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 Dean 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 by appointment of faculty to a Faculty Advisory Board, which is supported by the Office of Faculty Affairs and Professional Development. The responsibilities and actions of the Faculty Advisory Board, 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 as recommendations to the Dean.

- 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 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 and Continuous Quality Improvement, 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 Advisory Board;
- 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 their faculty advisory boards;
- 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 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. 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 residencies 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 Council of Chairs.

B. FACULTY

The Faculty consists of all faculty members with appointments to The University of Texas at Tyler School of Medicine whether in tenure-track, non-tenure track, or community faculty appointments.

Faculty 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 conductive to growth of research and scholarship, creativity, learning, clinical excellence, service and respect; and
- Attending Departmental Faculty meetings.

The Faculty Advisory Board 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 Advisory Board, through its permanent and standing committees, serves the School by:

- Establishing admission criteria for students
- Advising on appointment and promotion policies for School faculty
- Establishing and evaluating curricula
- Encouraging, stimulating, and assisting faculty research efforts
- Recommending candidates for degrees
- Recommending compositions of permanent and 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 recommended 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 Faculty Assembly will be held twice a year, hosted by the Office of Faculty Affairs and Professional Development, with the assistance of the Faculty Advisory Board's Chair. The Fall assembly will be for faculty to hear final committee reports and plans for the new academic year. The Spring assembly will be to learn of new committee appointments and recognize faculty. The preparation of the assembly agendas will be the responsibility of the Dean, with the assistance of Faculty Affairs. Invitations will be distributed to faculty at least one month in advance. The Faculty Advisory Board shall recommend the date and time of these meetings.

All Faculty Assemblies are informational in nature with action items being addressed through departmental representation on the Faculty Advisory Board or one of the other permanent and standing committees. Faculty are encouraged to address questions/concerns with their Faculty Advisory Board representative for potential placement on the Faculty Advisory Board agenda.

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 Advisory Board. 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.

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 at the SOM level will be reviewed and adjudicated by an ad hoc committee of at least three (3) faculty members appointed by the Faculty Advisory Board's Executive Committee.

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

4. UT TYLER SERVICE

The School of Medicine has faculty representation on the UT Tyler Academic Affairs Operational Committees, Executive Committees, and Advisory Boards. Appointments to these committees will be nominated by the Dean and appointed by the President.


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Part 4: Committees

A. GENERAL PROVISIONS

Permanent and standing committees are responsible for developing and recommending 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 full-time Faculty who are in good standing and meet the requirements of the committee. Each member of the Faculty with greater or equal to 50% FTE appointment may be appointed to a committee as a voting member. 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 faculty and to function on committees. They may be granted the privilege of debate, but they shall be ineligible to vote or to chair any committee.

2. STUDENT REPRESENTATION ON COMMITTEES

There will be student membership on committees as determined appropriate. Student members will be chosen according to procedures established by the student government unless otherwise specified.

3. TIMING OF APPOINTMENT

Members of the committees will be appointed prior to the spring faculty meeting so that new membership can be announced. Terms of office will begin on September 1 following the appointment, 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 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.

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, and, when possible, a representative of the committee will be present at the respective Faculty Assembly.

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 (or abolishment) of standing committees through an action item on the Faculty Advisory Board agenda. They will recommend the rules governing such committees at the time it recommends the standing committee to the Dean.

B. PERMANENT COMMITTEES

1. FACULTY ADVISORY BOARD (FAB)

A. CHARGE

The Faculty Advisory Board shall function as advisory to the Dean. The Faculty Advisory Board is charged with recommending the policies and procedures for governance of the school and with maintaining adherence to these policies and procedures.

The duties of the FAB include:

- Scheduling and convening regular meetings with sufficient time to address agenda matters;
- Making written recommendations to the Dean concerning academic matters;
- Charging the standing committees of the FAB;
- Receiving, deliberating upon, and sending to the Dean reports from the standing committees of the FAB;
- Reviewing annually the policies and procedures of all committees and making recommendations to those who are responsible for charging those committees;
- Reviewing and deliberating on recommendations from the Faculty;
- Submit recommendations to the Dean on action arising in the FAB;
- Regularly informing their department faculty of FAB proceedings;
- Serving as the advisory board on 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:
The Dean shall appoint a Chair-elect from the existing membership to begin September 1 each year. The Chair-elect from the previous year will assume the duties of the Chair on September 1 each year. The Chair, Past-Chair, and Chair-elect shall constitute the Executive Committee of the FAB.

Membership:
The FAB shall consist of one primary voting member and one alternate member from each department, center, or institute in the medical school. Alternates will serve in place of the primary voting member in the event of an absence.

Ex-Officio Membership:
The Dean, Associate Dean of Faculty Affairs, 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 member for their department and a non-voting committee Chair.

Term:
Terms for Members and FAB Officers shall begin September 1. Both primary and alternate members from a department will serve simultaneous 3-year terms. Alternate members will shift to the primary role in the event of a vacancy in the primary membership. They will also shift to the primary membership at the end of their alternate membership term as a means to maintain continuity in membership.
A partial term served to fill a member's unexpired term does not count against the maximum of two

consecutive terms.

Selection:
The Dean will appoint members based on nominations from each Department Chair. At the end of a primary voting member's 3-year term, the alternate member will shift to the primary voting member role and the Dean will appoint a new alternate member for the next 3-year term to maintain continuity.

C. MEETINGS

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

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

The Office of Faculty Affairs and Professional Development 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.

Upon appointment, 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 FAB to their respective faculty members and departments.

The FAB 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 FAB may be called by the Chair, the Dean, or by one-fourth of the FAB 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 FAB shall be open to all faculty members. Faculty members who are not members of the FAB may address the FAB upon recognition by the Chair of the FAB, 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 primary voting 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 FAB 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 by the Faculty Advisory Board (FAB).

B. MEMBERSHIP

The Dean's Executive Cabinet shall consist of the Dean, who will also serve as the meeting chair, Associate Dean of Undergraduate Medical Education, Associate Dean of Faculty Affairs, 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 Advisory Board, 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 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 by the Admissions Committee and appointed by the Dean. 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-five (25) members of the Admissions Committee, consisting of eighteen (18) 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. Additional members may be added to support operational needs as deemed necessary.

For the purpose of Admissions Committee membership, “faculty” includes individuals holding an active faculty appointment or formal faculty affiliation with the University of Texas at Tyler, regardless of full-time equivalent (FTE) status. This may include, but is not limited to, full-time faculty, part-time faculty, adjunct faculty, instructors, and community faculty.

Faculty members serving on the committee must represent a multiple range of medical specialties, disciplines, professional backgrounds, and areas of expertise, ensuring that no single specialty is overrepresented.

Conflict of Interest and Recusal:

Members are required annually, and through the admissions cycle as circumstances arise, to disclose any actual, potential, or perceived conflicts of interest (COI). Because the Admissions Committee uses a blinded application-review process, members must proactively notify the Office of Admissions if they become aware that a relative (by blood or marriage) or another individual with whom they have a close personal, professional, supervisory, educational or financial relationship is applying for admission.

The Office of Admissions will maintain the confidentiality of the disclosure, determine if/when the applicant will be considered by the committee, and privately notify the member when recusal is required. The disclosure of a relationship does not, in itself, require the member to recuse themselves from the entire admissions cycle.

The member must not access, review, score, deliberate upon, or vote on the identified applicant's application. The member must also leave the meeting, whether conducted in person or virtually, during any portion of the meeting in which the applicant is presented to the committee and will be documented in the meeting minutes without identifying the applicant or disclosing unnecessary details regarding the relationship.

Members with relatives applying for admission cannot serve as chair, chair-elect, or participate on the executive subcommittee.

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 recommended by the Admissions Committee. The Dean issues the final appointment to membership.

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 Dean 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. The faculty members are nominated by the committee membership and appointed by the Chair after review and approval from the Dean. 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 members are nominated by the committee membership and appointed by the Chair after review and approval from the Dean. 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 including representatives from all standing committees, 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
  - Assessment and Evaluation Subcommittee
  - Curricular Integration Subcommittee
  - others as determined by the COC
- Six 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 Student Experience, 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 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 faculty will be nominated either by self or chair and appointed by the Dean. 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

A. 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.

B. 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 and Director of the Longitudinal Courses, 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, EMT, Interprofessional Education (IPE), Population Health and System Science (PHSS), and Teaching Outstanding Physician Skills (TOPS).

Additionally, two (2) faculty from the Phase 1 team are included as a member 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 Student Experience, 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 appointed 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 faculty members are nominated by the committee membership and appointed by the Chair after review and approval from the Dean.

C. MEETINGS

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

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 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, Assessment and Evaluation Subcommittee, and Curricular Integration 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) year terms, with an opportunity to renew.

Selection:
The faculty members are nominated by the committee membership and appointed by the Chair after review and approval from the Dean. 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, Assessment and Evaluation Subcommittee, and Curricular Integration 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:
The faculty members are nominated by the committee membership and appointed by the Chair after review and approval from the Dean. 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.

Assessment & Evaluation (A&E) Subcommittee

A. CHARGE

The Assessment & Evaluation Subcommittee (A&E), in partnership with the Office of Analytics and Reporting (OAR), is responsible for the programmatic oversight, review, and continuous improvement of learner assessment and curricular evaluations within the Undergraduate Medical Education.

The A&E Subcommittee serves in an advisory capacity to the Curriculum Oversight Committee (COC).

<u>Committee Roles and Responsibilities</u>

1. Student Assessment and Evaluation

The A&E Committee provides programmatic oversight of student assessment across all phases of the curriculum. In this role, the Committee shall:

- Review and compare historical student assessment data at the course, clerkship, and phase level to identify trends, strengths, and areas for improvement across the curriculum.
- Evaluate the methods and approaches used to assess student performance across the curriculum and provide recommendations to the COC regarding assessment quality and effectiveness.
- Use assessment data to inform continuous quality improvement (CQI) of learner evaluation practices at the programmatic level.
- Monitor the impact of assessment modifications and report outcomes to the COC.

2. Course and Clerkship Evaluation

The A&E Committee is responsible for program-level review of course and clerkship evaluation data. In this role, the Committee shall:

- Review aggregated end-of-course and end-of-clerkship evaluation data, focusing on actionable findings in their recommendations.
- Identify course and clerkship trends that may indicate strengths, gaps, or opportunities for improvement in the curriculum.
- Provide synthesized findings and recommendations to the COC and Phase Subcommittees for consideration and action.

3. Phase Evaluation

The A&E Committee provides oversight of phase-level evaluation across the UME curriculum. In this role, the Committee shall:

- Review end-of-phase evaluation data and reports to assess the phase as a whole and to compare across phases, as appropriate.
- Share findings with Phase Subcommittees for contextual review and implementation feedback, as appropriate.

4. Overall Program Evaluation

The A&E Committee is responsible for synthesizing assessment and evaluation data and reports to support overall program evaluation. In this role, the Committee shall:

- Provide assessment and evaluation insights across courses, clerkships, phases, and longitudinal curricular elements and at the programmatic level to COC in an effort to support institutional CQI efforts. Monitor the impact of assessment changes across a four-year curricular cycle and report outcomes to the COC.

- Provide evidence-based recommendations to the COC to support institutional accountability and decision-making.
- At the request of the COC, review and provide feedback to COC on proposed assessment and evaluation changes charged by COC subcommittees.

B. MEMBERSHIP

Chair:
The Chair will be the Associate Dean of Student Experience (or designee), serving as administrative liaison and non-voting co-chair.

Faculty Co-Chair:
Appointed faculty member, three (3) year term.

Membership:
Membership includes two (2) Phase 1 educators, two (2) Phase 2 Clerkship Directors, one (1) Phase 3 faculty, two (2) additional faculty, four (4) students (one MS1, MS2, MS3, and MS4 who receive one collective vote), and the Director of Analytics and Reporting.

Ex-Officio Membership:
Ex-officio, non-voting members will include the Associate Dean of Undergraduate Medical Education, 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 the opportunity to be invited to renew. A voting member must attend 75% of committee meetings.

Selection:
Members of the committee will be appointed by the A&E Chairs based on recommendation from the committee membership, with approval from the Dean.

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.

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, Student Experience
- 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:
The faculty members are nominated by the committee membership and appointed by the Chair after review and approval from the Dean.

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.

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., Associate Dean of Undergraduate Medical Education).

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. Assistant Dean, Student Affairs
2. Assistant Dean, Foundation Sciences
3. Assistant Dean, Clinical Experiences
4. Director of Academic Affairs
5. 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 Dean appoints a Chair from the existing membership to serve a three (3) year term. The Chair is eligible to serve two consecutive terms.

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, which include the Chair and Vice Chair. 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 Student Experience, the Associate Dean for Undergraduate Medical Education, the Assistant Dean of Student Affairs, 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:
Dean appoints based on nominations from Department Chair and those who have expressed interest, after consulting with the SPPC Chair and Vice-Chair.

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 at least 50% of the membership, where the Chair or Vice-Chair must be in attendance. Attendance can be in-person or virtually.

6. STUDENT APPEALS COMMITTEE

The UT Tyler SOM Student Appeals Committee provides a process for addressing student grievances of adverse actions. The student appeals committee reviews and advises the Dean on potential adverse actions for students.

A. CHARGE

Review the facts surrounding the decision to put the student on probation, repeating a phase, or dismissal. After hearing the relevant data surrounding the case, the Appeals Committee will provide the Dean with a written list of options, a preferred course of action, and a rationale for recommending that course of action.

B. MEMBERSHIP

Chair:
The Dean will appoint an existing member of the Committee to serve as Chair.

Membership:
The Appeals Committee consists of four (4) faculty representatives and one (1) staff member from the MD program. These are the voting members of the committee.

Ex-Officio Membership:
Ex-officio, non-voting members will include the Associate Dean of Student Experience (ADSE) and the Assistant Dean of Student Affairs (ADSA).

Term:
Members will serve a three (3) year term which is renewable indefinitely.

Selection:
Members are appointed by the Dean.

C. MEETINGS

The committee will meet as needed to address student grievances of adverse actions.

D. VOTING

Any member of the committee with a conflict of interest must recuse themselves from the discussion and vote. The student may also assert that a committee member should be recused based on a perceived conflict of interest. The Committee Chair, ADSE, and ADSA will determine whether a conflict exists and, if so, will have that member recuse themselves.

E. QUORUM

In the event of not having three (3) members for the quorum, Dean selects alternate/replacement to ensure a quorum is achieved.

7. 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. Members of the P and T Committee cannot currently be 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 or 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 appointed to membership, with the criteria for eligible faculty as defined above, to be utilized as a substitute or replacement if 1) a 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 appointed.

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, 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.

8. GRADUATE MEDICAL EDUCATION COMMITTEE (GMEC)

F. 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.

G. 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 Dean based on recommendations from the current GME Committee and in consultation with the GMEC Chair, DIO and the Assistant VP of GME.

H. MEETINGS

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

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.

K. 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. Every two years, the Dean will appoint 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 Associate Vice President of Finance for Health Affairs 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 & ADVISORY COMMITTEE (CEAC)

The Community Engagement & Advisory Committee advances the community engagement mission of the School of Medicine by fostering meaningful, bi-directional partnerships between the School of Medicine and the East Texas community while supporting strategic alignment, coordination, and assessment of community engagement activities across the School. The CEAC serves in an advisory capacity to the Dean of the School of Medicine.

A. CHARGE

The CEAC is charged with advancing the mission, vision, and strategic priorities of the School of Medicine through community engagement. In fulfilling this charge, the committee shall:

1. Community Advisory and Partnership Functions
    a. Serve as a forum for bi-directional dialogue between SOM leadership and community leaders.
    b. Provide advice and recommendations to align SOM priorities with community-identified needs, assets, and opportunities.
    c. Elevate community perspectives related to health disparities, social determinants of health, and regional health priorities.
    d. Identify, develop, and refine novel ideas for community-aligned educational, service, clinical, and research initiatives.
    e. Support the co-construction of community-aligned programs, service projects, and research priorities that improve health outcomes and quality of life in East Texas.
2. Strategic Alignment and Coordination
    a. Serve as an intellectual and strategic resource for community engagement best practices across the SOM.
    b. Promote alignment and coordination of community engagement activities across departments, centers, and programs.
    c. Support accreditation-related community engagement requirements through documentation, assessment, and continuous improvement.
    d. Facilitate collaboration across SOM units to strengthen collective impact and reduce duplication of effort.
3. Education, Capacity Building, and Implementation Support
    a. Support the design, delivery, and assessment of community engagement initiatives, recognizing that implementation occurs through SOM departments, faculty, staff, residents, and students.
    b. Assist in the planning, delivery, and evaluation of an annual SOM community engagement symposium or equivalent activity.
    c. Promote educational and training opportunities that advance community-engaged teaching, service, and scholarship.
    d. Foster a welcoming, inclusive, and respectful learning and working environment that values community partnership.
4. Evaluation, Reporting, and Recognition
    a. Support the use of approved tools and systems to track and assess community engagement participation, outcomes, and impact.

b. Contribute to the development of an annual summary or report of SOM community engagement activities for SOM leadership.
c. Assist in the development and implementation of recognition or awards for exemplary community engagement by students, staff, faculty, and community partners.
d. Report recommendations, activities, and outcomes to the Dean of the School of Medicine or designee on a regular basis.

B. MEMBERSHIP

Chair:
The CEAC shall be chaired by a designated SOM leader responsible for community engagement, or their designee. The Dean may appoint a community co-chair to reinforce shared governance and partnership.

Membership:
The CEAC shall be composed of both external community members and internal SOM members, reflecting its dual advisory and coordinating role. The Council shall consist of approximately 15–20 members, with balanced representation between community and SOM members.

- Community Members are leaders representing nonprofit, for-profit, educational, healthcare, civic, and other organizations relevant to the SOM mission.
- Internal Members are representatives from SOM faculty, staff, residents, and students with roles or interests in community engagement.

The committee may establish subcommittees or task groups as needed to fulfill its charge.

Term:
Members shall serve three (3) year terms, renewable without term limits.

Selection:
Internal members shall be appointed by the Dean. Community members shall be appointed by the Dean in consultation with SOM leadership and existing CEAC members.

C. MEETINGS

The CEAC shall meet regularly, no fewer than three (3) times per academic year. Meetings shall alternate between:

- Sessions focused on community dialogue and partnership; and
- Sessions focused on internal coordination, planning and assessment.

Administrative and logistical support shall be provided by SOM staff with allocated responsibility for community engagement activities.

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.

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 Associate Dean of 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)

<u>Learning environment definition:</u> 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-lerts; 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 Student Experience, Associate Dean of Graduate Medical Education, 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-lerts 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 Student Experience, Associate Dean of Graduate Medical Education, the Associate Dean of Undergraduate Medical Education, and when appropriate, the Dean for consideration and action.

B. MEMBERSHIP

Chair:
The co-chairs will be appointed by the Dean, based on recommendations from the committee membership 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) 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
- Associate Dean of Graduate Medical Education
- Associate Dean of Student Experience
- 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 appointed by the Dean based on nominations by the committee membership.

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 and the medical education program overall;
iii. Identifies and addresses adverse trends using CQI methods;
iv. Evaluates data related to the medical education program and to accreditation standards;
v. Identifies actionable items and 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 appointed by the Dean based on nominations by the committee membership.

Membership:
There will be ten (10) voting members. Voting membership shall consist of the chair, and nine (9) faculty and staff members. Voting membership will be comprised of faculty and staff with the knowledge and expertise to actively participate in the committee. There will be 5 deans on the committee (Associate Dean of Admissions & Enrollment Management, Associate Dean of Student Experience, Assistant Dean of Clinical Experiences, Assistant Dean of Foundation Sciences, and Associate Dean of GME & Professional Development). There will also be 4 additional members with varying responsibility for the medical education program.

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 Student Experiences 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 appointed by the Dean for a 3-year term.

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 Student Experience 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 will be appointed by the Dean based on nominations 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 supporting 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 Associate Dean of 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 committee members will be appointed by the Dean, based on nominations from Department Chairs and the committee, and in consultation with the committee chair.

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 Faculty Advisory Board (FAB). 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 Advisory Board meeting where they will be considered and voted on for approval.