
**PROFESSIONALISM AND ETHICS COMMITTEE
CHARTER****A. Membership**

The committee shall consist of a chair appointed by the Dean.

- a. HR Director
- b. Compliance Representative
- c. One Faculty Representative
- d. One Staff Representative
- e. Associate Dean of Student Services

B. Membership Terms

- a. The faculty and staff representatives will serve a three-year term. There is no limit to the number of terms served. All other members will serve indefinitely by virtue of their position.

C. Purpose

ACOM is committed to ensuring that its educational program occurs in professional, respectful, nondiscriminatory, and intellectually stimulating academic and clinical environments. ACOM also promotes students' attainment of the osteopathic core competencies required of future osteopathic physicians. The purpose of the Professionalism and Ethics Committee is to ensure that the learning environment of ACOM's osteopathic medical education program is conducive to the ongoing development of professional behaviors in its osteopathic medical students, faculty, and staff at all locations and is one in which all individuals are treated with respect. This includes exposure to aspects of patient safety, cultural competence, and interprofessional collaborative practice.

D. Responsibilities

- a. The Professionalism and Ethics Committee (PEC) will review annually all policies regarding professionalism and ethics for ACOM students, faculty, staff, and administration. The PEC will make recommendations for policy changes through ACOM's policy and procedure process.
- b. The PEC will provide due process to any violation of professionalism or ethics according to ACOM policy. The PEC will investigate and resolve such allegations using ACOM's policies and procedures and/or other College, Educational, or Community standards to adjudicate each allegation in a timely and fair manner.

- c. The following grievances are in the purview of this Committee:
 - i. ACOM Code of Conduct
 - ii. ACOM Student Honor Code
 - iii. Other Professionalism and Ethics Standards
 - iv. Discrimination
 - v. *Title IX will not be considered by this Committee
- d. The PEC shall recommend to Dean's Cabinet professional conduct that can be trained and practiced by all members of the College community.
 - i. The PEC shall identify opportunities and methods for providing training in professional conduct that is in compliance with accreditation standards. The PEC shall recommend procedures that govern this training and the subsequent assessment of professional behaviors.
 - ii. The recommendations of the PEC for professional conduct training shall be submitted to Dean's Cabinet for final approval.
 - iii. All employees and enrolled students of the college shall be required to complete annual training in standards of professional conduct as prescribed by the PEC and approved by Dean's Cabinet. Such training shall include diverse topics that address respectful interactions in the workplace, educational, and clinical environments.
- e. Professional behaviors shall be included in the assessment of students where pertinent and in the annual evaluations of faculty and staff.
- f. The PEC shall prepare an annual report to Institutional Effectiveness in advancing standards of professional conduct.

E. Procedures for Professionalism and Ethics Violations

- a. Professionalism and Ethics violations must be filed through Maxient, a web-based software for managing behavior records.
- b. Associate Dean of Student Services will assemble the PEC to discuss the allegation.
- c. Investigation will occur.
- d. A hearing will be called to allow alleged student/employee to hear the allegation and provide a statement, call witnesses, and discuss and ask questions about policies and procedures regarding the alleged violation.
- e. The PEC will deliberate and provide a resolution or action that will be delivered to the student or employee.
- f. An appeal of the decision can be made to Dean's Cabinet.
 - a. The written notice of appeal must be filed no later than ten (10) days following the student/employee receipt of the resolution or action.
 - b. The notice of appeal should specify the actions or decisions being appealed, provide a detailed explanation of the basis for the appeal, summarize and

include any documentation or evidence supporting the appeal, and describe the relief sought by the student/employee on appeal.

- c. Dean's Cabinet will conduct an Appeal Hearing to receive and decide the student/employee appeal of the actions or decisions outlined in the notice of appeal. Dean's Cabinet will fulfill its responsibilities fairly and objectively, without bias for or against the appealing student/employee.