial issues with staff, faculty and clients.
9. Advise the Dean and Associate Deans on fiscal issues related to property and facilities management and provide supervision for the Director of Facilities.
10. Provide overview of the personnel and budget functions of the Dean's Office.
11. Serve as a member of the Dean's Council and the Deans and Heads.
12. Serve as a member of the Hospital Board.
13. Provide financial reporting for the campus, AAVMC, AVMA, and AAHA.

G. Assistant Dean of Human Resources

Responsibilities:

The Assistant Dean of Human Resources will administer matters relating to the organizations, planning, and management of human resources in the College of Veterinary Medicine.

1. Advise the Dean on all personnel issues. Assist in setting priorities for CVM objectives to accomplish goals and strategies.
2. Coordinate HR activities, programs, and other related services.
3. Maintain records of all personnel.

4. Assist and advise in development and implementation of standard operating procedures for the college and ensures that all university policies and state and national laws are followed and maintained.
5. Guide and support recruitment projections and planning for faculty and staff positions.
6. Serve as the administrative lead to forecast staff and faculty career development needs and monitors progress of the college community. Oversee the development and delivery of comprehensive and ongoing continuing education programs for employees.
7. Assist in constructively shaping the organization's culture.
8. Serve as a member of the Dean's Council and the Deans and Heads.
9. Serve as a member of the University Human Resources Advisory Committee.
10. Serve as the CVM Unit Equity Officer.

X. DEPARTMENT HEADS

Clinical Sciences (DOCS)

Molecular Biomedical Sciences (MBS)

Population Health and Pathobiology (PHP)

The Department Head is the chief executive officer of the department and is responsible to the Dean for its administration. The Department Head has a variety of planning and management duties and should seek the counsel of the faculty and delegate appropriate responsibilities. As a faculty member, the Department Head is expected to participate in and contribute to the department's academic activities.

Responsibilities:

1. Provide leadership toward the achievement of excellence in teaching, research, and service activities of the department.
2. Be responsible to the Dean and the departmental faculty for the execution of departmental, CVM, and University policies within the department. The Department Head shall guide the general direction of the fiscal, academic and personnel activities of the department and shall set priorities where appropriate.
3. Consult with departmental personnel in the formulation of departmental policies.
4. Call regular meetings of the departmental faculty to discuss educational procedures, research programs, personnel policies, and other activities of the departments, CVM, and University.

5. Be responsible for maintaining high standards of scholarship and morale in the department and implementing departmental programs.
6. Prepare departmental budgets and be responsible for the assignment and the expenditures of departmental funds.
7. Be responsible for the allocation, use, and care of departmental space, equipment, and supplies.
8. Be responsible for the employment, performance, and welfare of the staff employees in the department, either directly or by proxy.
9. Provide opportunities for the professional growth of departmental faculty members and provide reasonable support to each in achieving their goals.
10. Have frequent, frank, informal individual conversations with departmental faculty members.
11. Consult one or more times annually with each professional member of the department to evaluate the nature, scope, and quality of their work. A written summary of this evaluation should be given to and discussed with the faculty member, and a copy should be placed in their personnel file.
12. Orient each new full-time faculty member in the department to acquaint them with CVM and University regulations. Inform them of procedures on faculty reappointment, promotion, tenure, leave, and termination, as well as the current status and future expectations for their career and program embodied in the Statement of Faculty Responsibilities (SFR) and Plans for Professional Development <http://www.provost.ncsu.edu/promotion-tenure/>.
13. Recruit faculty and make recommendations on personnel actions, appointments, dismissals, promotions, granting of tenure, salary adjustments, reprimands, etc.

XI. DEAN'S CABINET

The Dean's Cabinet will serve to disseminate information and to effect communication among and between the Office of the Dean, the faculty and staff in each of the respective departments, and other operational units of the CVM.

- A. Composition

Dean	(1)
Associate Deans	(4)
Assistant Deans	(3)
Department Heads	(3)
Director of Special Projects and Planning	<i>Ex officio</i>
- B. Operational Practices

1. The Dean shall serve as chair of the Dean’s Cabinet and the Acting Dean will fill that role in the Dean's absence.
2. All regular members, listed above, shall have voting privileges.
3. The Dean’s Cabinet will meet in full cabinet session on the first Tuesday of every month with the composition of members listed below. This session is open to non-members as determined by the chair on his/her initiative or by suggestion from members of the full cabinet.
4. Composition of Full Cabinet

Dean	(1)
Associate Deans	(4)
Assistant Deans	(3)
Department Heads	(3)
Senior CVM Faculty Senator	(1)
Director of CBS	(1)
Executive Director of Development	(1)
Director of Diversity and Inclusion	(1)
Director of CMI	(1)
Director of Global Health	(1)
Director of Special Projects and Planning	<i>Ex officio</i>

C. Functions

1. The Dean’s Cabinet shall perform those functions prescribed by these bylaws, principally advising the Dean and transacting such business as may be delegated to it by the faculty.
2. The Dean’s Cabinet may act as interim on behalf of the faculty; such actions shall be reported to the faculty at the next regular faculty meeting.
3. The Dean’s Cabinet members shall keep the faculty informed of activities of the body by regular reports to the Secretary of the Faculty. Full Cabinet minutes will be distributed by electronic message to faculty from each Department administrative office.
4. The Dean’s Cabinet will review all unit plans and develop the CVM plan, including specific initiatives and benchmarks for assessment.
5. The Dean’s Cabinet [or a subgroup with the appropriate Associate Dean(s)] will consider and make a decision on recommendations from standing committees of the Faculty delivered by representation of the committee.

6. The Dean's Cabinet will review the budget and make recommendations to the Dean for overall fiscal management of the CVM.
7. The Dean's Cabinet will consider and adopt policies for the operation of the CVM consistent with the essentials for accreditation as provided by the Council on Education of the AVMA.

XII. DEAN'S COUNCIL

The Dean has the prerogative to utilize a Council structure in addition to the Dean's Cabinet. The Council will serve as an internal administrative function in the development and implementation of fiscal and other operational practices and procedures of the CVM.

A. Composition

Dean	(1)
Associate Deans	(4)
Assistant Deans	(3)
Director of Special Projects and Planning	(1)

B. Operational Practices

1. The Dean shall serve as chair of the Council, and the Acting Dean will serve in that role in the Dean's absence.
2. In the absence of the Dean, an Acting Dean will be appointed by the Dean.
3. Invitations to nonmembers to attend meetings are to be issued by the chair on his/her initiative or by suggestions from members of the Council.

C. Functions

1. Be closely associated with all fiscal policies and practices of the CVM in planning, implementation, and disbursement.
 - a. Develop budgets, contingencies, and plans based upon recommendations and requests from Department Heads.
 - b. Make allocations to teaching, research, and service activities of the CVM and approve the distribution of funds for those functions to departments and other appropriate units within the CVM.
 - c. Council should confer with the full Cabinet before making final financial decisions.

2. In concert with each Department Head, review respective departmental faculty performance assessment, salary, or disciplinary recommendations. As a body, the Council will discuss, consider and take appropriate action on recommendations of this nature received from Department Heads. Assume the lead in periodic review and evaluation of the effectiveness of CVM and departmental programs and leadership.
3. Initiate long-range planning and assemble program data for reports to the University Chancellor, University President, Council on Education of the American Veterinary Medical Association, Association of American Veterinary Medical Colleges, Southern Association of Colleges and Schools, and other agencies and organizations as it becomes necessary.

XIII. THE FACULTY

A. Membership and Voting Privileges

1. Voting membership in the General Faculty of the CVM shall be held by those full-time employees of the CVM who meet the requirements for voting membership in the General Faculty of North Carolina State University as outlined in the Policies, Regulations and Rules. <http://www.ncsu.edu/policies/index.php>
2. The Faculty Secretary shall revise the official roster of the voting faculty of the CVM within the first three (3) weeks of the fall semester of each year. No person shall be allowed to vote, hold office, or be elected to a committee as a faculty representative unless their name appears on the official roster that is approved by the Deans Cabinet and which the Secretary shall keep open for inspection by any member of the CVM and University community.
3. The research assistants, teaching or research associates with greater than half-time academic appointments, or residents, interns, and graduate students shall elect representatives who may attend meetings of the faculty, with all privileges of the floor except voting. The Department Heads shall arrange for the annual election of such a person(s) by their peers in the ratio of one representative for each ten individuals. If the number of teaching and research associates is not a multiple of ten, it shall be rounded off to the nearest whole number for the purpose of this computation.

B. Rights and Responsibilities

The faculty shall have such powers and responsibilities as are delegated by the Policies, Rules and Regulations of the university <http://www.ncsu.edu/policies/> and those other documents that may exist or be developed. Among these are the following:

1. To establish rules for the conduct of its business.
2. To elect the Secretary of the CVM Faculty.

3. To establish the academic policy for the CVM falling within the scope of its programs, including the determination of its curricula. The faculty also can make recommendations on matters of educational policy relevant to the CVM that fall under the jurisdiction of other bodies (i.e., academic performance, student conduct).
4. To establish such committees, standing and special, as necessary to conduct its business, and receive both progress reports and an annual report at the close of each academic year.
5. To determine the composition of faculty committees, except as herein specified, for the conduct of faculty business and assign functions and responsibilities to each committee.
6. To assign special duties to the Full Cabinet of the CVM.
7. To engage in private consultation, which is limited within the context of University regulations. Consultation must be approved, upon recommendation of a Department Head, by the Office of the Dean, and it must be reported annually to the Chancellor. Income received for consultation may be retained by the individual, provided the consultative activity is not in conflict with the VFPP.
8. In regard to faculty changing departments:
 - a. Faculty members have the right to request a change from the department of initial appointment to another department in the CVM.
 - b. Discussion must be initiated with the current Department Head before discussions are held with the intended Department Head.
 - c. Faculty in the intended department will vote on the application to join their department after reviewing all appropriate documentation.
 - d. The Head of the intended Department will convey in writing to the Dean the recommendations of the faculty on the application.

C. Meetings

1. Presiding Officer: The Secretary of the Faculty shall be the presiding officer of meetings of the faculty. The Deputy Secretary of the Faculty shall preside over the meeting in the absence of the Secretary and will automatically become the Secretary of the Faculty the following year. The department from which the Deputy Secretary originates will provide a staff person to transcribe and distribute the minutes of each meeting electronically under the supervision of the Deputy Secretary.
2. The selection of a Deputy Secretary of the Faculty will be from an election within the individual departments on a rotational basis.

3. Regular Meetings: The regular meetings of the faculty shall be held at least four (4) times a year, but shall not exceed monthly intervals during the academic year. The dates will be fixed by the Dean and the Secretary and announced at the beginning of each semester. At least ten (10) calendar days prior to each regular meeting, the Secretary shall issue a call for agenda items. Chairs of standing committees will provide and post agendas and minutes of meetings, and the committee year-end report on the CVM Internal Faculty and Staff website, Quick Links CVM Committees. And may give oral reports of committee business to the general faculty at faculty meetings.
4. Special Meetings: Special meetings of the faculty may be called by the Dean, by the Deans and Heads or by resolution adopted in a regular meeting of the faculty. Also, upon receipt of a written petition of 10% or more of voting members of the faculty, the Secretary of the Faculty shall call a special meeting within ten (10) 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/or the Deans and Heads may call an emergency meeting without written notice.
6. Notice of Meetings: At least three (3) working days prior to a meeting, the Secretary shall provide written notice and agenda of each regular and special meeting to the departments for appropriate posting.
7. Agenda and Order of Business: Items may be placed on the agenda of a meeting by the Dean, the Council, the Deans and Heads, or by petition of a person or persons entitled to vote.
8. Minutes: The Deputy Secretary shall record minutes of all meetings and distribute them to the faculty one week to ten days following the meeting.
9. Quorum: A quorum of the faculty shall consist of one fourth of the persons entitled to vote. If a quorum is not in attendance, the Secretary of the Faculty will distribute the motion to the faculty by e-mail and request a vote electronically.
10. Attendance at Meetings: All academic employees (EHRA) of the CVM are encouraged to attend all meetings of the faculty. Visiting faculty members are invited to attend. All in attendance shall feel free to discuss all matters brought before the group.
11. Observers: Except as outlined below, persons not entitled to vote may attend meetings as observers to the extent that physical facilities permit.
 - a. Observers attending a meeting may be asked to be seated in a designated area separate from the voting members at the discretion of the Secretary, the Dean or their designees.
 - b. Observers may, with the consent of a majority vote of the faculty members in attendance, be given the right to speak on any matter before the body.

12. Executive Session: Ordinarily, the faculty should meet in executive session only to consider personnel or financial matters. The faculty, by a majority vote of those present at any meeting, may decide to adjourn and immediately reconvene itself in executive session. Only voting members shall be present in executive session.
13. Parliamentary Aspects: Robert's Rules of Order most current edition shall govern meetings of the faculty, when not in conflict with these Bylaws. The Dean may appoint a parliamentarian to advise the presiding officer and the faculty on questions of procedure.

XIV. COMMITTEES OF THE FACULTY

Faculty, staff, and student participation in the committee structure of the CVM is necessary for effective representative governance. Faculty committees must be chaired by a faculty representative (not an administrator). One half or more of voting representatives on faculty committees must be comprised of actual faculty members (for example, if there are eight voting members on a faculty committee, four or more must be faculty representatives).

Persons holding the rank of department head or higher, either interim, acting, or permanent, may not serve as a departmental representative, at-large faculty representative, or rotating faculty representative to faculty committees. If promoted to such a position during his/her term, then a different faculty member must be elected/appointed as appropriate for the committee to serve out the remainder of the term.

Each committee shall be known as "The Faculty Committee on..." with the appropriate name inserted for the ellipsis. Faculty representation on the committees will originate from the respective departments. Each department will organize an annual spring election process to fill open department-appointed positions on the Committees of the Faculty. In addition, if a faculty member leaves before their term is complete, a faculty member from the same department must be elected/appointed to serve out the remainder of the term. The results of these elections will be forwarded to the Director of Special Projects and Planning.

Faculty committees are expected to consult with the faculty at departmental or other meetings about major decisions or changes in policy, and to report their activities at least once a year to the faculty. If the latter does not occur in the normal course of a committee's activities, the committee should present an oral report for the academic year at the May (or spring) meeting of the faculty, and provide and post a year-end report before September 15 on the CVM Internal Faculty and Staff website, Quick Links CVM Committees. In addition, the committee may wish to make recommendations concerning the committee composition, terms of members, charge to the committee, or the establishment of a new or deletion of an existing committee. The posted electronic reports will be acted upon by the faculty and distributed to the Office of the Dean under the supervision of the Secretary of the Faculty.

Normally, the committee year is July 1 through June 30 (with the exception of the Admissions Committee). Unless otherwise stated, each committee will elect a chair for a one-year term at the first meeting of the committee year. The Director of Special Projects and Planning shall be

notified of all chairperson elections. The meeting shall be called by the past-chair. In the event of a vacancy in the chairpersonship or membership of a committee, the same mechanism that was used to select the chair or member will be used to select an individual to fill the unexpired term. The committees identified herein are standing committees and additional ones may be established as a need is recognized.

The chair of a faculty committee can make a request to a department head to appoint an alternate representative to the committee, if the regular representative will be unable to attend scheduled meetings for a period of greater than six (6) weeks, and there is committee business to act upon. In addition, each department and class is encouraged to appoint an alternate member. The alternate member may attend any and all meetings and serve as a voting member in the absence of an elected member from their respective department or class. Several committees have incorporated this mechanism into their bylaws. Ex-officio members of a committee are not entitled to vote unless specified to the contrary for a particular committee.

Conducting a committee vote by electronic means, such as email, or telephone is permitted.

A. Faculty Committee on Academic Performance and Student Conduct

1. This committee shall be comprised of eight voting members: four (4) faculty members, one elected from each department and one from the departments on a rotating basis; four (4) veterinary students, one (1) student from each class elected by popular vote of the class; one representative from student services (non-voting); the Associate Dean of Academic Affairs (ex-officio, non-voting except in the event of a tie of the voting members); and the Assistant Dean of Student Development (ex-officio, non-voting). Each department and class are encouraged to appoint an alternate member. Preferably the alternate faculty member has previously served on the committee. The alternate member from each class should be a class officer. The alternate member may attend any and all meetings to serve as a voting member in the absence of the elected member from the respective department or class.
2. Membership on the committee shall be for a period of four years for faculty members, who will serve on staggered terms for continuity. Faculty will have a limit of two (2) consecutive terms. The committee chair will hold the position for one (1) year and should have at least one (1) year of service on the committee prior to assuming the position of chair. Student representatives will normally serve four (4) years beginning in the fall semester of the freshman year. Student representatives will be elected within the first two weeks of the semester.
3. The specific responsibilities of the committee shall include formulation, recommendation, and implementation of policies and procedures regarding those aspects of student academic performance, advising, and student conduct pertinent to the professional and educational development of the student. The committee is responsible for adhering to the guidelines set forth by the academic standards and student conduct documents of the CVM, and to recommend courses of action related to student misconduct and academic performance.

4. Five (5) voting members of the committee, to include at least one DVM student representative, shall constitute a quorum.

B. Faculty Committee on Awards and Scholarship

1. This committee shall have six (6) faculty representatives, two elected from each department with a three-year term staggered so that continuity exists on the committee. Committee members are limited to no more than two (2) consecutive terms. The Associate Dean and Director for Academic Affairs, the Assistant Dean of Student Development, the Director of Student Services and Admissions Coordinator will serve as ex-officio members.
2. The responsibilities of this committee will be to establish award and scholarship policy, to define recipient criteria, and to expedite selection procedures for all CVM student and faculty awards and scholarships.
3. The function of this committee will be to clearly establish an orderly selection and election process for any and all established student awards and scholarships. It will also serve as a study committee in establishing needs for new or more appropriate categories for awards.
4. The chair of the committee will be elected by the committee as chair-elect in the year preceding their term as chair and must have served at least one full year on the committee to be eligible for election.
5. The quorum will comprise 50% of voting members. In the event that a quorum is not present at a meeting, an electronic vote (e-mail) may be used to conduct committee business.

C. Faculty Committee on Admissions

1. This committee will be composed of at least twenty-four (24) individuals of which the majority will be veterinarians:
 - a. Each department will have four (4) members on the committee (total of twelve (12) members from three (3) departments). The voting faculty within each department will elect the departmental representatives.
 - b. One (1) member will be the President of the NCVMA or his/her designee, and one (1) member will be President-elect of the NCVMA or his/her designee or immediate past President of the NCVMA or his/her designee.
 - c. One (1) representative will be from the College of Agriculture and Life Sciences, to be recommended by the Dean of CALS.

- d. One (1) representative will be from the College of Sciences, to be recommended by the Dean of COS.
 - e. One (1) representative will be from the North Carolina Association of Minority Veterinarians, to be recommended by the CVM Dean.
 - f. One (1) representative will be an alumnus of NC STATE CVM, preferably within the past five (5) years, and recommended by the CVM Dean.
 - g. One (1) member-at-large will be from the University of North Carolina system and appointed by the Dean; two (2) members-at-large will be from NC STATE, including but not limited to faculty from other colleges and staff from CVM, and appointed by the CVM Dean; one (1) will be the Associate Dean and Director for Academic Affairs at the CVM; one (1) will be the Director of Student Services; and one (1) will be the Director of Diversity and Minority Affairs.
2. Faculty representatives will serve a four-year term beginning on April 1 and ending on March 31 in a staggered sequence so that three (3) new members are named to the committee each year. Committee members may succeed themselves. Other representatives, excluding the Associate Dean and Director of Academic Affairs, the Director of Student Services, and the Director of Diversity and Multicultural Affairs, will serve a two-year term and may succeed themselves.
 3. The chair and chair-elect of the committee will be one of the 12 CVM faculty representatives. The chair will serve one (1) year and that individual will have been the chair-elect in the previous year. The chair-elect will have served on the committee for two (2) years and will be able to remain on the committee for another two (2) years. The chair-elect will be selected by nomination and vote of the admission committee during their last meeting for the year. That name is to be given to the Dean of the CVM as the recommended chair-elect for his/her approval or rejection.
 4. The voting members of the committee are the faculty representatives (twelve [12] possible), and the representatives from the College of Agriculture and Life Sciences, the College of Sciences, the University of North Carolina system, the NCVMA (2), the North Carolina Association of Minority Veterinarians, the NC STATE CVM alumnus, North Carolina State University (2), and the Director of Diversity and Multicultural Affairs. The Associate Dean and Director for Academic Affairs and Director of Student Services will not be permitted to vote.
 5. It is the responsibility of this committee to recommend policy and admission criteria for admitting candidates to the professional veterinary program. This committee shall also recommend to the faculty, pre-professional course requirements relevant to the program in general. Faculty will decide courses of action in pre-professional curricular requirements on the basis of committee review. Additionally, the committee is responsible for regular review of admission procedures and for making regular reports of committee actions to the faculty.

6. The function of the committee is to make recommendations to the CVM Dean for each student to be admitted to the professional program.
 7. The voting quorum of the committee shall comprise two-thirds (2/3) of the voting members.
- D. Faculty Committee on Comparative Biomedical Sciences (CBS) Graduate Studies
1. The members of this committee shall include one (1) elected member of the CVM graduate faculty from each of the recognized CBS areas of concentration (Cell Biology, Infectious Disease, Immunology, Pathology, Pharmacology, Population Medicine and Neuroscience), two (2) at-large members elected by the entire CBS graduate faculty, the CBS Director of Graduate Programs, two (2) elected graduate students, and the CVM representative to the Administrative Board of the Graduate School. The Administrative Board representative will serve as ex-officio, non-voting members.
 2. Faculty representatives will be elected to serve a two-year staggered term so that half of the faculty members rotate off the committee each year. Members may serve successive terms. The graduate student representatives will be elected by their peers for a two-year staggered term, the student representative will serve as junior representative in year 1 of his/her term, and senior representative in year 2 of his/her term.
 3. The Director of the CBS Graduate Program will serve a three (3) year term. Only sitting members of the CBS Graduate Studies Committee may be nominated to serve as Director. Nominations for Director may be put forth by any member of the committee.
 4. It is the responsibility of this committee to develop and evaluate the CBS graduate program, develop CBS graduate courses, and review and vote upon all admissions to the CBS graduate program.
 5. The CBS Graduate Studies Committee will review all applications for CVM stipends, prioritize them, and submit this prioritized list to the Associate Dean and Director of Research and Graduate Studies for final dispensation. The CBS graduate student representative to the CBS Graduate Studies Committee will not participate in this vote.
 6. The voting quorum will comprise seven (7) voting members. Votes will be submitted at CBS committee meetings or by documented communication with the Director if a member is unable to attend the meeting.
- E. Faculty Committee on Curriculum and Course Evaluation (FCCCE)
1. The function of this committee will be confined to matters of the professional DVM curriculum and to the periodic review of those course offerings. The responsibilities of the committee are to recommend to the faculty, curricular content and program development and to conduct ongoing reviews of all DVM courses.

2. This committee shall consist of six (6) faculty representatives, two (2) elected from and by each department, and four (4) student representatives (one for each class) elected from and by the CVM student body. Each department and class is encouraged to appoint an alternate member. The alternate member may attend any and all meetings and serve as a voting member in the absence of an elected member from the respective department or class. In addition, the Associate Dean and Director for Academic Affairs, the CVM representative to the Administrative Board of the Graduate School, the Coordinator of Clinical Experiences, the Assistant Dean for Student Development, the Educational Development faculty and Outcomes Assessment faculty will serve as ex-officio members. These meetings are open to nonmembers as determined by the chair on his/her initiative or by suggestion from members of the committee.
3. Faculty representatives will serve four-year terms in a sequence such that one (1) faculty representative from each department rotates off the Committee every two years, but they may succeed themselves if re-elected. Student representatives will serve one-year terms, but may succeed themselves if re-elected.
4. Voting members of the committee for regular FCCCE business will be the six (6) faculty representatives (two votes per department), and the four (4) student representatives (1 vote per class). The Associate Dean and Director for Academic Affairs will vote only in the event of a tie vote by the voting members. The other ex-officio members are not entitled to vote.
5. The chair of the FCCCE will be elected by the committee as Chair-Elect in the year preceding their term as Chair. Faculty members must have served at least one (1) year on the FCCCE before they become eligible for election as Chair-Elect. The voting quorum will comprise six (6) voting members including two (2) student representatives. When necessary, an electronic vote (e-mail) may be used to conduct committee business.
6. A group composed of the voting members of the FCCCE and the current course coordinators of the core DVM courses offered in years 1-3 will vote on curricular change. No course may be represented by more than one course coordinator. No course coordinator will receive more than one vote. Voting quorum will be 50% of the entire group.

F. Faculty Committee on Diversity and Inclusion

1. The Faculty Committee on Diversity and Inclusion will focus on developing strategies and actionable items that would help the CVM become a more welcoming environment for diverse populations, including guidance on college actions in response to bias incidents. The committee will make recommendations to the Dean of the College to ensure continuous improvement as it becomes more welcoming to diverse populations.

2. This committee shall be composed of 19 members: six (6) faculty members, two elected from each department, two (2) students from each class elected by popular vote of the class (4 voting, 4 non-voting), one (1) CVM graduate student member elected by popular vote by the CVM Graduate Student Association (voting), two (2) staff members appointed by the Associate Dean for Academic Affairs (voting), and the Director and Assistant Director of Diversity (both ex-officio, non-voting except in the event of a tie of the regularly voting members).
3. Membership on the committee shall be for a period of four years for faculty and staff members who will serve on staggered terms for continuity. Student representatives will normally serve one year beginning each fall semester, however they may succeed themselves for a total of four (4) years. Student representatives will be elected within the first 2 weeks of the semester.
4. The chair of the Faculty Committee on Diversity and Inclusion will be elected by the committee as Chair-Elect in the year preceding their term as Chair. Members must have served at least one (1) year on the Faculty Committee on Diversity and Inclusion before they become eligible for election as Chair-Elect. The voting quorum will comprise six (6) voting members with a minimum of four (4) faculty and two (2) students.

G. Faculty Committee on Global Health

1. The Faculty Committee on Global Health will advise and make recommendations to the CVM Director of Global Health on all matters related to developing a robust Global Health Program, including faculty-driven research, graduate student programs, and an International Studies experience for DVM students in the CVM. This committee shall be composed of 10 members: six (6) faculty members, two from each department nominated by the Department Head, one (1) student (typically the President of the International Veterinary Student Association), and the Director of Global Health Education and the Director of Global Health (both ex-officio, non-voting except in the event of a tie of the regularly voting members).
2. Membership on the committee shall be for a period of four years for faculty members who will serve on staggered terms for continuity. The student representatives will normally serve one year beginning each fall semester. Student representatives will be elected within the first 2 weeks of the semester.
3. The chair of the Faculty Committee on Global Health will be elected by the committee as Chair-Elect in the year preceding their term as Chair. Members must have served at least one (1) year on the Faculty Committee on Global Health before they become eligible for selection as Chair. The voting quorum will comprise four (4) voting members.

H. Faculty Committee on House Officer Program Resources

1. The mission of the committee is:

- a. To serve as a resource for educational, administrative and personal concerns related to house officer programs.
 - b. To facilitate effective communication between faculty and house officers.
 - c. To assist and advise the Associate Dean and Director of Veterinary Medical Services in program evaluation and improvement.
 2. The members of the committee shall include seven (7) elected members of the faculty who are involved in house officer training, three (3) members from the Department of Clinical Sciences, two (2) members of the Department of Population Health and Pathobiology, two (2) members from the Department of Molecular Biomedical Sciences, and five (5) residents. Representatives from each Department will represent different specialties. At least two (2) residents should be from the Department of Clinical Sciences, one (1) from the Department of Population Health and Pathobiology, one (1) from the Department of Molecular Biomedical Sciences, and one (1) graduate student. The Associate Dean and Director for Veterinary Medical Services, and the House Officer Program Coordinator will serve as ex-officio, nonvoting members.
 3. Faculty representatives will be elected from each department to serve a three -year staggered term. The house officer representatives shall be residents with at least one year's experience, or graduate students who have completed a NC STATE-CVM residency within two years of election, and will be elected by their peers for a one-year term. All members may serve successive terms.
 4. The responsibility of this committee will be to work closely with the Associate Dean and Director for Veterinary Medical Services. The committee is to be advisory and will assist and advise the Associate Dean and Director of Veterinary Medical Services in program evaluation and improvement. It is the responsibility of the previous year's chair to call the first meeting of the year when a new chair will be elected.
 5. The voting quorum shall comprise eight (8) voting members, including one (1) from each department, and three (3) residents.
- I. Faculty Committee on Laboratory Animal Resources
 1. The membership of this committee shall be composed of Faculty Liaisons who represent the users of key animal species housed in the CVM Laboratory Animal Resource Facility as well as one Laboratory Animal Veterinarian, the Associate Dean of Research and the Laboratory Animal Facilities Manager. One Faculty Liaison will be selected for each species, or group of similar species, based on their experience working with research animals, and their willingness to provide input to the LAR veterinarians and staff. Members will provide input on needs and concerns of the users that

could be specific to the species represented.

2. The committee will meet on a regular basis. Faculty Liaisons will serve a two-year term and may serve additional terms.
3. Species represented by Faculty Liaisons are expected to change as the use of certain species at the College grow and decline. Need for a Faculty Liaison for individual species and groups of similar species will be considered annually with input from the LAR veterinarians and staff, faculty users of the Laboratory Animal Resource Facility and the Faculty Committee of Laboratory Animal Resources Liaisons.

J. Faculty Committee on Reappointment, Promotion and Tenure (RPT)

1. The responsibilities of this committee are to examine the dossiers of faculty being considered for reappointment, promotion without tenure, and granting of tenure with or without promotion. The faculty member candidate will have prepared a dossier summarizing his/her activities in teaching, research, service, and (possibly) extension and engagement. Dossiers will have been prepared by the candidate in consultation with the Department Head. Dossiers will contain: 1) a summary of the Departmental deliberation and faculty vote, and 2) the Department Head's summary of the faculty member, and recommendation regarding reappointment, promotion and/or tenure. There will be one primary reviewer and one secondary reviewer for each faculty member candidate assigned by the committee Chair. The primary reviewer will prepare a detailed written summary of the teaching, research and service aspects of the dossier. The summary will contain a review of the strengths of the faculty member as well as any concerns related to reappointment, promotion and/or tenure. The secondary reviewer will also prepare a written assessment of strength and concerns. A discussion of each faculty member being considered will be led by the primary and secondary reviewers. After general discussion, each committee member will vote to approve, or oppose reappointment, promotion, and/or tenure. Voting will be by closed paper ballot. The Chair will prepare a written summary of the discussion for each candidate listing strengths and any concerns. There may be confidential comments to the Dean in the report that will not be contained in the final report. The purpose of these comments is to alert the Dean to information that may be useful in counseling the faculty member for future tenure/promotion processes. The final report will contain the results of the vote for each faculty member being considered.
2. Membership on the committee is restricted to faculty holding the rank of Professor. There will be eight (8) members of the committee. Two (2) faculty members will be elected from each department by an intradepartmental vote organized by the Department Head. There will be two (2) at-large members. Election of the at-large members will be conducted after the departmental representatives have been identified. Voting will be limited to faculty holding the rank of Professor and will be arranged by the Dean's Office.

3. Members will serve three (3) year terms. Election of Departmental representatives will be staggered such that both representatives do not join the committee in the same year. Election of at-large members will be staggered such that both representatives do not join the committee in the same year. Members are eligible for re-election. At the first committee meeting each year, the chair will be elected from representatives in the third year of service. The election will be arranged by the Dean's Office.
4. The voting quorum will comprise the entire committee.

K. Faculty Committee on Research

1. The membership of this committee shall be composed of nine (9) faculty members to be appointed by the Dean, who represent equally the three (3) departments of the CVM. Terms of the appointment will be three (3) years in rotational sequence such that there will be three (3) first year members, one from each department, three (3) second year members, one from each department, and three (3) third year members, one from each department. Members may succeed themselves. The Associate Dean and Director for Research and Graduate Studies will serve as permanent, ex-officio, non-voting member. The CVM representatives on the University Research Committee, if not members of the faculty committee, will serve as ex-officio, non-voting members.
2. The responsibility of the committee is to evaluate CVM research proposals for scientific merit and feasibility in regard to facilities and expertise. The committee will serve as a source of information on funding available for research, and provide recommendations on priorities and distribution of unrestricted research funds. It will provide advice on the use of facilities, purchases of equipment and recruitment of technical staff for general counsel in recommending long- and short-range direction for research efforts of the CVM.
3. The committee will elect a chair at the first meeting of each academic year.
4. The voting quorum will comprise five (5) voting members.

L. Faculty Committee on Research Space Allocation and Management

1. The Faculty Committee on Research Space Allocation and Management is a standing faculty committee of the CVM that guides the allocation and functional management of “wet-bench” (non-office) laboratory research space within the College of Veterinary Medicine (CVM). The committee makes recommendations to the Dean of the College or his/her designee to ensure the fair and equitable assignment of space to college faculty. Committee recommendations should reflect the spirit of the overall research mission of the CVM, the limitations of college facilities and resources, and the dynamically changing scope of CVM faculty research activities.
2. The committee is comprised of fourteen (14) members; six (6) faculty members: two (2) representatives from each department, each with active research programs and elected to serve on a staggered three-year basis, and three (3) members appointed by the Dean. The Associate Dean and Director for Research and Graduate Studies, each department head or his/her designee(s), and the CVM site director will serve as ex-officio, non-voting members.
3. A quorum will consist of five (5) voting committee members.
4. When feasible the chair will work to achieve a consensus decision. If a consensus cannot be reached, a majority of committee members is required to support committee decisions.
5. The Faculty Committee on Research Space Allocation and Management will be responsible for aligning laboratory space assignment with the research program priorities of the CVM administration, research committee and faculty. The committee will conduct an annual assessment of space use and research program needs, and a biannual visual review of laboratories and support facilities. In addition, the committee will respond to requests for modification of space assignments or laboratory and support facilities. It will also work cooperatively with the CVM Research Committee, and the Associate Dean for Research and Graduate Studies to identify opportunities to sustain and improve the research capabilities of the CVM.

M. Faculty Committee on Environmental Health and Safety

1. The committee reviews incidents, investigations, and records relevant to the safety and environmental health of the CVM. The committee communicates and makes recommendations to the Dean.
2. Membership
 - a) The committee is comprised of one individual with specific responsibility and knowledge in each of the following CVM operational units: Radiation safety; Chemical safety; Research & Laboratory space safety; Teaching space safety; Resident training and safety; Pharmacy; Veterinary Hospital workplace safety;

IACUC and LAR operations; Infectious Disease Risk Management (Chair of IDRM College committee); NCSU Environmental Health and Safety (EHS) (two persons; primary and alternate); Department of Clinical Sciences; Department of Population Health and Pathology; Department of Molecular Biomedical Sciences. Members will serve three-year terms, with the possibility of re-appointment if approved by the Dean

- b) Chairpersons: The Chair will be nominated by the committee, and approved by the Dean. An alternate chair will also be selected to provide coverage in the event of an emergency.
4. A quorum will consist of at least seven (7) voting committee members, one of whom must be a NCSU EHS representative. The committee will meet not less than once in every quarter.

N. Faculty Committee on Infectious Disease Risk Management

1. The committee develops policies, guidance, and training which to mitigate the risks resulting from spread of infectious and zoonotic agents through monitoring and prevention strategies and promoting antimicrobial stewardship across clinical, teaching and research operations. The Committee reports to the Associate Dean & Director of Veterinary Medical Services, with a secondary reporting responsibility to the Associate Dean for Research and Graduate Studies, and the Associate Dean and Director of Academic Affairs as appropriate. The committee will convene once per month, or as needed if circumstances arise
2. Membership - The committee includes standing and rotating members representing the CVM community.
 - a) Standing members of the committee will include representatives from: Clinical Microbiology; Clinical Pharmacology; Pharmacy; Director of Small Animal Clinical Services; Director of EFAVC & HW; TAU; LAR; Veterinary Epidemiology.
 - b) Rotating members will be appointed from the VH, each serving a three-year term: SAIM/ECC; SAS; Specialty Services; GP & Dentistry; EAMS; EFAVC.
 - c) Chairperson will be nominated by the committee and approved by the ADDVMS. An alternate chair will also be selected to provide coverage in the event of an emergency.
3. The Associate Dean & Director of Veterinary Medical Services will provide a technical support specialist to aid in administrative tasks.

XV. OTHER STANDING COMMITTEES

In addition to faculty committees, other standing committees are necessary for the effective governance of the CVM. These committees are comprised of representatives from various groups, including faculty, administration, staff, and others as specified. Conducting a committee vote by electronic means, such as email or telephone is permitted.

A. Hospital Board

1. The Hospital Board is comprised of permanent, ex officio, and elected members. Permanent members include one (1) Associate Dean and Director for Veterinary Medical Services, one (1) Hospital Administrator, one (1) Assistant Dean for Business and Finance, one (1) Director of Diagnostic Laboratories and four (4) staff members appointed by the Associate Dean and Director for Veterinary Medical Services. One (1) additional staff member elected by the staff will sit on the Hospital Board for a two-year term on a rotating basis. The chair of the Hospital Board will be elected at the first meeting each year. The Associate Dean and Director for Veterinary Medical Services is eligible to serve as chair.
2. The elected members on the Hospital Board will be the (8) Service Chiefs. Service Chiefs will serve three-year terms at staggered intervals and may succeed themselves once unless an exception is granted by the ADDVMS. The services represented are equine medicine and surgery, small animal surgery, small animal medicine, small animal specialties, radiology/anesthesiology, farm animal, clinical laboratory services, and health and wellness center.
3. Service Chiefs are to be elected for a three-year term by members of their respective services and approved by the Department Head. Any faculty member of the CVM is eligible to be appointed to a service area by their respective Department Head. This allocation of faculty to a service group will be updated by the Department Heads and given to the Hospital Board and the Executive Assistant to the Dean annually.
4. The Hospital Board is the administrative body for the hospital and is advisory to the Associate Dean and Director for Veterinary Medical Services. Both permanent and elected members have voting privileges. The Associate Dean will not vote except in the event of a tie.
5. It is the Board's responsibility to establish and review the practices and policies of the hospital. The Board will examine and recommend standard fees for hospital and professional services, review professional standards and performance, and grant and approve faculty hospital privileges; the Board is in effect the governing body of the hospital. The Board will meet no less than once a month. Unless a closed session is declared for reasons of confidentiality, the Board meetings are open to attendance by any individual with hospital privileges.
6. The voting quorum will comprise eight (8) voting members, including three (3) service chiefs.

B. Library and Education Resources Committee

1. This committee will be composed of at least eleven (11) voting members: one (1) faculty member representing each academic department, one (1) student representing and elected by each class of the professional program, one (1) graduate student representing the CVM graduate program, one (1) house officer representing the Internship and Residency programs, the Library Director, and one (1) staff representative appointed by the Dean. Faculty members and other members serve three-year terms; all members shall have the privilege of succeeding themselves if other qualifications are met. Each department and class is encouraged to appoint an alternate member. The alternate member may attend any and all meetings and serve as a voting member in the absence of an elected member from their respective department or class.
2. The responsibility of this committee is to provide input and recommend policy relating to the Veterinary Medicine Library, and provide input on technology related to educational resources used within the Library. This should encompass recommendations for collecting priorities, hours of the library, recommending upgrades and maintenance of library furniture and equipment and spaces, and recommendation of general budget factors to the appropriate bodies.
3. The function of the committee will be to advise on user-focused services and programs for all library users, including departments, faculty, students, staff, and visitors utilizing the CVM facilities and NC STATE Libraries materials.
4. At its first meeting each year, the committee will elect its chair. In the absence of a chair, meetings will be coordinated by the Library Director.
5. The CBS graduate student representative and each faculty representative will serve as NC STATE Libraries Departmental Library Representatives and will advise the NC STATE Libraries on issues related to acquisitions and cancellations within the NC STATE Libraries collections of serials, monographs, databases, etc.
6. The voting quorum shall comprise five (5) committee members. In the absence of a quorum, the Library Director's decision shall prevail.

C. Teaching Animal Unit (TAU) Steering Committee

1. This committee will report to the Associate Dean and Director for Academic Affairs.
2. This committee shall consist of (6) faculty members to be appointed by the Dean who represent food animal and equine areas, (2) external advisors including veterinarians/agriculturalists to be appointed by the Dean and (1) Associate Dean and Director of Academic Affairs.
3. The committee will support the mission of the TAU.

4. The chair of the committee will be one of the (6) faculty members, appointed by the Dean, and will directly supervise the farm manager position who will oversee the operation of the TAU and carry out the business plan as set forth by the committee and approved by the Associate Dean and Director for Academic Affairs.
 5. Coordination of teaching within the TAU will be coordinated by a faculty member of the TAU Steering Committee.
- D. Veterinary Faculty Practice Plan Committee (VFPPC)
1. This committee shall consist of the Dean or his/her designee as chair, three (3) Department Heads representing each department, one (1) Associate Dean and Director for Veterinary Medical Services, one (1) hospital administrator, one (1) faculty member elected from each department for a three-year non-renewable term, (1) Assistant Dean of Business and Finance, (1) Associate Dean and Director for Research and Graduate Studies, (1) Associate Dean and Director for Academic Affairs and others as may be deemed appropriate by the Dean. Faculty members may be reelected for an additional term after having rotated off the committee for a term.
 2. The committee shall advise the Dean on matters relating to management and operation of the VFPPC.
 3. The voting quorum will comprise seven (7) voting members, including one representative (head or faculty member) from each department.

XVI. INTERPRETATION AND AMENDMENT OF BYLAWS

- A. These bylaws are intended to supplement and be in accord with the University Policies, Rules and Regulations (<http://www.ncsu.edu/policies/index.php>)
- B. Any person entitled to vote at a faculty meeting may propose amendment of these bylaws. Proposals for amendment may be introduced at any regular meeting of the faculty and approved by a two-thirds vote of those present and eligible to vote, provided that written notice of the proposed amendment has been distributed at least seven (7) calendar days before the meeting to those entitled to vote, and that adequate discussion has occurred at the meeting during which the proposal is voted on for adoption or rejection.
- C. In the absence of a quorum, or when voting on an issue is deemed necessary prior to the next faculty meeting, the Secretary of the Faculty will distribute the proposed amendment by e-mail to all eligible voting faculty, and the vote will be conducted electronically.

XVII. BYLAWS REVIEW

- A. The CVM bylaws will be reviewed by an ad hoc faculty committee every four (4) years. The Secretary of the Faculty shall request that each Department Head appoint a representative to this ad hoc committee. The bylaws will be examined, after which the committee will report its activities (including proposed amendments) to the general faculty.

- B. The bylaws were approved for implementation by the faculty of the College of Veterinary Medicine, NCSU, on November 6, 1980.
- C. Amended:
1. November 3, 1981
 2. September 10, 1982
 3. June 1984
 4. September 1, 1989
 5. December 16, 1999 (committee section only)
 6. September 6, 2000
 7. September 26, 2001 (committee section only)
 8. October 11, 2001 (committee section only)
 9. October 30, 2001 (committee section only)
 10. March 6, 2002 (committee section only)
 11. November 2002 – June 2003. The bylaws were reviewed by an ad hoc faculty committee Malcolm Roberts (chair), Laurel Degernes, and Cecil Brownie.
 12. June 30, 2003
 13. January 2006 - April 2006 (faculty committee section only) ad hoc faculty committee (Roberts, Degernes, Brownie)
 14. September 30, 2008 (Faculty Committee on Diversity approved as a standing committee)
 15. April 15, 2009 (FCCCE section only)
 16. June 25, 2010 (faculty committee section only)
 17. June 2010 – December 2010. The bylaws were reviewed by an ad hoc faculty committee, Barbara Sherman (chair), Lola Hudson, and Fred Fuller.
 18. January 24, 2011. Bylaws approved by faculty vote.
 19. January 24, 2014 – Bylaw revisions were presented at the November Faculty Meeting to update changes in preparation for the COE Self Study. An electronic vote was sent January 6 as there was not time to wait for the next faculty meeting. 25% of faculty voted in favor.
 20. April 16, 2014 – Bylaws revision approved by faculty vote. FCAPSC – committee member revision.
 21. March 13, 2015 – Bylaws revision approved by faculty vote electronically. Close date was March 13, 2015. Updates include Associate Dean for Advancement, Assistant Dean for Academic Affairs, addition of Director of Diversity to Full Cabinet and FCCCE membership and voting rights.
 22. April 20, 2016 – Bylaws revision approved by faculty vote at the April 20th Faculty meeting. Revisions sent electronically for consideration one and two weeks before the meeting. Updates include revised Mission Statement, the addition of the Faculty Committee on Global Health Education, additional representation to the Faculty Committee on Admissions, and name change and additional representation on what was formerly the Faculty Committee on House Officer Programs to Faculty Committee on House Officer Program Resources.

23. July 28, 2017 – Updated links with new CVM Committees webpage link
24. September 28, 2017 – Bylaw revision approved by faculty vote electronically. Update is in Faculty Committee on Diversity and Inclusion and includes: adding “and Inclusion” to committee name, adding new members: additional student per class, one CVM graduate, and an additional staff member, and change in quorum requirements.
25. January 24, 2018 – Bylaws revision approved by faculty vote electronically. Update is in Other Standing Committees that is Hospital Board committee member revision adding Director of Diagnostic Laboratories as a voting member.
26. February 15, 2018 – Bylaw revisions approved by faculty vote electronically. Update is in Faculty Committee on Awards and Scholarships and includes: adding “and Scholarships” to committee name, increasing faculty to 2 per department, limit on consecutive terms, adding to the committee the Assistant Dean of Student Development, the Director of Student Services and the Admissions Coordinator, the requirement for electing chair and quorum requirements.
27. October 8, 2020 – Bylaw revisions approved by faculty vote electronically. Updates include the following: Archival responsibility shifted to Director of Special Projects and Planning; adding the assistant dean for student development responsibilities; changing “Deans and Heads” to “Dean’s Cabinet”; updating the composition of Full Cabinet and Dean’s Council; updating language to the Faculty Committee on Academic Performance and Student Conduct; updating language to the Faculty Committee on Comparative Biomedical Sciences (CBS) Graduate Studies; updating language to the Faculty Committee on Laboratory Animal Resources; and adding two new committees – Faculty Committee on Environmental Health and Safety and Faculty Committee on Infectious Disease Risk Management.