

TCOM Accreditation Operating Procedures	Approved: July 2017
COCA Element 1.4 Governance & Program Policies*	Effective: July 2017 Revised: February 2024

Element 1.4:
A COM must have a governing body or be part of a parent institution with a governing body, that defines the mission of the COM and/or institution, approves the strategic plan, provides financial oversight, and approves requisite policies. The majority of the members of the governing body must be independent of financial interest/benefit from the COM. The COM must publish and abide by policies regarding conflict of interest for board members, employees, and institutionally employed faculty; due process for employees, students, and credentialed instructional staff; confidentiality of employee, student, and medical records; fiscal management; and ethics. The ethics policy must incorporate the American Osteopathic Association Code of Ethics.

Procedure Statement: TCOM shall be governed by bylaws and policies that are aligned to the governance documents of HSC, define its organizational structure, and enable it to fulfill its mission and objectives.

Procedure		Responsible Party
1.	The Dean of TCOM shall create and maintain the bylaws of the college with the advice and consent of TCOM faculty. The bylaws shall not in any manner conflict with the existing governance documents of HSC. The bylaws shall be structured in such a manner as to shape the organization of the college and provide governance through its articles and derived policies and procedures.	TCOM Dean
2.	The Dean of TCOM shall create an organizational scheme that reflects the governance structure intended by the bylaws. The scheme shall include all critical leadership levels of the college.	TCOM Dean
3.	TCOM shall review the bylaws of the college as part of its annual strategic planning. The bylaws may be amended as needed to reflect environmental changes experienced by the college.	TCOM Dean TCOM Executive Committee
4.	Faculty of TCOM shall approve any amendments to the TCOM bylaws following the process of Article III: Amendments to TCOM Bylaws.	TCOM Faculty
5.	TCOM shall adopt policies and procedures as needed to conduct its operations. Such policies shall enable the college to provide a consistent regulatory environment and foster compliance with the requirements of accreditation. Policies or procedures shall, at minimum, address conflict of interest for board members, employees, and institutionally employed faculty; due process for all employees, students, faculty, and credentialed instructional staff; confidentiality of employment, student, and medical records; fiscal management and accountability, and ethics incorporating the AOA Code of Ethics. Where such policies are not adopted by the UNT System or HSC they shall be adopted by a majority of the voting members of the TCOM Executive Committee with approval of the Dean of TCOM, the Provost, the HSC Office of Institutional Integrity and Awareness and the Office of General Counsel.	TCOM Dean TCOM Executive Committee HSC Provost HSC Office of Institutional Integrity and Awareness UNT Office of General Counsel
6.	Representatives of the college shall participate in the organizational and governance activities of HSC to assure alignment and integration of the college with HSC.	TCOM Dean or Designee

7.	TCOM shall have access to all HSC policies that address conflict of interest for board members, employees, and institutionally employed faculty, due process for all employees, students, faculty, and credentialed instructional staff, confidentiality of employment, student, and medical records, fiscal management and accountability, and ethics incorporating the AOA Code of Ethics.	UNT System HSC Office of Institutional Integrity and Awareness TCOM Office of the Dean
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Webpage links:

- [UNT System Regents Rules](#)
- [TCOM Governance and Organization](#)
- **Conflict of Interest Related Information**
 - [Regents Rule 03.300 Board of Ethics and Standards of Conduct](#)
 - [Regents Rule 04.1200 Compliance and Ethics Program](#)
 - [HSC Policy 03.103 Conflict of Interest Disclosure](#)
 - [HSC Policy 05.505 Employee Ethics and Standards of Conduct](#)
 - [HSC Policy 12.101 Research Conflict of Interest](#)
- **Due Process Related Information**
 - [Regents Rule 05.1000 Complaint and Grievance Process](#)
 - [HSC Policy 05.109 Staff Grievance](#)
 - [HSC Policy 05.901 Performance Counseling and Discipline](#)
 - [HSC Policy 06.106 Faculty Grievance and Appeal](#)
 - [HSC Student Rights and Responsibilities Policy](#)
 - [HSC Student Academic & Non-Academic Complaint/Grievance Policy](#)
 - [HSC Policy 07.105 Student Code of Conduct and Civility](#)
 - [HSC Policy 07.106 Title IX](#)
- **Confidentiality of Employment, Student, and Medical Records Information**
 - [HSC Policy 01.105 Records Management](#)
 - [HSC Policy 07.102 FERPA](#)
 - [HSC Policy 02.107 Privacy](#)
- **Fiscal Management and Accountability Information**
 - [Regents Rule 10.100 Investments](#)
 - [Regents Rule 10.200 Accounting, Operating Budgets, and Appropriation Requests](#)
 - [Regents Rule 10.300 Debt Management](#)
 - [Regents Rule 10.400 Historically Underutilized Business Program](#)
 - [Regents Rule 10.500 Disposal of Property](#)
 - [Regents Rule 10.600 Travel Expenditures and Reimbursement](#)
 - [Regents Rule 10.700 Fraud Policy](#)
 - [Regents Rule 10.800 Identify Theft](#)
 - [Regents Rule 10.900 Monitoring of Legislative Appropriation Expenditure Activity and Reporting](#)
 - [Regents Rule 10.1000 Review, Approval and Validation of Legislative Appropriation Requests](#)
- **Ethics Related Information**
 - [Regents Rule 03.300 Board of Ethics and Standards of Conduct](#)
 - [Regents Rule 04.1200 Compliance and Ethics Program](#)
 - [HSC Policy 05.505 Employee Ethics and Standards of Conduct](#)
 - [Texas College of Osteopathic Medicine Code of Ethics](#)