



**UTTyler**™ SCHOOL OF  
MEDICINE

**BYLAWS OF THE**

**faculty**

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These bylaws establish the policies and procedures for the governance of The UT Tyler School of Medicine in the areas of general academic mission and welfare, subject to the policies of UT Tyler and the Rules and Regulations of the Board of Regents of UT System.

# Part 1: Vision and Mission

## ABOUT

The University of Texas at Tyler School of Medicine (UT Tyler SOM) was founded to address the shortage of physicians and lack of access to care in East Texas, with the singular goal of improving the quality of life and health in our region.

The **UT Tyler SOM vision** is to improve the quality of life and improve access to care in our rural region by training committed and regionally-focused physician leaders who work cooperatively with interprofessional teams to develop innovative, value-based healthcare systems; provide the highest quality care; discover novel treatments and improve processes; and partner with the community to address social determinants of health.

THE **UT TYLER SOM MISSION** IS FOURFOLD:

**Community:** Embed the School of Medicine within East Texas, focusing on communication, responsiveness, and community. The School of Medicine is East Texas, and everything we do will be in partnership with our communities.

**Education:** Recruit, support and develop a representative healthcare and research workforce from East Texas, focused on reducing health disparities in East Texas.

**Research:** Develop an array of biomedical, clinical, translational and population-based research programs focused on understanding and eliminating health disparities in East Texas.

**Clinical:** Expand access to top-quality healthcare in the local communities of East Texas by developing and implementing innovative healthcare systems and leveraging existing infrastructure and programs.

**THE UT TYLER SOM MISSION WILL BE ACCOMPLISHED BY:**

- Creating an exceptional interprofessional learning experience that produces a broadly trained and committed clinical workforce.
- Educating culturally competent physician leaders who focus on individual wellness, population health, emotional and mental health, as well as physical disease.
- Training future physicians to embrace responsibility for the unique needs of rural and hard-to-reach communities and populations, particularly in East Texas.
- Maintaining a skilled faculty of educators and mentors who create a culture of innovation, scholarly achievement, entrepreneurship, trust and excellence that foster humanistic patient-centered care.
- Engaging East Texas regional communities in identifying qualified local candidates and cultivating community-engaged physicians dedicated to improving public health outcomes.
- Promoting and protecting the health of people and the community of East Texas where they live, learn, work and play.
- Supporting a robust learning community that seeks to advance a passion for science and health equity.

## THE VALUES OF UT TYLER SCHOOL OF MEDICINE ARE:

**Perseverance** - persisting in pursuit of success despite any obstacles

**Excellence** - refusing to accept anything but the best in all we do

**Respect** - remembering due regard for the feelings, wishes, rights, and traditions of all

**Community** - promoting a feeling of fellowship with others, focusing on our common attitudes, interests, and goals

**Creativity** - using our imagination to generate novel ideas to solve the problems of East Texas

**Service** – transformational, service-focused leadership in achieving daring goals





## Part 2: Background and Governance

The Faculty is responsible for the governance of all matters related to the research and educational mission of UT Tyler School of Medicine. Such governance is achieved through the Faculty Executive Council, comprised of elected members of the Faculty, and is supported by the Office of Faculty Affairs and Professional Development. The responsibilities and actions of the Faculty Executive Council and of the permanent and standing committees of the School are defined by these bylaws.

The specific purpose and intent of these bylaws are to:

- Define guidelines and procedures for the organization and governance of the UT Tyler School of Medicine so that members of the faculty understand their responsibilities and can perform their duties with respect to education, research, clinical, and service to the School.
- Provide a forum in which matters of concern to the faculty may be discussed, opinions and positions formulated, and consensus reached and formally expressed.
- Outline mechanisms by which the faculty functions in an advisory capacity to the Administration in matters of mutual interest.
- Provide avenues for a collaborative approach to achieving the four-fold mission of the School.



# Part 3: General Provisions

## A. ADMINISTRATIVE LEADERS

The administrative leaders addressed in this document are the Dean and the Department Chairs. The organizational body addressed in this document is the Faculty Assembly, which is comprised of all Faculty. The permanent and standing committees addressed in this document are supported by the Office of the Dean and its sub-offices (e.g., Office of Undergraduate Medical Education, Office of Student Affairs, Office of Faculty Affairs and Professional Development, Office of Accreditation, Quality Improvement and Strategy, etc.).

### 1. THE DEAN

The Dean serves as the Chief Academic and Administrative Officer of the UT Tyler School of Medicine and is responsible for all decisions regarding the academic, administrative, and financial affairs of the medical school, and serves to oversee the implementation of its policies and compliance with accreditation requirements. The Dean may delegate responsibilities to other appropriate administrators, including Associate or Assistant Deans and Department Chairs, to assist in discharging these duties within the School.

The responsibilities of the Dean include, but are not limited to:

- Developing and enhancing faculty commitment to the missions of education, research and clinical service by recruiting, appointing, promoting, and retaining outstanding faculty;
- Directing and coordinating the activities of the administrative leaders within UT Tyler School of Medicine to accomplish the mission of the School;
- Serving as Ex-Officio Advisor to the Faculty Assembly and its Faculty Executive Council;
- Serving as Chair of the Dean's Executive Cabinet;
- Overseeing committees as stated in these Bylaws and acting on the recommendations and advice of the committees;
- Presenting reports or updates to University and System leadership, and to the Faculty Senate;
- Ensuring the adequacy of resources for the academic mission including budgetary resources, appropriate educational infrastructure, space, educational support services, adequate support and services for the efforts of the curriculum management body and interdisciplinary teaching efforts;
- Supporting Faculty Affairs and Faculty Development to ensure adequate numbers of faculty with adequate time, training, mentorship, resources, and equitable support, who are evaluated for effective teaching and scholarship annually;
- Supporting Academic Affairs including Undergraduate, Graduate, and Continuing Medical Education to manage the medical curriculum and pursuing opportunities for educational initiatives across the education continuum;
- Supporting Student Affairs and Admissions to ensure fair admissions practices, adequate student support, and managing the student promotion process including recommending students to the university for graduation.
- Supporting research enterprise within the school, providing guidance across academic and research programs and fostering new and interdisciplinary research initiatives and collaborations.

- Providing written notification to the UT Tyler Faculty Senate, Dean's Executive Cabinet, and chairs of permanent and standing committees reporting to the Dean, of his/her actions regarding recommendations forwarded to him/her by these bodies;
- Recruiting, appointing and reappointing associate deans, department chairs, center directors, institute directors, and other academic faculty and administrative staff for the School of Medicine and
- Conducting the annual review of Chairs and administrative deans with input solicited from all faculty within the appropriate department/unit in accordance with University policy.

Administratively the Dean is supported by several Associate and Assistant Deans who are responsible to the dean for specific administrative functions.

## 2. DEPARTMENTS AND DEPARTMENT CHAIRS

Academic Departments are administrative subdivisions of the School organized for the purpose of one or more of the UT Tyler SOM core missions. The Department's faculty shall perform these activities, as overseen and managed by the Department Chair, consistent with the provisions of this document and the policies of the UT Tyler SOM, and in a manner that does not adversely impact the operations of other Departments or Schools. Recommendations for appointments, reappointments, promotions and tenure shall be made within a particular Department.

Departments may create departmental divisions based on recognized subspecialties within the academic disciplines of the Department. Establishment of new academic Departments or consolidation or realignment of existing Departments may be recommended by either the Faculty, the Chairs, or the Dean. The Faculty Assembly and the Faculty Executive Council shall be informed throughout the review process, and any such recommendation shall be subject to approval by the Provost and the President.

The Chairs will be responsible for the assurance of excellence in community engagement, education, and research within their Department, as well as for partnership with UT Health system leaders in the delivery of top-quality clinical care (where applicable). All department chairs serve at the discretion of the Dean and report primarily to the Dean. Department chairs are responsible for strategic planning for the department, taking into consideration institutional goals.

The responsibilities of the chairs include, but are not limited to:

- a. Supporting and contributing to the mission of the School by developing and accomplishing departmental goals which are supportive of the policies and mission of the school in promotion of a regional approach to education, research and patient care;
- b. Pursuing and maintaining excellence in their various disciplines;
- c. Fostering career development of faculty members and providing faculty with appropriate and timely mentoring and faculty development;
- d. Conducting required faculty reviews (for ALL employed faculty, at least annually and ALL volunteer (Affiliate) faculty at least once every three years) with timely and constructive feedback;
- e. Promoting and supporting research within the department;
- f. Distributing resources provided by the UT Tyler SOM in a fair and equitable manner to support the full breadth of academic activities of the unit;

- g. Managing the Department's administrative annual budget and involving the faculty in the annual determination of resource allocation;
- h. Providing to the Dean, the department faculty, and the Budget Advisory Group, an annual review of faculty compensation equity;
- i. Recommending faculty to the Dean for promotion and tenure;
- j. Supervises procedures for recruiting, interviewing and appointing new faculty members and for the department's adherence to the principles and purposes of affirmative action;
- k. Providing oversight, in conjunction with the Department of Medical Education leadership, for the educational programs and leaders (e.g., Program Directors, Clerkship Directors, etc.) within the Department
- l. Pursuing and promoting educational quality of the affiliated residences and fellowships for which the Department is home;
- m. Representing, or ensuring representation, of the department at all-relevant School and other meetings;
- n. Approving all CME offerings by the Department.
- o. Monitoring faculty salaries in the department and assuring that salaries are maintained within current applicable guidelines agreed upon by the University and the affiliated hospitals;
- p. Providing leadership by example within the School;
- q. Fostering the regional, national and international reputation of the School;
- r. Promoting open discussion in regular meetings with the departmental faculty;
- s. Attending meetings of the Dean's Executive Cabinet and the Dean's Council of Chairs.

## **B. FACULTY**

The faculty is responsible for the governance of all matters related to the faculty and to the educational mission of the UT Tyler SOM. This governance is accomplished through the Faculty Assembly and the permanent and standing committees of the School. The Faculty Assembly serves the faculty, student body, and administration as a forum for discussion and a source of opinion in all UT Tyler SOM affairs. The Faculty Assembly, through its permanent and standing committees, serves the School by:

- Establishing admission criteria for students
- Approving appointment and promotion policies for School faculty
- Establishing and evaluating curricula
- Encouraging, stimulating, and assisting faculty research efforts
- Approving candidates for degrees
- Recommending compositions of standing committees
- Advising and engaging in discussion with the Dean on matters for the welfare of the School
- Establishing a culture of excellence and compassion worthy of being emulated by the student body
- Formulate policies concerning academic and non-academic conduct of students, including criteria for promotion, procedures for grading, awarding student honors, handling student progress, appeals of decisions related to student progress and violations of School and University policies, consistent with University policies.



## **1. FACULTY ASSEMBLY**

### **A. CHARGE**

The Faculty Assembly shall aspire to achieve and maintain excellence in community engagement, education, research, and delivery of clinical care. Its purpose is to provide a means of communication between faculty and administration, and to provide a formal mechanism for faculty input into academic processes on purely academic matters. The assembly shall not be concerned with hospital functions or with purely interdepartmental affairs.

The Faculty Assembly members shall be responsible for:

- Supporting and contributing to the mission of UT Tyler SOM;
- Pursuing and maintaining excellence in their various disciplines by helping create, maintain and protect an environment conducive to growth of research and scholarship, creativity, learning, clinical excellence, service and respect;
- Electing Faculty Executive Council (FEC) members and ensuring that those members are informed of the opinions of the Faculty regarding academic matters; and
- Attending Departmental Faculty meetings.

### **B. MEMBERSHIP**

The Chair of the UT Tyler SOM Faculty Executive Council shall serve as Chair of the Faculty Assembly, shall preside over meetings of the faculty and publicize the agenda for Faculty Assembly meetings. The Past-Chair of the Faculty Executive Council shall serve as Vice-Chair of the Faculty Assembly and shall assume the Chair's responsibility in the absence of the Chair.

The Faculty Assembly shall consist of all faculty members with appointments to The University of Texas at Tyler School of Medicine whether in tenure-track or non-tenure track appointments.

The President of the university and Dean of the SOM will be considered ex-officio members of the SOM Faculty Assembly.

### **C. MEETINGS**

A regular meeting of the Faculty Assembly will be held twice a year. The assembly shall meet in the fall of each year to hear final committee reports and plans for the new academic year. The assembly shall meet in the spring to hear committee election results and recognize faculty. The preparation of the agenda for assembly meetings is the responsibility of the FEC and the Dean. Written notice of the regular meetings and the agenda shall be sent to each member of the Faculty Assembly by the Dean via the office of Faculty Affairs and Professional Development at least two weeks before the meeting. The FEC shall determine the date and time of these meetings.

A special meeting of the Faculty may be called by the Dean or upon written request to the Dean by a majority of the Faculty Executive Council. The agenda outlining the reason for the special meeting shall be circulated to the members of the Faculty at least four days before the meeting.

All Faculty Assembly meetings are informational in nature with action items being addressed through

departmental representation on the Faculty Executive Council or one of the other permanent and standing committees. Faculty are encouraged to address questions/concerns with their FEC representative for potential placement on the FEC agenda.

#### **D. VOTING**

Each member of the Faculty Assembly with greater or equal to 50% FTE appointment is entitled to one vote in the committee membership elections. Members of the faculty with less than 50% FTE appointments, or who are volunteers, as well as teaching associates, are encouraged to participate in meetings and activities of the assembly and to function on assembly committees. They may be granted the privilege of debate, but they shall be ineligible to vote or to chair any committee.

Voting will be conducted by confidential, secure electronic means, such as email or web-based voting. The voting will remain open for at least two weeks, except under extraordinary circumstances. A simple majority of all votes cast will constitute an affirmative vote when the total number of votes cast represents a quorum. Proxy voting will not be allowed.

#### **E. QUORUM**

Five percent (5%) of the voting faculty will constitute a quorum for the purpose of voting.

### **2. DEPARTMENTS**

Academic units of the School shall be Departments. The Chair of each academic unit may establish committees within the unit to conduct the functions of the unit. All faculty will have a primary appointment in a Department but may have dual appointments across the School or the University. Academic review will occur in the primary Department, with consultation between Departments in which faculty hold dual appointments. The establishment or abolition of an academic department is recommended by the Dean to the Provost after consulting with the Faculty. The Dean will appoint all Chairs. The Chair of each Department shall report to the Dean and shall function as the chief administrative officer of that Department responsible for its faculty, programs and operation.

### 3. FACULTY GRIEVANCES

There shall be a formal policy and procedure for review and resolution of faculty grievances, in accordance with School of Medicine and University policies. Grievances will be reviewed and adjudicated by an ad hoc committee of at least three (3) faculty members appointed by the Faculty Executive Council.

UT Tyler HOP – 3.33 Faculty Grievances  
<https://www.uttyler.edu/policies/>

### 4. UT TYLER FACULTY SENATE

The School of Medicine has faculty representation on the UT Tyler Faculty Senate, the institution's form of shared governance. The SOM Faculty shall elect members from the full-time faculty, those on both the term-tenure track and non-tenure track are eligible to serve as Senators on the UT Tyler Faculty Senate.

Department Chairs, School Directors, Deans at any level, and higher administrative officials are not eligible for election as voting members. Additionally, the Dean of the School of Medicine is not eligible to vote in the election of the UT Tyler SOM representative. See [UT Tyler HOP 3.34 - Faculty Senate](#) for full details.



# Part 4: Committees

## A. GENERAL PROVISIONS

Permanent and standing committees are responsible for developing the policies, procedures, and actions required for the governance of UT Tyler School of Medicine as related to the community, educational, research, and clinical care missions. Written reports of all changes in policy or procedure must be submitted to the Dean or designee for review, comment, and approval.

Each permanent and standing committee of the UT Tyler SOM (excluding subcommittees and Departmental committees, who will report to their respective parent committees or Department Chairs) shall submit an annual summary report of its activities and recommendations to the Dean. These committee reports shall be maintained in the Office of Faculty Affairs and Professional Development.

### 1. MEMBERSHIP

Members of the permanent and standing committees shall be drawn from the voting membership of the Faculty Assembly who are in good standing and meet the requirements of the committee.

### 2. STUDENT REPRESENTATION ON COMMITTEES

There will be student membership on the Curriculum Oversight Committee; the Learning Environment Council, Community Engagement Committee, the Admissions Committee, and other committees as determined appropriate. Student members will be chosen according to procedures established by the student government unless otherwise specified.

### 3. TIMING OF ELECTION OR APPOINTMENT

Members of the committees will be elected or appointed prior to the spring faculty meeting so that election results can be announced. Terms of office will begin on September 1 following the election, with the exception of the Admissions Committee. The terms of office of the committee members will be three years, except where otherwise noted. Committees will have a charter that includes operational rules, procedures and processes. Committees may include additional members as described in the committee's charter and procedures. If the committee determines that it requires additional input from a specific group or segment of the faculty, it may create one or more subcommittees. Such subcommittees should be described in the committee's operational rules. Resources and support for sub-committees will fall under the parent committee.

For all newly formed committees, the initial terms of office of the membership will be staggered.

### 4. VACANCIES

When needed, the Dean or designee will appoint a member of the faculty to complete the term of the vacancy.

## 5. COMMITTEE PROCEDURES

- a. **Meetings:** Committees will meet as often as required to conduct the business of the committee. The committee will keep minutes of its meetings, recognizing and assuring the confidential nature of decisions related to admissions, appointments, promotion and tenure, and student progress, and all other confidential matters.
- b. **Quorum:** A simple majority of the voting members of the committee, unless otherwise stipulated, shall constitute a quorum.
- c. **Electronic voting:** Committee chairs may elect, in the interest of expediting committee business that does not require a synchronous discussion, holding asynchronous discussion and voting through electronic means. Any committee member may request an issue brought for an asynchronous vote to instead be brought before the committee in a synchronous manner.
- d. **Chair:** The chair of each committee will preside over committee meetings and solicit and prepare the agenda. In instances where the chair is not appointed, the committee members will elect a chair from their committee membership, annually, unless otherwise stipulated.
- e. **Staffing:** UT Tyler SOM committees will have administrative staff for scheduling, preparation of agendas, and taking minutes.
- f. **Terms:** Faculty members may serve a maximum of two terms on a committee, after which a minimum of a one-year break in service is required before serving again, unless specified by the committee charter or if the Dean determines that good cause exists to waive the term limit.
- g. **Report to Faculty:** Each committee will provide an annual written report of updates, accomplishments or data accrued. Reports will be disseminated to the faculty via an electronic folder ahead of the Fall Faculty Assembly meeting, and, when possible, a representative of the committee will be present at the respective Faculty Assembly meeting.
- h. **Participation:** In order to ensure that committees maintain sufficient representation to conduct committee business in a timely fashion, members who are unable to consistently attend committee meetings or participate in committee business may be removed by a majority vote of the committee.

## 6. PERMANENT COMMITTEES

Permanent committees are in place as part of the processes and functions of the School as noted in the bylaws. Permanent committees will meet as often as required to conduct committee business.

## 7. STANDING COMMITTEES

Faculty may request the creation of standing committees through an action item on the Faculty Executive Council agenda. The FEC will determine the rules governing such committees at the time it creates a standing committee. Standing committees may be abolished by a majority vote of the FEC.



## B. PERMANENT COMMITTEES

### 1. FACULTY EXECUTIVE COUNCIL (FEC)

#### A. CHARGE

The Faculty Executive Council shall function as the representative body of the Faculty in all matters pertaining to academic affairs and general academic welfare (excluding curriculum). The members are elected representatives of the Faculty Assembly and shall be guided in their deliberations by the opinion of their constituents. The Faculty Executive Council is charged with establishing the policies and procedures for governance of the school and with maintaining adherence to these policies and procedures.

The FEC is responsible for establishing policies and procedures for the governance of the School and for the general pursuit of academic excellence and freedom (excluding curriculum). The duties of the FEC include:

- Scheduling and convening regular meetings with sufficient time to address agenda matters;
- Making written recommendations to the Dean concerning academic matters;
- Appointing *ad hoc* committees of the FEC;
- Charging the standing and *ad hoc* committees of the FEC;
- Receiving, deliberating upon, and sending to the Dean reports from the standing and *ad hoc* committees of the FEC;
- Reviewing annually the policies and procedures of all committees and making recommendations to those who are responsible for charging those committees;
- Acting upon recommendations from the Faculty;
- Bring before the meeting of the Faculty Assembly recommendations and actions arising in the FEC;
- Regularly informing their constituency of FEC proceedings;
- Serving as final voting approval for all written policy and procedures affecting UT Tyler School of Medicine governance; and
- Reviewing these Bylaws at least once every three years.

#### B. MEMBERSHIP

##### **Executive Committee:**

At the first meeting of the academic year, the FEC shall elect among its members a Chair-elect and a Secretary-elect. The Chair-elect from the previous year will assume the duties of the Chair on September 1 and shall supervise the elections for Chair-elect and Secretary-elect. The Chair, Past-Chair, Chair-elect, Secretary, and Secretary-elect shall constitute the Executive Committee of the FEC.

##### **Membership:**

The FEC shall consist of one elected faculty member and one elected alternate from each department, center, or institute in the medical school. They will serve as the voting members of the FEC. All voting members of the Faculty Assembly, except the Chairs of the Departments, Directors of Centers or Institutes, and appointed Deans, shall be eligible for election as members of the FEC.

##### **Ex-Officio Membership:**

The Dean and Chairs of each Permanent and Standing Committee are ex-officio members with no voting

privilege. A faculty member may serve simultaneously as both a voting representative for their department and a non-voting committee Chair.

**Term:**

Terms for Members and FEC Officers shall begin September 1. Each member shall be elected for a full term of three years and, if re-elected, may immediately succeed themselves once. A member who has served two consecutive full terms is not eligible for re-election until the regular election held in the year following the end of their term. Members in office at the time of ratification of these Bylaws shall serve the terms for which they were elected and after completing said terms can seek re-election to the FEC under the rules and procedures specified by these Bylaws.

**Selection:**

The regular election for members shall be completed before the beginning of the academic year. Each Department's current members will oversee the nomination and election process of new members. A member will be expected to attend at least 50% of the meetings per academic year; however, the Chair of the FEC can make exceptions for extenuating circumstances (e.g., extended illness). A member who has not met the above defined attendance requirement shall be discharged from the FEC at the end of the current academic year and replaced by another eligible faculty member in the regular election cycle. This faculty member shall complete the remaining term of the member they are replacing. Vacancies arising from the discharge or resignation of a member shall be filled by the election of a new member to complete the respective term of office. The election shall be held within four weeks of the notice of the resignation to the Chair.

A partial term served to fill a member's unexpired term does not count against the maximum of two consecutive terms for the purpose of reelection.

**C. MEETINGS**

*Robert's Rules of Order* (revised) shall guide the conduct of all meetings.

The Chair of the FEC shall preside over meetings of the FEC, publicize the agenda for meetings and send reporting documents to the Dean.

The Secretary shall be responsible for maintaining a record of the attendance of each member at regular meetings and shall oversee the compilation, publication, and preservation of minutes. The minutes shall be maintained in the Office of Faculty Affairs and Professional Development and shall be available to any faculty member upon request. The Secretary-elect is responsible for parliamentary procedure during FEC meetings and shall serve as Parliamentarian.

Upon election, members shall review the bylaws and familiarize themselves with *Robert's Rules of Order* (revised). Members are responsible for dissemination of approved reports, resolutions, surveys, and information of the FEC to their respective faculty members and departments.

The FEC shall hold at least four meetings throughout the academic year. Members may submit items for the agenda up until one week prior to the meeting. The agenda shall include provisions for the consideration of old and new business. Special meetings of the FEC may be called by the Chair, the Dean, or by one-fourth of the FEC members via written request to the Chair. The agenda of all special meetings shall be restricted to the items of business for which the special meeting was called. The agenda shall be circulated to all members at least four days in advance of the special meeting.

Meetings of the FEC shall be open to all faculty members. Faculty members who are not members of the FEC may address the FEC upon recognition by the Chair of the FEC but shall not have the right to vote and shall not be counted in the determination of a quorum for the transaction of business.

#### **D. VOTING**

Each member shall have one vote. At the discretion of the Chair, issues may be decided by a simple majority in an electronic vote to which at least 50% of the members respond.

#### **E. QUORUM**

Fifty percent (50%) of the FEC shall constitute a quorum for the transaction of business.

### **2. DEAN'S EXECUTIVE CABINET**

The Dean's Executive Cabinet will be the advisory body to the Dean in all matters pertaining to the UT Tyler SOM.

#### **A. CHARGE**

The purpose of this group will be to ensure communication and coordination of all School of Medicine activities to support and maintain excellence in all aspects of community engagement, education, research, and clinical service at the medical school. Members of the Dean's Executive Cabinet (DEC), as requested, will share information to support the communication and coordination of School activities. As appropriate, DEC members and their teams will coordinate activities to optimize the effectiveness and impact of School efforts.

The Dean's Executive Cabinet is charged with acting on recommendations brought before it and the Dean. It advises the Dean on major operational and management issues and approves all administrative policies, the policy statements of policies emanating from faculty led permanent and standing committees, and procedures. It will assist with dissemination of information to the faculty, administration, and staff on medical school policies and practices, and provides reports to the faculty on policy and procedural changes, and on issues that require a vote of the full faculty.

#### **B. MEMBERSHIP**

The Dean's Executive Cabinet shall consist of the Dean, who will also serve as the meeting chair, Vice Dean of Academic & Faculty Affairs (Associate Dean of Undergraduate Medical Education will be invited when the Vice Dean is unable to attend), Executive Director of Finance & Administration, Associate Dean of Research, Vice President of Health Operations for UT Tyler, Vice Chair of the Council of Chairs Committee, the Chair of the Faculty Executive Council, a staff and student representative. Membership is likely to change as the school grows.

The Dean may appoint other members to serve as ex-officio non-voting members.

Non-members may be invited to DEC meetings on a case-by-case basis and as needed to support information sharing.

The DEC does not impose term limits.

## C. MEETINGS

The Dean's Executive Cabinet will meet every two months. The Dean's Office will support DEC meetings and ensure that meeting outcomes and discussion items are documented and disseminated. Meeting notes will be recorded, disseminated, and filed for each DEC meeting.

## D. VOTING

The DEC is a non-voting body.

# 3. ADMISSIONS COMMITTEE

## A. CHARGE

The Admissions Committee (AC) shall evaluate the credentials and qualifications of the student applicants, through holistic review, and make the final selection and admit those applicants who are best suited to contribute to the mission of the school.

The Admissions Committee:

- Shall develop procedures that are most effective and consistent with best practices in the field of medical school admissions.
- Along with the associate dean, director of admissions, and director of pathway programs and recruitment shall ensure that the by-laws and procedures are followed consistently and reviewed periodically.
- May charge subcommittees and ancillary committees at its discretion, in order to best accomplish its purpose.
- Shall charge the associate dean, director of admissions, and director of pathway programs and recruitment with providing training and education to assure that committee members and all people involved in the Admissions process are fully aware of all skills and information needed to perform their responsibilities.
- Shall collaborate with the University and other Entities to support, promote and utilize programs designed to promote a regionally representative student body.

The Admissions Committee shall have the sole authority to offer admission to selected candidates.

- No individual member of the committee may decide, act, or speak on behalf of the committee in any admission decision.
- The committee, nor any member, shall not be subjected to any political or financial pressures or external influence. It is the responsibility and charge of each member of the committee to recuse themselves from any decision in which a conflict of interest exists.
- The decisions of the Admissions Committee are final and are not subject to appeal.

The Admissions Committee will be responsible for reviewing and the final selection of applicants for admission to the MD program (as well as any co-degree programs created in the future, in conjunction with leadership from the partner School (e.g., MD/PhD, MD/MBA, MD/PharmD, MD/MPH, etc.)

## B. MEMBERSHIP

### Chair:

The chair will be a faculty member appointed by the Dean and will be a voting member of the committee.

The chair will have a term of office of three (3) years, which can be renewed an additional two times. An evaluation will be conducted in year 2 by an ad hoc committee appointed by the Dean or the dean designee. The ad hoc committee will consist of the Associate Dean of Admissions or their designee and one (1) admissions committee member and one (1) external member.

**Chair-Elect:**

The chair-elect will be a faculty member nominated and voted on by the Admissions Committee. The chair-elect will have a term of office of three (3) years, which cannot be renewed. If the Admissions Committee votes to approve the chair-elect as chair, they are expected to serve in that capacity. An evaluation will be conducted in year 2 by an ad hoc committee appointed by the Dean or the dean designee. The ad hoc committee will consist of the Associate Dean of Admissions or their designee and one (1) admissions committee member and one (1) external member.

**Membership:**

There will be twenty-two (22) members of the Admissions Committee, consisting of fifteen (15) faculty, one (1) resident and six (6) non-faculty members-at-large / community members. The composition of the committee must include a majority of faculty.

Faculty members serving on the committee must represent a multiple range of medical specialties, ensuring that no single specialty is overrepresented.

Members are required annually to disclose any conflicts of interest (COI). The COI disclosures are shared among the committee and with the Office of Compliance. The Office of Compliance will advise the executive leadership team on any COIs that arise. Members are expected to recuse themselves immediately when conflicts of interest arise. Any member with a relative applying will be required to recuse themselves for the entire application cycle.

**Ex-Officio Membership:**

The Associate Dean of Admissions, the Director of Admissions, and the Director of Pathway Programs and Recruitment will serve as ex-officio, non-voting members of the committee. Additional ex-officio members may be added to support the needs of the committee.

**Term:**

The faculty members will serve a term of three (3) years, renewable one time. The members-at-large / community members will serve a term of one (1) year, renewable three (3) times. The resident member will serve a term of one (1) year and may be renewed one (1) time. The term of service will be May 1-April 30. Vacancies can be filled at the discretion of the dean within the term left for the vacancy only. The appointment duration does not apply to the Associate Dean of Admissions, the Director of Admissions, and Director of Pathway Programs and Recruitment who remain ex-officio members of the AC.

**Selection:**

A member may self-nominate or nominations for participation can be made by a current Admissions Committee member or the dean. Participants must be approved by the Chair of the Admissions Committee, Associate Dean of Admissions, and final vote by the Admissions Committee.

**C. MEETINGS**

The Admissions Committee convenes following each scheduled interview day. Additional meetings may



be scheduled as needed, particularly in instances where quorums are not maintained and official business cannot proceed. All committee members are required to participate in training sessions prior to the start of committee meetings. A debriefing meeting is held at the conclusion of the cycle to evaluate the cycle.

Members may participate in the meeting via phone call or virtually. This is at the discretion of the chair. Members not meeting attendance requirements may have their appointment to the committee rescinded by the dean. Attendance is tracked, and committee members must be present at >69% of the meetings to receive credit for committee participation. Extenuating circumstances can be considered by the Executive Subcommittee.

The Office of Admissions will maintain agendas, minutes, attendance logs, and relevant application documents.

#### **D. VOTING**

A simple majority will constitute an affirmative vote. AC members may not vote *in absentia*, all votes are cast and recorded manually during scheduled committee meetings. At the discretion of the Chair, issues may be decided by electronic vote, where the total number of votes cast represents a quorum.

#### **E. QUORUM**

A quorum must include the Chair, plus a majority of voting members.

#### **Subcommittees:**

The committee will have one standing subcommittee, the Executive Subcommittee (ESC). The committee will convene ad hoc subcommittees for the purposes of prerequisite equivalency review and criminal history, dishonorable military discharge and institutional action review, and the biennial review of the Chair.

**Executive Subcommittee:** The Executive Subcommittee (ESC) provides administrative support to the admissions process by generating the pre-match, match, and rank lists reports based solely on the parameters and decisions made by the Admissions Committee. The Admissions Committee retains full authority and responsibility for voting to approve the pre-match, match, and rank lists. Waitlist candidates are selected in sequential order from the match list report submitted to the Texas Medical & Dental Schools Application Services (TMDSAS). The ESC will also review and make decisions on deferred admission requests. Additionally, the ESC will track attendance and make determinations on attendance violations.

The ESC composition will consist of a total of seven (7) members: four (4) faculty member and three (3) ex-officio members. The faculty members must include the Chair and three (3) current faculty members who serve on the AC. The Chair will appoint the additional faculty members. The ex-officio members must include the Associate Dean of Admissions, the Director of Admissions, and the Director of Pathway Programs and Recruitment.

A quorum must include a majority of voting members.

**Ad Hoc Subcommittee for Prerequisites Equivalence (PESC):** The AC will rely on an ad hoc subcommittee to determine whether an individual applicant has achieved a competency level that reflects the standards

set by the institution's prerequisites. Applicants requesting prerequisite review in which Texas Medical and Dental Schools Application Services (TMDSAS) have already published determinations are processed by the admissions office. Applicants requesting prerequisite determination that have not already been determined by the TMDSAS are routed by the admissions office to the PESC subcommittee. This subcommittee will only decide when an applicant has potentially achieved competency for admission without taking the specified undergraduate courses.

The PESC composition will include five (5) faculty members with expertise spanning the prerequisites' breadth. If deemed necessary by the chair, adjunct faculty will participate in considering individual cases. The assigned subcommittee member has the authority to determine prerequisite equivalency.

**Ad Hoc Subcommittee for Criminal History, Dishonorable Military Discharge, Institutional Action (CHIA):** The AC will rely on an ad hoc subcommittee to review any positive entries on the applicant's criminal background, military discharge status, and institutional actions previously obtained. This subcommittee will screen these applicants to determine if they can move forward to the secondary application.

The CHIA composition will include three (3) non-student members of the admissions committee. The assigned subcommittee member has the authority to determine if the applicant can move forward to the secondary application.

## **4. CURRICULUM OVERSIGHT COMMITTEE**

### **A. CHARGE**

The Curriculum Oversight Committee (COC) is the body that oversees the quality of the undergraduate medical education program as a whole. The COC provides central oversight. The COC is also responsible for the overall design, management, integration, evaluation, and enhancement of a coherent and coordinated curriculum.

The Curriculum Oversight Committee will work with the Dean or designee to advance educational goals, review all components of the curriculum, establish the UME program policies (including policies regarding assessment of student performance, criteria and its achievement of the program's objectives) necessary to meet accreditation requirements, and assure that decisions related to the academic program are in alignment with School of Medicine policies and Liaison Committee on Medical Education (LCME) accreditation standards.

Specifically, the Curriculum Oversight Committee (COC):

- Assesses the standards and quality of curricular design, pedagogy, assessment, and evaluation methods.
- Establishes graduation requirements for MD candidates.
- Defines objectives that guide curricular content and provide the basis of program evaluations.
- Reviews objectives of educational offerings to ensure congruence with programmatic educational objectives.
- Ensures that content is coordinated and integrated horizontally and vertically across academic periods and the curriculum as a whole.
- Ensures that the educational pedagogies incorporate opportunities for active and lifelong learning, independent study, development of critical thinking and problem-solving skills, demonstration of ethical behaviors and effective communication skills; and assesses related

student outcomes.

- Ensures that student formative and summative assessments measure outcomes linked to defined curricular objectives, and that students receive this feedback in a timely manner.
- Ensures comparable educational experience across sites within a discipline.
- Defines types of patients, clinical conditions, level of responsibility, and appropriate settings for student experiences.
- Monitors content and workload in each discipline and identifies gaps and redundancies.
- Evaluates both whole and component parts of the curriculum for achievement of medical education program objectives, revising curriculum continuously and with freedom from parochial, political or department pressures.
- Utilizes national norms of accomplishment as a frame of reference for the effectiveness of educational program.
- Performs strategic planning for the educational program on a routine basis.
- Reviews annual reports from Student Affairs, Admissions, the LEC, and CQI.

## **B. MEMBERSHIP**

### **Chair:**

Appointed by the Dean. If the Chair is an Assistant/Associate Dean of the UME program, they will be a non-voting member, except in the event of a tie vote.

### **Vice Chair:**

Appointed by the Dean

### **Membership:**

There will be a minimum of seventeen (17) members, consisting of at least thirteen (13) faculty, four (4) students (one from each class) who will serve as voting members, with an additional four (4) students (one from each class) serving as alternates, and one public member.

- Representatives from all standing subcommittees:
  - Scientific Foundations (Phase 1) Subcommittee
  - Clinical Experiences (Phase 2) Subcommittee
  - Advanced Clinical and Scholarship (Phase 3) Subcommittee
  - Evaluation and Assessment Subcommittee
  - Interprofessional Education Subcommittee
  - Curricular Integration Subcommittee
  - Clinical Competence Subcommittee (CCSC)
  - others as determined by the COC
- Six elected at-large teaching faculty, with at least one (1) representative from each Phase (1, 2, and 3).
- Two medical students per class, one will vote, and one will be an alternate.

### **Ex-Officio Membership:**

Non-voting members will be selected from roles such as the Associate Dean of Undergraduate Medical Education, Library Staff, Associate Dean of Students and Academic Assessment, and Associate Dean of Accreditation and Quality Improvement or others needed to assist the Committee in its work.

**Term:**

Members will serve for three-year terms. The six elected faculty will serve for staggered three-year terms, with two rolling off each year. Continuation of the term is dependent on meeting the expectations of committee members as defined in the committee functions and structures description. The term of office for students will be one (1) year and may be renewable for up to three (3) additional years.

**Selection:**

The six elected faculty will be nominated either by self or chair and voted on by the at-large faculty. The medical students will be selected by the students and approved by the Curriculum Oversight Committee.

**C. MEETINGS**

Meetings are held monthly. Ad hoc or special meetings are held as needed to address needs as they arise. The Office of Undergraduate Medical Education will maintain all agendas, minutes, attendance logs, and other relevant documents for the COC and its subcommittees.

**D. VOTING**

A simple majority will constitute an affirmative vote. At the discretion of the Chair, issues may be decided by electronic vote, where the total number of votes cast represents a quorum.

**E. QUORUM**

A quorum for the committee meetings will consist of the Committee Chair or Vice Chair and at least 50% of the members.

**Scientific Foundations (Phase 1) Subcommittee****F. CHARGE**

The Phase 1 subcommittee is charged with continuously reviewing components, topics, systems, and subjects considered to be under the term “Scientific Foundations” throughout the MD curriculum.

The committee will:

1. Monitor the preclinical curriculum to ensure that the individual course objectives are linked to the competencies and learner outcomes and are assessed in each course.
2. Recommend modifications in the curriculum to ensure that changes in course content continue to reflect educational program objectives and ensure integration of scientific content across all four years; and
3. Recommend modification of the core competencies and learner outcomes as required by evolving expectations of physicians.
4. Collaborate with key stakeholders (course directors; clerkship directors; office of accreditation, assessment and evaluation; curriculum office; department of medical education; and the other subcommittees of the curriculum oversight committee) to regularly evaluate foundations of medicine coursework and topics in the MD program curriculum for the purpose of addressing implementation issues and recommending changes to the curriculum oversight committee for the improvement of quality, content and integration as necessary.

The Scientific Foundations Phase 1 Subcommittee reports to the COC.

## **G. MEMBERSHIP**

### **Chair:**

The Chair will be the Assistant Dean of Foundation Sciences, who will be a non-voting member, except in the event of a tie vote.

### **Membership:**

Membership includes the Assistant Dean of Clinical Experiences, as well as all Phase 1 Course Directors, to ensure that foundations of medicine faculty have input into the structure and functioning of the UT Tyler SOM MD program curriculum. Phase 1 courses include:

- Seasons, Balance, Nutrition, Regulation, Defense, Invaders, Uniqueness, Structure Lab, Interprofessional Education (IPE), Population Health and System Science (PHSS), and Teaching Outstanding Physician Skills (TOPS).

Additionally, one (1) elected faculty from the Phase 1 team are included as members of this subcommittee. A total of 3 student representatives will be included on this subcommittee, (one (1) MS1 student; two (2) MS2 students).

### **Ex-Officio Membership:**

Ex-officio, non-voting members will include the Associate Dean of Undergraduate Medical Education, the Associate Dean of Students and Academic Assessment, the Associate Dean of Accreditation and Quality Improvement, the Director of Academic Affairs, Director of Accreditation, CQI, and Strategy, the Library Manager, and others as needed to conduct the work of the committee.

### **Term:**

The elected faculty member will serve a three (3) year term. The MS1 student will remain as one of the MS2 representatives, serving a total of two (2) years.

### **Selection:**

The elected faculty member is nominated and elected by the committee membership

## **H. MEETINGS**

The committee meets monthly; ad hoc or special meetings are held as needed to address needs as they arise.

## **I. VOTING**

A simple majority will constitute an affirmative vote. At the discretion of the Chair, issues may be decided by electronic vote, where the total number of votes cast represents a quorum.

## **J. QUORUM**

A quorum for committee meetings will consist of the committee Chair and at least 50% of the members.



## Clinical Experiences (Phase 2) Subcommittee

### A. CHARGE

The Clinical Experiences (Phase 2) subcommittee is responsible for ensuring clinical curriculum and clinical experiences align with the educational program objectives and meet expectations for graduation through continuous quality improvement.

Roles and responsibilities are to:

1. Monitor the clinical curriculum to ensure that the educational program objectives, based on expected student competencies, and individual clerkship objectives are addressed and evaluated in each clinical experience in Phase 1 and Phase 2 (LCME 6.5, 8.2, 8.3, 8.6, 9.4)
2. Monitor the clinical activities and patient encounters to ensure requirements are met
  - a. Types of patients, clinical conditions, and level of responsibility of care (LCME 6.2)
  - b. Procedural skills training (LCME 9.4, 9.7)
3. Monitor the delivery of formative feedback, direct observation, and summative feedback for all learners (LCME 9.4, 9.5, 9.7)
4. Monitor evaluations of the clinical experiences from students, residents, faculty, and staff to inform continuous quality improvement (LCME 8.4, 8.5)
5. Monitor the curriculum linked to the distinction/pathways/certificate programs and ensure the educational program objectives, based on expected student competencies, are addressed and evaluated in each experience.
6. Recommend modifications in the curriculum to ensure that changes in course content continue to reflect educational program objectives and ensure integration (LCME 8.3)
7. Recommend modification of the graduating competencies and objectives as required by evolving expectations of physicians
8. Assist in identifying collaborators, barriers, appropriate methodologies, and other criterion issues that may enhance or affect activities.
9. Provide reports of clinical activities and assessment information to the Curriculum Oversight Committee, Evaluation and Assessment Subcommittee, Curricular Integration Subcommittee, and Clinical Competence Subcommittee as needed
10. Provide an annual report on committee activities and assessment of future needs.

The Clinical Experiences Subcommittee reports to the COC.

### B. MEMBERSHIP

#### **Chair:**

The Chair will be the Assistant Dean of Clinical Experiences, who will be a non-voting member, except in the event of a tie vote.

#### **Membership:**

Membership includes Phase 2 Clerkship Directors from each core clerkship to ensure that clinical faculty have input into the structure and functioning of the UT Tyler SOM MD program curriculum. Phase 2 Clerkship Directors include General Surgery, Family Medicine, Internal Medicine, Neurology, OB/Gyn, Pediatrics, Psychiatry. There will also be a Phase 1 faculty member representative, Simulation Representative, Standardized Patient Representative, and one (1) student from each of the MS1, MS2, and MS3 classes, as well as a resident representative on membership.

**Ex-Officio Membership:**

The Associate Dean of Accreditation and Quality Improvement, the Associate Dean of Undergraduate Medical Education, and Library Manager will serve as ex-officio, non-voting members of the committee. Additional ex-officio members may be added to support the needs of committee members.

**Term:**

Committee members will serve a three (3) year term. Students and residents will serve one (1) years terms, with an opportunity to renew.

**Selection:**

Members of the committee will be appointed by the Chair based on recommendation from the committee membership. Students and residents are elected by their peers.

**C. MEETINGS**

The committee will meet monthly. Ad hoc and special meetings may be called by the Chair as needed.

**D. VOTING**

A simple majority will constitute an affirmative vote. At the discretion of the Chair, issues may be decided by electronic vote, where the total number of votes cast represents a quorum.

**E. QUORUM**

A quorum for committee meetings will consist of the committee chair and at least 50% of the members.

**Clinical Practice and Scholarship (Phase 3) Subcommittee****A. CHARGE**

The Phase III subcommittee is dedicated to enhancing the SOM by planning a comprehensive and well-rounded experience for students as they transition into the final phase of their medical training. This phase of the program emphasizes clinical practice and scholarship, which provides an opportunity for students to participate in scholarly research and evidence-based medicine. The subcommittee's role encompasses developing and refining the curriculum to balance hands-on clinical experience with opportunities for research and academic inquiry, which prepares the students for both practical skills and knowledge of how to apply research findings to improve patient care.

Roles and responsibilities are to:

- 1) Monitor the clinical curriculum to ensure that the educational program objectives, based on expected student competencies, and individual clerkship objectives are addressed and evaluated in each clinical experience within Phase 3.
- 2) Monitor the clinical activities and patient encounters to ensure requirements are met.
  - a. Types of patients, clinical conditions, and level of responsibility of care (LCME 6.2)
  - b. Procedural skills training (LCME 9.4, 9.7)
- 3) Monitor the delivery of formative feedback, direct observation, and summative feedback for all learners (LCME 9.4, 9.5, 9.7)

- 4) Monitor evaluations of the clinical experiences from students, residents, faculty, and staff to inform continuous quality improvement (LCME 8.4, 8.5)
- 5) Monitor the curriculum linked to the distinction / pathways/ certificate and ensure that the educational program objectives, based on expected student competencies, are addressed and evaluated in each experience.
- 6) Propose modifications in the curriculum to ensure that changes in course content continue to reflect educational program objectives and ensure integration; and
- 7) Recommend modification of the graduating competencies and objectives as required by evolving expectations of physicians.
- 8) Assist in identifying collaborators, barriers, appropriate methodologies, and other criterion issues that may enhance or affect activities.
- 9) Provide reports of clinical activities and assessment information to the Curriculum Oversight Committee, Evaluation and Assessment Subcommittee, Curricular Integration Subcommittee, and Clinical Competence Subcommittee as needed.
- 10) Provide an annual report on committee activities and assessment of future needs.

The Clinical Practice and Scholarship (Phase 3) Subcommittee reports to the COC.

## **B. MEMBERSHIP**

### **Co-Chairs:**

The Assistant Dean of Clinical Experiences and the Assistant Dean of Student Affairs will serve as Co-Chairs. They will be non-voting members, except in the event of a tie vote, for which they will cast one shared vote to serve as the tie-breaker.

### **Membership:**

Phase 3 members consist of the Clerkship Director of Critical Care, Clerkship Director of Emergency Medicine, the Director of Scholarly Projects, the Program Director of Transitional Internship, a Phase 1 Faculty Member Representative, a Phase 2 Clerkship Director Representative, a Simulation Representative, and a Standardized Patient Program Representative. There will also be one (1) student representative from each class (MS1-MS4).

### **Ex-Officio Membership:**

The Associate Dean of Accreditation and Quality Improvement, the Associate Dean of Undergraduate Medical Education, the AVP of Graduate Medical Education, the Associate Director of Financial Planning & Registrar, and the Library Manager will serve as ex-officio, non-voting members of the committee. Additional ex-officio members may be added to support the needs of committee members.

### **Term:**

Committee members will serve a three (3) year term. Students will serve a one (1) year term, with an opportunity to renew.

### **Selection:**

Members of the committee will be appointed by the Chair based on recommendation from the committee membership. Students are elected by their peers.

## **C. MEETINGS**

The committee will meet monthly. Ad hoc and special meetings may be called by the Chair as needed.

## **D. VOTING**

A simple majority will constitute an affirmative vote. At the discretion of the Chair, issues may be decided by electronic vote, where the total number of votes cast represents a quorum.

## **E. QUORUM**

A quorum for committee meetings will consist of the committee chair and at least 50% of the members.

## **Evaluation and Assessment Subcommittee**

### **A. CHARGE**

The Evaluation & Assessment Subcommittee is charged with selecting and reviewing the processes necessary to evaluate all aspects of the curriculum, including student assessment, and faculty and program evaluation.

The purpose of this subcommittee is to:

- Develop the guiding principles for the MD Undergraduate program of evaluation. This includes maintaining oversight for process, outcomes measures and other details that impact implementation (scheduling) or data collection, in close collaboration with the Foundational Sciences subcommittee, the Clinical Experiences subcommittee, Curriculum Integration Committee and the Curriculum Oversight Committee.
- Develop the guiding principles for the MD Undergraduate student programmatic assessment plan. This includes maintaining responsibility for vision and other details that impact implementation (scheduling), in close collaboration with the other subcommittees of the Curriculum Oversight Committee.
- Oversee programmatic reviews and the student outcome analysis to inform the continuous quality improvement processes.
- Recommend to the Curriculum Oversight Committee substantive changes to the programmatic evaluation and assessment system including policy changes.
- Recommend modification of the graduating competencies and objectives as required by evolving expectations of physicians or as indicated in review of the data collected.
- Advising the Curriculum Oversight Committee on programmatic assessment system objectives, design, and implementation.
- Recommend stakeholders to be considered to review evaluation reports.
- Provide reports to stakeholders with recommendations for improvements of the outcomes.

The Evaluation and Assessment Subcommittee reports directly to the COC.

### **B. MEMBERSHIP**

#### **Chair:**

The Chair will be the Associate Dean of Students and Academic Assessment, who will be a non-voting member, except in the event of a tie vote.

**Membership:**

Membership includes two (2) Phase 1 educators, three (3) Phase 2 Clerkship Directors, Co-Director of Phase 3, and three (3) students (one MS1, MS2, and MS3).

**Ex-Officio Membership:**

Ex-officio, non-voting members will include the Senior Data Analyst for Assessment, Associate Dean of Undergraduate Medical Education, Director of Accreditation, CQI, and Strategy, and others needed to assist the Committee in its work.

**Term:**

The term of office will be three (3) years. Students will serve one (1) year terms, with an opportunity to renew.

**Selection:**

Members of the committee will be appointed by the Chair based on recommendation from the committee membership.

**C. MEETINGS**

The committee will meet monthly.

**D. VOTING**

A simple majority will constitute an affirmative vote. At the discretion of the Chair, issues may be decided by electronic vote, where the total number of votes cast represents a quorum.

**E. QUORUM**

A quorum for the committee will consist of the Chair and at least 50% of the members.

**Interprofessional Education Subcommittee****A. CHARGE**

The Interprofessional Education subcommittee is charged with integrating IPE principles into practice and education to advance collaborative person-centered care and population health.

The Interprofessional Education subcommittee principal responsibilities are to:

1. Integrate interprofessional education teaching and practice throughout the curriculum.
2. Monitor the curriculum to ensure that the educational program objectives, based on expected student competencies, and individual course objectives are addressed and evaluated in four- year IPE courses and any other courses as appropriate.
3. Monitor any relevant clinical activities and patient encounters for opportunities to highlight IPE.
4. Recommend modifications in the curriculum to ensure that changes in course content continue to reflect educational program objectives and ensure integration; and
5. Recommend modification of the graduating competencies and objectives as required by evolving expectations of physicians.
6. Create/recommend faculty development programs for interprofessional education.



The Interprofessional Education subcommittee reports directly to the COC.

## **B. MEMBERSHIP**

### **Chair:**

Director, Interprofessional Education UT Tyler SOM

### **Membership:**

Membership includes a minimum of 10 faculty members from the following colleges; Medicine, Nursing, Pharmacy and Health Professions. Also, faculty from the master's programs participating in the IPE Course. There will be four (4) medical students.

### **Ex-Officio Membership:**

Ex-officio, non-voting members will be added as needed to assist the Committee in its work.

### **Term:**

- **Faculty Members:** Committee members shall serve a term of two (2) years, with staggered terms to ensure continuity.
- **Student Members:** Student members shall serve a term of one (1) year, with the option to renew an additional term upon mutual agreement.
- All members are eligible for renewal at the end of their term, subject to reappointment.

### **Selection:**

Members shall be appointed by respective Deans and/or Department Chairs, based on their expertise, interest, and role in interprofessional education.

## **C. MEETINGS**

The committee meets monthly. Additional meetings may be called by the Chair as needed.

## **D. VOTING**

A simple majority will constitute an affirmative vote. At the discretion of the Chair, issues may be decided by electronic vote, where the total number of votes cast represents a quorum.

## **E. QUORUM**

A quorum for committee meetings will consist of the committee chair and at least 50% of the members.

## **Curricular Integration Subcommittee**

### **A. CHARGE**

The Curricular Integration Subcommittee is charged with monitoring horizontal and vertical integration throughout the curriculum.

Roles and responsibilities are to:

- Monitor the courses/clerkships to ensure that the medical educational program objectives

(MEPOs), based on expected student competencies, and individual course/clerkship objectives are addressed and evaluated.

- Advise the Curriculum Oversight Committee (COC) on areas to improve integration across the curriculum.
- Recommend modifications to the curriculum to ensure that changes in course content continue to reflect medical educational program objectives (MEPOs) and ensure integration.
- Recommend modification of the graduating competencies and objectives as required by evolving expectations of physicians.

The Curricular Integration Subcommittee reports to the COC.

## **B. MEMBERSHIP**

### **Chair:**

The Chair will be the Associate Dean of Undergraduate Medical Education, who will be a non-voting member, except in the event of a tie vote.

### **Membership:**

- Associate Dean, Students and Academic Assessment
- Assistant Dean, Foundation Sciences
- Assistant Dean, Clinical Experiences
- Assistant Dean of Student Affairs/Co-Director of Phase 3
- Two (2) Faculty Representatives; one (1) from Phase 1 and one (1) from Phase 2.

### **Ex-Officio Membership:**

The Associate Dean of Accreditation and Quality Improvement will serve as an ex-officio, non-voting member of the committee. Additional ex-officio members may be added to support the needs of the committee.

### **Term:**

Term of membership for the faculty representatives will be three (3) years, with an opportunity for indefinite renewal.

### **Selection:**

Members of the committee will be appointed by the Chair based on recommendation from the committee membership.

## **C. MEETINGS**

The committee meets monthly, with additional meetings called by the Chair as needed.

## **D. VOTING**

A simple majority will constitute an affirmative vote. At the discretion of the Chair, issues may be decided by electronic vote, where the total number of votes cast represents a quorum. Absentee and proxy voting can be considered, with Chair's approval, when the need arises.

## **E. QUORUM**

A quorum for the committee meeting will consist of the Chair and at least 50% of the members.

## Clinical Competence Subcommittee (CCSC)

### A. CHARGE

The Clinical Competence Subcommittee is charged with developing experiences and curriculum to ensure that each student, with the guidance of the clinical skills faculty, develops and continues to refine the basic clinical skills that are required to provide competent care throughout a lifetime of professional work (creating the Teaching Outstanding Physician Skills (TOPS) program).

Roles and responsibilities are to:

- Monitor the curriculum to ensure that the educational program objectives, based on the expected competencies, are addressed and evaluated.
- Monitor any relevant clinical activities and patient encounters.
- Recommend modifications to the curriculum to ensure that changes in course content continue to reflect educational program objectives and ensure integration.
- Recommend modification of the graduating competencies and objectives as required by evolving expectations of physicians.

The Clinical Competence Subcommittee reports to the COC.

### B. MEMBERSHIP

#### **Chair:**

Course Director, TOPS

#### **Membership:**

Membership includes faculty who serve as leaders in the TOPS course, clinical clerkships, simulation, and other clinical training endeavors.

#### **Ex-Officio Membership:**

Ex-officio, non-voting members include the Associate Deans for Undergraduate Medical Education and Accreditation and Quality Improvement.

#### **Term:**

The term of office will be three (3) years, with the opportunity for indefinite renewal.

#### **Selection:**

Members of the committee will be appointed by the Chair based on recommendation from the committee membership.

### C. MEETINGS

The committee meets at least biannually with additional meetings called by the Chair as needed.

### D. VOTING

A simple majority will constitute an affirmative vote. At the discretion of the Chair, issues may be decided by electronic vote, where the total number of votes cast represents a quorum. Absentee and proxy voting

can be considered, with Chair's approval, when the need arises.

## E. QUORUM

A quorum for the committee meeting will consist of the Chair and at least 50% of the members.

## COC Executive Committee

### A. CHARGE

The Executive Committee will act as a **confidential advisory group** to the Curriculum Oversight Committee (COC), providing guidance and administrative support on sensitive matters that have impacted or can potentially impact the medical school curriculum. The Executive Committee will meet with key stakeholders on a need-to-know basis and ensure that issues are addressed in a timely and discreet manner. This group functions in advisory capacity only and does not make unilateral decisions about the curriculum.

The Executive Committee will act under the following guidelines:

- **Confidential Oversight:** To advise on matters that require privacy or security for FERPA or other matters requiring confidentiality.
- **Advisory Capacity:** To provide high-level strategic advice to stakeholders on issues that may affect the larger committee (COC), without directly involving the entire group (which includes student representatives) in sensitive discussions.
- **Selective Communication:** To engage with key stakeholders in a confidential manner and provide updates and recommendations on necessity, ensuring that confidential information is not disclosed indiscriminately.

Roles and Responsibilities:

- Act as a **supporting body** to the COC, ensuring that any sensitive information is first reviewed, discussed, and handled appropriately before being presented to the full committee.
- Proactively identify and address any emerging risks or sensitive issues that require immediate attention, providing the COC with recommendations on how to manage those issues.
- Convene and meet with key stakeholders on an as-needed basis, ensuring that sensitive discussions are limited to individuals with a need-to-know.
- If a sensitive issue escalates beyond the scope of the Executive Committee, they will forward it to the appropriate authority(ies) (e.g., Vice Dean Academic & Faculty Affairs).

### B. MEMBERSHIP

The Executive Committee should be composed of a small, trusted group of individuals who have the authority and expertise to handle sensitive matters.

**Chair:**

Chair of the Curriculum Oversight Committee

- Provides overall leadership and fulfills the charge of the Executive Committee.
- Report curriculum concerns to the appropriate stakeholders on a need-to-know basis.
- Ensure that meetings are focused on key issues that have been presented and report recommendations back to the COC.

**Membership:**

Senior members of the organization, appointed by COC chair for their experience and ability to handle confidential information.

1. Associate Dean, Undergraduate Medical Education
2. Assistant Dean, Student Affairs
3. Assistant Dean, Foundational Sciences
4. Assistant Dean, Clinical Experiences
5. Director of Academic Affairs
6. Administrative support to conduct committee business, as needed.

**C. MEETINGS**

Meetings are held on an ad-hoc, as-needed basis. Meetings should be scheduled only when sensitive issues arise that require immediate attention or confidential discussion.

Regular updates (quarterly or as needed) to the COC can be scheduled, but keeping confidentiality by redacting names of individuals.

**D. VOTING**

This is not a voting committee and acts in an advisory capacity only.

**E. QUORUM**

A quorum for the committee meeting will consist of the Chair or designee and at least 50% of the members.

**5. STUDENT PROGRESS AND PROMOTIONS COMMITTEE (SPPC)****A. CHARGE**

The Student Progress and Promotions Committee (SPPC) is charged with reviewing all medical students' academic performance and their suitability to progress in the four-year curriculum. The Medical Student Professionalism and Conduct Committee (MSPCC) is a subcommittee of the SPPC to remediate founded professionalism lapses. All committee members sign confidentiality agreements that comply with the Family Educational Rights and Privacy Act ("FERPA") regulations.

The SPPC considers all cases of academic and non-academic difficulty (e.g., professionalism) and determining whether the deficiency can be remediated. The SPPC has the authority to make decisions on leaves of absence and modified academic loads, promotion or dismissal of students, and/or required remediation. Students may appeal SPPC decisions through the Non-grade Academic Grievance process. The committee certifies that students have met the criteria for promotion to the next academic Phase and have satisfactorily completed all criteria for graduation and receipt of the MD degree.

## **B. MEMBERSHIP**

### **Chair:**

The SPPC is chaired by the Assistant Dean of Student Affairs who is a non-voting member.

### **Vice Chair:**

The Dean appoints a vice-chair from the existing membership to serve a two (2) year term. The Vice Chair is eligible to serve two consecutive terms.

### **Membership:**

There are ten (10) faculty committee members; five (5) are Dean appointed and five (5) are selected via self-nomination. Faculty are selected based upon their knowledge and understanding of the medical school program and their interest in committing time to serve on the committee.

Due to conflict-of-interest policies, directors of core courses and clerkships (excluding electives) may not serve on this committee.

### **Ex-Officio Membership:**

The Associate Dean for Students and Academic Assessment, the Associate Dean for Undergraduate Medical Education, and the Associate Director of Financial Planning and Registrar Services will serve as non-voting, ex-officio members of the committee.

### **Term:**

The term of office for the faculty will be four (4) years and will be renewed indefinitely with no more than 40% to cycle off at a time.

### **Selection:**

For the self-nominated positions, names of faculty members are solicited to determine interest in serving on various standing committees; those recommended by their department chair and/or who express interest in serving on the SPPC are forwarded to the Dean for consideration and discussed with the Chairs of the SPPC for final selection.

## **C. MEETINGS**

The SPPC meets monthly unless there is no business for the committee. The Chair can call additional meetings based on need. The SPPC also meets to review student progress for each Phase transition.

- Reviews for promotions
  - The committee reviews the progress of all students at the end of each Phase.
  - This committee will make recommendations on promotion and or remediation.

The Office of Student Affairs will maintain agendas, minutes, attendance logs, and relevant documents.



## **D. VOTING**

Any action taken by the committee requires a simple majority to approve. When necessary, votes can occur via email or electronic ballot.

## **E. QUORUM**

A quorum will be considered the Chair (or Vice Chair) and greater than 50% of membership in attendance (either in person or virtual).

## **Medical Student Professional and Conduct Committee (MSPCC)**

The MSPCC is a subcommittee of the SPPC that convenes to review instances that violate the Medical Student Professionalism Policy. The MSPCC subcommittee consists of three (3) appointed faculty members who are not on the SPPC.

## **6. PROMOTION AND TENURE COMMITTEE (PT)**

### **A. CHARGE**

This committee is responsible for applying uniform policies and procedures for initial appointments and promotion of faculty at the Senior and Distinguished ranks for Lecturer and Clinical Instructor titles, and Associate Professor and Professor ranks for Regular, Research, Term-Tenure, and Clinical faculty. The Committee works to ensure consistency, fairness, and transparency in all their decisions and to maintain the upward trajectory of faculty excellence at the school. These decisions are informed by a robust process of annual faculty evaluation(s) as required by the School of Medicine and administered through the Office of Faculty Affairs and Professional Development. The Committee serves as an advisory panel to the dean regarding each proposed faculty appointment, promotion, and term-tenure award. The dean shall make his/her recommendations to the Provost, who shall submit a list of his/her recommendations to the President of UT Tyler. Final authority regarding promotion and term-tenure appointments resides with the President of UT Tyler and the Board of Regents. An Appeals Committee shall exist to consider individuals for promotion who have been denied recommendation under the Policies or Rules and Regulations of the Board of Regents of The University of Texas.

<https://www.uttyler.edu/policies/>

Term-Tenure and the rank of any newly appointed faculty member at the level of Associate Professor or above shall be reviewed by an ad-hoc subcommittee of the P and T committee. The ad-hoc subcommittee consists of the P and T Chair and two (2) Committee members based on the requested rank and qualifications of the candidate in question.

### **B. MEMBERSHIP**

#### **Chair:**

There will be a voting chair, selected from the current committee members and appointed by the Dean or designee, after soliciting input from the sitting committee members. He/She shall serve a three-year term for a maximum of two terms. Such a person is a senior faculty member at the rank of Professor and with an extensive academic record.

**Membership:**

The P and T Committee is comprised of seven (7) faculty members at the rank of Professor or Associate Professor, with a minimum of 3 at the rank of Professor. All members of the P and T committee 1) are not deans, associate deans, department chairs or equivalent; and 2) are not currently serving on a departmental promotion and tenure committee. Faculty members and administrative staff supporting the P and T Committee must respect the confidentiality of the review process and not reveal notes, the names of reviewers of referees, the contents or tenor of discussions, and the contents of the dossier to anyone. Any breaches of confidentiality are considered serious misconduct leading to permanent replacement.

An alternate member will be elected to membership, with the criteria for eligible faculty as defined above, to be utilized as a substitute or replacement if 1) an appointed/elected member no longer meets criteria for membership including breach of confidentiality, 2) an appointed member will be absent for an extended time, such as a sabbatical appointment or extended travel outside the country. The alternate member may attend all proceedings of the committee but may not deliberate or have a vote unless they are serving in place of a voting member. In the event of a vacancy, the alternate may be appointed permanent membership by the Dean, and a new alternate elected.

**Ex-Officio Membership:**

The Vice Dean of Academic and Faculty Affairs will serve as an ex-officio, non-voting member of the committee.

**Term:**

The term of office will be three (3) years with the appointments staggered, so several experienced members are always serving on the committee. Additional terms beyond the initial three (3) years may be considered based on need and expertise.

**Selection:**

Members will be appointed by the Dean in consultation with the Chair of the committee.

**C. MEETINGS**

The committee meets at least twice per year in the Spring semester, first to review current policies/protocols and receive applicable training, and secondly to deliberate on candidate applications/dossiers. Additional meetings may be called by the Chair as needed.

The Faculty Affairs and Professional Development office provides administrative support for this committee, including maintenance of agendas, minutes, attendance, and candidate dossiers.

**D. VOTING**

A simple majority will constitute an affirmative vote. Electronic voting will be utilized during the course of the official proceedings to maintain anonymity.

For ad-hoc reviews, the chair reviews the recommendations of the two assigned members and makes final determination on the appropriateness of rank and/or the recommendation for hire at term-tenure.

**E. QUORUM**

A quorum for committee meetings will consist of the committee chair and at least 50% of the members.

## **7. GRADUATE MEDICAL EDUCATION COMMITTEE (GMEC)**

### **A. CHARGE**

The Graduate Medical Education Committee (GMEC) shall oversee all programs in graduate medical education sponsored by UT Tyler School of Medicine. The committee shall examine the quality and structure of the clinical environments according to the requirements set by the Accreditation Council for Graduate Medical Education (ACGME). The committee shall perform appropriate evaluations of each training program to assess compliance with both the institutional requirements and relevant program requirements of the ACGME. The committee shall serve as a forum for review and approval of GME policies, procedures, and administrative actions set forth in the ACGME institutional requirements, including not only clinical environments but also resident quality of life, recruitment, and outcomes.

### **B. MEMBERSHIP**

#### **Chair:**

The Associate Dean for Graduate Medical Education will serve as Chair. The Chair, along with a Vice Chair, will lead the group's charge.

#### **Membership:**

The membership of the Graduate Medical Education Committee shall be appointed and recommended from among the faculty members who are program directors of an approved residency or fellowship, at least two peer-selected residents or fellows, a quality/patient safety officer, and additional members recommended by the Graduate Medical Education Committee.

#### **Ex-Officio Membership**

The Dean, Program Administrators and others as recommended by the Chair, will serve as ex-officio, non-voting members.

#### **Term:**

Peer-selected resident membership will be done annually.

#### **Selection:**

Members of the GMEC are appointed by the GMEC Chair based on recommendations from the current GME Committee.

### **C. MEETINGS**

The committee meets every two months. The GME Office maintains a record of all committee minutes, prepares the agenda and keeps attendance logs.

### **D. VOTING**

A simple majority will constitute an affirmative vote. At the discretion of the Chair, issued may be decided by electronic vote, where the total number of votes cast represents a quorum.

### **E. QUORUM**

A quorum for committee meetings will consist of the committee chair and at least 50% of the members.

## **F. SUBCOMMITTEES**

The Subcommittees include the Quality Improvement and Patient Safety Subcommittee, Wellness Subcommittee, Clinical Research Subcommittee, and others as determined by the GMEC.

Membership of the subcommittees are appointed based on their role or expertise. Each subcommittee nominates its chair every three years for GMEC approval.

## **C. STANDING COMMITTEES**

### **1. COUNCIL OF CHAIRS**

#### **A. CHARGE**

The Council of Chairs will be responsible for representing the interests of each Department to the Dean, ensuring adherence to the policies and procedures of the School, aligning goals of each Department to the mission of the School and providing input into the strategic plan of the School. The Council of Chairs are advisory to the Dean.

#### **B. MEMBERSHIP**

The Dean will preside over the Council. Each year, the Chairs will elect a Vice Chair to preside in the Dean's absence. The Vice Chair will also be appointed to the Dean's Executive Cabinet (DEC).

Each Department Chair or designated Chair at an affiliated institution will serve on the Council of Chairs.

There will be no term limits.

The Dean appoints all members and may invite ad hoc members.

#### **C. MEETINGS**

Meetings will take place on a monthly basis. The Office of the Dean will maintain agendas, minutes, attendance logs, and relevant documents.

#### **D. VOTING**

The Council of Chairs in a non-voting body.

### **2. RESEARCH ENTERPRISE COUNCIL (REC)**

#### **A. CHARGE**

The Research Enterprise Council advises the Dean in all matters related to the research mission and strategy of the School. As such, the committee functions to recommend: 1) initiatives that increase and improve the effectiveness of basic, translational, population-based and clinical research and training, including strategic programs and infrastructure; 2) plans that increase community awareness of biomedical research initiatives that impact on healthcare and 3) educational, public relations, advocacy and fundraising opportunities for research.

## **B. MEMBERSHIP**

### **Chair:**

The Associate Dean of Research will serve as the chair.

### **Membership:**

The Committee shall consist of five (5) faculty members who should have a demonstrated record of research productivity as well as representation from as many strategic partners as possible (UT Tyler main campus, the Health Science Center, and any affiliate partners as needed). The committee will also include designees from UT Tyler Research Administration, Sponsored Programs, Research Compliance, the Director of Human Research, the Associate Dean of Graduate Medical Education (or designee), the Director of Clinical Research and the Director of Scholarly Projects.

### **Ex-Officio Membership:**

The Executive Director of Finance and Administration will serve as an ex-officio, non-voting member of the committee. Additional ex-officio members may be added to support the needs of the committee. The chair may appoint subcommittees and additional ad hoc members, as needed.

### **Term:**

The term of office will be three (3) years.

### **Selection:**

Members of the Research Enterprise Council are appointed by the Dean based on nomination by the committee members.

## **C. MEETINGS**

The committee will meet monthly. The Office of Biomedical Research will maintain agendas, minutes, attendance logs, and other relevant documents.

## **D. VOTING**

A simple majority will constitute an affirmative vote. At the discretion of the Chair, issues may be decided by electronic vote, where the total number of votes cast represents a quorum.

## **E. QUORUM**

A quorum for the committee meeting will consist of the Chair and at least 50% of the members.

## **3. COMMUNITY ENGAGEMENT COMMITTEE (CEC)**

### **A. CHARGE**

The Community Engagement Committee is charged with advancing the community engagement mission of the UT Tyler SOM. As such, the function of the CEC is to:

- Serve as an intellectual resource for developing and sharing community engagement best practices that further the mission and vision of the School,
- Organizationally align existing and new community engagement committees within departments

and centers within UT Tyler SOM, each advancing their respective accreditation goals, to discern and assess our collective efforts and impacts,

- Assist in the design, delivery, and assessment of an annual community engagement UT Tyler SOM symposium,
- Support and promote the implementation and utilization of a community engagement software program (GivePulse) that measures and assesses the impact and outcomes of UT Tyler SOM CE efforts and,
- Foster a welcoming and supportive learning and work environment for all members of our UT Tyler SOM community.

Serving in an advisory role for the UT Tyler SOM, the duties and functions of the committee are to:

- Assist in the construction of community engagement strategies that advance the mission and vision of the School of Medicine.
- Design, deliver, and assess educational and trainings sessions and programs for UT Tyler SOM stakeholders that advance the community engagement mission of the School.
- Assist the Director in the development of an annual report highlighting the impact of community engagement strategies in UT Tyler SOM.
- Assist in the development and implementation of an annual UT Tyler SOM community engagement awards for students, staff, and faculty.

## **B. MEMBERSHIP**

The Chair of the CEC shall be the Director for Community Health Outreach. The CEC is comprised of 12 members representing students, staff, residents, and faculty in the School of Medicine. Committee members will serve for a term of two years. Following the completion of the two- year term, members will be asked if they would like to continue to serve for another two-year term. There is no limit to the number of two-year terms a member can serve.

## **4. CONTINUING MEDICAL EDUCATION (CME)**

### **A. CHARGE**

The Continuing Medical Education office aims to provide high quality educational activities designed to improve physician competence, physician practice and/or patient outcomes in the delivery of quality medical care. The ultimate goal of the CME office and programs are to promote and further the practice of evidence-based, cost-effective and safe healthcare in keeping with the Health Center's mission to provide excellent patient care.

### **B. MEMBERSHIP**

#### **Chair:**

The Chair shall be appointed by the Dean. Such a person will have UT Tyler SOM level of experience on the committee, and the desire to lead this group and to progress the committee agenda.

#### **Membership:**

As CME is primarily related to physician education, the membership shall consist of primarily physicians and in a “sampling” of our medical school clinical departments; however, as our school is interested in interprofessional education, the membership criteria shall be expanded to include all relevant specialties and healthcare professionals as well as faculty with background in healthcare education, as well as



representatives from GME, residents, medical students and anyone else who has an interest in professional development.

**Ex-Officio Membership:**

The Dean and Vice Dean of Academic and Faculty Affairs will serve as ex-officio, non-voting members of the committee.

**Term:**

The term of office will be five (5) years with opportunity for indefinite renewal. Committee membership terms will be staggered so a number of experienced members are always serving on the committee. Additional terms beyond the initial five years may be considered based on need and expertise.

**Selection:**

Members are appointed by the Chair based on recommendations from the current CME Committee.

**C. MEETINGS**

The committee meets quarterly. The CME Office maintains a record of all committee minutes, prepares the agenda, and keeps attendance logs.

**D. VOTING**

A simple majority will constitute an affirmative vote. At the discretion of the Chair, issues may be decided by electronic vote, where the total number of votes cast represents a quorum.

**E. QUORUM**

A quorum for committee meetings will consist of the committee chair, or designee, and at least 50% of the members.

**5. LEARNING ENVIRONMENT COUNCIL (LEC)**

**Learning environment definition:** The learning environment includes all physical, virtual, and social spaces, where medical students learn, shaped by educational practices, interpersonal dynamics, and institutional culture that impact engagement, well-being, and professional development.

**A. CHARGE**

The Learning Environment Council (LEC) helps to foster a positive and professional learning environment at the University of Texas at Tyler School of Medicine, by recommending initiatives, outreach, and educational programming aimed at enhancing positive aspects, and mitigating negative influences, of the learning environment.

The LEC is an advisory committee and is charged with:

1. Reviewing the results of student and resident evaluations of courses, clerkships, and rotations related to the learning environment. The LEC meets quarterly to review data. Overall trends and findings are reported quarterly to the COC (e.g., LE progress reports and one LE annual report) and include:
  - i. External LE data – The Association of American Medical Colleges (AAMC) Graduate Questionnaire (GQ); Year 2 Questionnaire (Y2Q).

- ii. Internal LE data – Aggregated de-identified data from student evaluation of courses, clerkships and teaching associated with the LE (e.g., professionalism; mistreatment; teachers setting safe learning environments; e-lernts; end-of-course/clerkship/phase evaluations), and internal quality improvement survey data (e.g., satisfaction with access to secure spaces, computers, call rooms at affiliates).
2. Raising awareness about what constitutes mistreatment and unprofessional behavior through working with appropriate offices to develop educational activities for medical students, residents, and faculty.
3. Monitoring influences (positive and negative) throughout the learning environment; and provide regular updates to students on steps being taken to address learning environment concerns, creating action plans and reviewing ongoing data on the learning environment to provide recommendations to the Associate Dean of Undergraduate Medical Education, Associate Dean of Students and Academic Assessment, Associate Dean of Graduate Medical Education, Vice Dean, and/or Dean.
4. The LEC, through its co-chairs, reports quarterly to the COC and biannually to the Dean’s Executive Cabinet with a summary of its activities and recommendations for school-wide initiatives to enhance the LE.
5. Interacting with the associate deans who will report on the incidents that have been brought to them regarding concerns about the learning environment and unprofessional behavior via e-lernts and other mechanisms, with person identifiers redacted. Additional SOM leadership will be invited to share learning environment concerns as appropriate.
  - i. Based on these sources of information, the LEC co-chairs will utilize working groups to bring forth recommendations regarding the need for interventions (e.g., faculty and staff education and development) to address issues that are leading to a sub-optimal learning environment. The recommendations will be presented at the LEC meeting, which follows when the incidents were reported. The LEC may also make recommendations based on themes of recurring concerns or preventatively. The final recommendations of this committee will be presented to the Associate Dean of Students and Academic Assessment, Associate Dean of Graduate Medical Education, the Associate Dean of Undergraduate Medical Education, and when appropriate, the Vice Dean and/or Dean for consideration and action.

## **B. MEMBERSHIP**

### **Chair:**

The co-chairs will be elected by its committee members each year. One co-chair must have a clinical appointment (MD/DO). The co-chairs serve 2-year terms.

### **Membership:**

Voting members of the Council will be comprised of the following roles:

- Two (2) Course or Thread Directors from Phase 1
- Two (2) Phase 2 Clerkship Directors
- Two (2) Phase 3 Faculty
- One (1) Program Coordinator from Phase 1, 2, or 3
- One medical student representative per class and one graduate student from each Biomedical Sciences program.
- Two (2) resident representatives
- Director of Student Wellness and Professional Formation
- Two (2) elected at-large clinical faculty members

- Instructional Support / Tech Specialist
- Assistant Dean of Foundation Sciences (Phase 1)
- Assistant Dean of Clinical Experiences (Phase 2 & 3)
- Assistant Dean of Student Affairs

#### **Ex-Officio Membership:**

The following positions will serve as ex-officio, non-voting members of the committee.

- Dean, School of Medicine
- Vice Dean of Academic and Faculty Affairs
- Associate Dean of Graduate Medical Education
- Associate Dean of Students and Academic Assessment
- Associate Dean of Undergraduate Medical Education
- Director of Accreditation, CQI, and Strategy
- Facilities Manager
- Medical Librarian

#### **Resource Members:**

Defined as staff support and individuals holding administrative roles who, based on their roles, are integral to supporting the charge of the committee. Resource members can participate in discussion, but they do not vote. Other resource staff members may be called upon to attend meetings depending on the agenda. Resource staff attend meetings as needed. Resource members include:

- Director of Academic Affairs
- Administrative support staff

#### **Term:**

The term of office will be three (3) years. The two faculty identified in each of the Phase 1, 2, and 3 roles will stagger to ensure continuity. Students and residents will serve one (1) year terms, with the opportunity for renewal.

#### **Selection:**

Members of the committee will be nominated and elected by the committee membership, with the exception of the two (2) at-large clinical faculty who will be elected at-large by the voting faculty.

### **C. MEETINGS**

The committee will meet quarterly in order to provide quarterly reports to the COC.

### **D. VOTING**

A simple majority will constitute an affirmative vote. At the discretion of the Chair, issues may be decided by electronic vote, where the total number of votes cast represents a quorum. Voting by proxy may be considered by the Co-Chairs, during an in-person meeting.

### **E. QUORUM**

A quorum for the committee meeting will consist of the Chair and at least 50% of the members.

## 6. CONTINUOUS QUALITY IMPROVEMENT AND ACCREDITATION COMMITTEE

### A. CHARGE

The Continuous Quality Improvement (CQI) Committee provides continuous monitoring of compliance with accreditation standards, as well as policies related to the medical education program. Through a scheduled series of reviews, committee members determine where improvement activities are needed and refer these issues to other standing committees or institutional leadership for action. The CQI committee's charge is to build a lasting infrastructure of human talent, continuous quality improvement processes, and information technology dashboards that work together to achieve excellence in the medical education program.

Specifically, the CQI Committee:

- i. Monitors compliance with accreditation standards and outcomes;
- ii. Identifies opportunities to achieve excellence in relation to accreditation standards;
- iii. Identifies and addresses adverse trends using CQI methods;
- iv. Evaluates outcome data related to accreditation standards and
- v. Makes recommendations for resolution of problems.
- vi. Makes recommendations to the COC and other UT Tyler SOM committees where appropriate to improve outcomes, compliance with accreditation, and processes.

### B. MEMBERSHIP

#### **Chair:**

The chair will be the Associate Dean of Accreditation and Quality Improvement. A Co-chair will be self-nominated and elected by the committee.

#### **Membership:**

There will be eight (8) voting members. Voting membership shall consist of the chair, and seven faculty and staff members appointed by the Dean. Voting membership shall consist of faculty and staff with the knowledge and expertise to actively participate in the committee.

#### **Ex-Officio Membership:**

Ex-officio (non-voting) membership will consist of faculty, staff and administration needed to assist the working group to accomplish its goals.

#### **Term:**

All voting members will serve three-year terms which are renewable for an additional three years.

#### **Selection:**

The Dean selects and appoints the committee members.

### C. MEETINGS

Meetings will take place on a monthly basis and more frequently as needed. The Office of Accreditation will maintain agendas, minutes, attendance logs, and relevant accreditation documents.

## **D. VOTING**

All permanent members of the committee are allowed to vote to include the Chair. A simple majority will constitute an affirmative vote. At the discretion of the Chair, issues may be decided by electronic vote, where the total number of votes cast represents a quorum. Members are allowed to vote in absentia with prior approval from the Chair.

## **E. QUORUM**

Quorum is established with the Chair and at least 50% attendance by the committee members.

## **7. SCHOLARSHIP COMMITTEE**

### **A. CHARGE**

The Scholarship Committee is a standing committee of the School that is responsible for maintaining an inventory of assignable scholarships at the UT Tyler SOM. The committee will advise the Associate Dean of Students and Academic Assessment and the Dean on awarding scholarships to deserving students according to the specific criteria for the scholarships in question. It will determine review processes for all applicants for various scholarships and follow fair and equitable processes for awarding the scholarships. Committee members will be expected to recuse themselves in any case where they have a personal relationship or other conflict with a potential awardee. Decisions on scholarships will be decided by a majority vote of the committee.

### **B. MEMBERSHIP**

#### **Chair:**

The chair will be elected by its committee members each year.

#### **Membership:**

The committee will consist of seven (7) members consisting of five (5) faculty and two (2) staff. Ad hoc voting student members may be invited by the chair as appropriate.

#### **Ex-Officio Membership:**

The Associate Dean of Students and Academic Assessment and the Associate Director of Financial Planning & Registrar will serve as ex-officio, non-voting members of the committee. Additional ex-officio members may be added to support the needs of the committee.

#### **Term:**

The term of office will be three (3) years.

#### **Selection:**

Members of the committee will be nominated and elected by the members of the committee.

## **C. MEETINGS**

Meetings are held as needed to review newly developed scholarships and to select recipients. The Office of Student Affairs will maintain agendas, minutes, attendance logs, and relevant scholarship documents.

## **D. VOTING**

A simple majority will constitute an affirmative vote. At the discretion of the Chair, issues may be decided by electronic vote, where the total number of votes cast represents a quorum.

## **E. QUORUM**

A quorum for the committee meeting will consist of the Chair and at least 50% of the members.

# **8. FACULTY HONORS AND AWARDS COMMITTEE**

## **A. CHARGE**

The Honors and Awards Committee is a standing committee of the school responsible for

- 1) identifying faculty who have achieved significant accomplishments as members of the faculty of UT Tyler SOM for institutional, state, and national awards and for presenting these individuals to the Dean for consideration;
- 2) maintaining an inventory of honors and awards offered internally and externally.

Nominees for external requests will commonly be submitted by the Department, Center or Institute. When only one nominee can be submitted by the School, the Faculty Honors and Awards committee will review the nominees (if more than one) and support documents in order to provide a recommendation to the Dean.

## **B. MEMBERSHIP**

### **Chair:**

The chair will be appointed by the Dean from the existing committee membership. He/She shall be a UT Tyler SOM faculty member. Such a person shall have some level of experience on the committee's matters and preferably have received an honorific award.

### **Membership:**

The committee will consist of eight (8) members consisting of six (6) faculty and two (2) students (one MS1 and one MS2) who will serve as co-members with a single student vote. The committee will strive to reflect the balance and array of talents and disciplines of UT Tyler SOM faculty and include faculty members across all mission areas. Ad hoc voting student members (one from each class) may be invited by the chair as appropriate.

### **Ex-Officio Membership:**

The Vice Dean for Academic and Faculty Affairs will serve as an ex-officio, non-voting member.

### **Term:**

The term of office will be three (3) years. Committee membership terms will be staggered, so several experienced members are always serving on the committee. Additional terms beyond the initial three years may be considered based on need and expertise. Student co-members will serve a 2-year term, starting as an MS1 and remaining as the representative for MS2 to ensure continuity.

**Selection:**

Faculty members of the committee will be nominated and elected by the voting faculty. Mid-term vacancies will fill with an appointment by the Dean based on recommendations from the committee membership.

**C. MEETINGS**

Meetings are held every month. The Faculty Affairs and Professional Development office shall provide administrative support for the committee including maintaining the agenda, minutes, and attendance logs. They will also assist in the submission of nomination packages to the awarding institution once approved by the Dean.

**D. VOTING**

A simple majority will constitute an affirmative vote. At the discretion of the Chair, issues may be decided by electronic vote, where the total number of votes cast represents a quorum. Due to student scheduling conflicts, students may provide a write-up with their combined vote on recommendations for awards to be taken into consideration and accounted for in their absence. The student co-members constitute one vote.

**E. QUORUM**

A quorum for committee meetings shall consist of the committee chairperson and at least 50% of the members.

**D. AD HOC COMMITTEES**

Ad hoc committees may be established by the Dean or by a majority vote of the voting faculty. Such committees will exist only to perform such functions as specified in the charge to the committee. The committee will automatically dissolve after acceptance of the final committee report by the faculty or Dean that created the committee for a particular purpose.



## Part 5: Amendments

Proposed amendments to the bylaws will be circulated to members of the faculty at least two (2) weeks prior to the Faculty Executive Council meeting where they will be considered and voted on for approval.