

**TEXAS A&M UNIVERSITY  
SCHOOL OF MEDICINE  
GUIDELINES**

**October 2023**

**INTRODUCTION**

As part of Texas A&M University (TAMU), the School of Medicine operates in accordance with general TAMU regulations as published in the Texas A&M System Policies and Regulations Manual. While functioning within the broad framework of TAMU Rules, the General Faculty of the School of Medicine has agreed to govern itself in accordance with the precepts set forth in this document. The Bylaws of the School of Medicine were adopted by the School's Academic Council on October 23, 1980 and were revised, amended and/or updated in 1993, 1995, 1997, 2000, 2002, 2003, 2006, 2009, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, and 2020. Administrative updates Spring 2022. Per TAMU policy, the School of Medicine "Bylaws" have been revised to "Guidelines"

The rules, regulations, and policies set forth in this document are specific to the Texas A&M University School of Medicine.

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**Preamble**

These Guidelines shall govern the organization and procedures of the Texas A&M University School of Medicine and shall conform with System Policies and Regulations for The Texas A&M University System, the Rules and Standard Administrative Procedures of Texas A&M University, and the laws of the State of Texas. Nothing in these Guidelines is intended to supersede or contravene affiliation agreements between the Texas A&M University School of Medicine and its major health system affiliates.

In addition, these Guidelines are intended to provide for orderly procedures for the management and integration of School programs, wherever situated.

## **SECTION 1. School of Medicine Governance Structure**

### **Administration**

The Jean and Tom McMullin Dean of Medicine

The Dean is the administrative head of the School of Medicine and is appointed by the President with approval by the chancellor in accordance with Texas A&M University Standard Administrative Procedure 12.99.99.M0.02..

The Dean is responsible to the Provost and Chief Academic Officer of Texas A&M University and the Senior Vice President and Chief Operating Officer of the Texas A&M Health Science Center for all matters relating to the School of Medicine.

The Dean is responsible for all programs of instruction, research, continuing education graduate medical education, public service in the School of Medicine, and the clinical practice jointly managed by the School of Medicine and the Health Science Center. The Dean's responsibilities include budgetary matters within his/her jurisdiction, physical facilities, and personnel matters such as faculty promotions and tenure. The Dean is responsible for implementing and overseeing all educational components of the School of Medicine.

The Dean is assisted by the Faculty/Academic Council and Executive Committee of the School of Medicine in determining the policies that, in turn, will be implemented through the standing committees of the School of Medicine and through respective Campus Associate Deans and Department Heads.

The Dean, upon recommendation of the Student Promotions Committee, determines those students whose names will be submitted to the Provost for graduation with the degree of Doctor of Medicine.

The Dean, upon recommendation of the Graduate Instruction Committee, determines those students whose names will be submitted to the Provost for graduation with the degrees of Doctor of Philosophy in Biomedical Sciences and Master of Science in Biomedical Sciences.

## **Departments**

The faculty of the School of Medicine shall be organized into departments and, in appropriate instances, into divisions within departments.

Changes in the departmental structure of the School of Medicine shall be handled in compliance with Texas A&M University Standard Administrative Procedure 03.01.01.M0.02, *Policy and Procedure for Effecting Change in Academic Departmental Structure*.

## **Department Heads**

Department Heads shall be responsible to the Dean for conducting all relevant affairs under the auspices of the School of Medicine within their respective departmental jurisdictions, including budget and personnel. Department heads will be selected, evaluated, and reviewed in accordance with Texas A&M Standard Administrative Procedure 12.99.99.M0.03 *Faculty Participation in the Selection, Evaluation, and Retention of Department Heads*.

## **School of Medicine Faculty**

In accordance with University Rule 12.01.99.M2 (University Statement on Academic Freedom, Responsibility, Tenure, and Promotion) a faculty member of the General Faculty is any full-time or part-time employee of Texas A&M School of Medicine with the following appointments:

- Professor, Associate Professor, Assistant Professor
- [*Adjective*] Professor, [*Adjective*] Associate Professor, [*Adjective*] Assistant Professor, such as Clinical, Adjunct, Executive, Instructional, Research, Senior, and Visiting
- Professor of the Practice, Associate Professor of the Practice, Assistant Professor of the Practice
- Senior Lecturer, Lecturer, Assistant Lecturer
- Instructor

A member of the Affiliated Faculty is any faculty member of the Texas A&M School of Medicine who is not an employee of the Texas A&M School of Medicine.

The General Faculty and the Affiliated Faculty, together, compose the Faculty of the Texas A&M School of Medicine.

Persons are appointed to the faculty of Texas A&M University following review as described in the *School of Medicine Guidelines on Faculty Evaluation, Promotion Tenure, and Post Tenure Review*.

## **Academic Council**

All members of the General Faculty and Affiliated Faculty shall be members of the Academic Council. The Academic Council provides reports to the Faculty from the standing committees and reports from other institutional entities important to the mission of the School of Medicine. The Academic Council also provides reports from the Dean or Dean's representative to the Faculty, provides all Faculty with an opportunity to voice concerns and provide direct feedback to the Dean or Dean's representative, and allows Faculty to engage in discussion of matters of importance to the mission of the School of Medicine with other Faculty and Faculty representatives.

The Academic Council will meet face-to-face or by videoconference at least four times per academic year. Standing Committees shall report a summary of their activities to the General Faculty two times per academic year. Meetings may be called by the Dean or Dean's representative or on written request submitted to the Dean by at least one-quarter of the members of the General Faculty or on written request to the Dean by a majority of the voting membership of the Executive Committee.

Material for the agenda shall be submitted by members of the General Faculty and by the Dean's staff to the Chairs of the Faculty Advisory Committee and Faculty Senate Caucus. After their review, proposed agenda items shall be forwarded to the Dean who shall decide on their final form and distribute the agenda to the Academic Council.

The Chair of the Faculty Advisory Committee, Chair of the Faculty Senate Caucus of the School of Medicine, and Dean or the Dean's representative shall co-chair the meeting.

## **Amendments to the Guidelines**

Proposed amendments shall be distributed by the Faculty Advisory Committee to the General Faculty for comment at least two weeks before being voted on by the Executive Committee. Amendments to the Guidelines shall be brought before the Executive Committee by the Faculty Advisory Committee after review by the Faculty Advisory Committee and the Dean. Approval by the Executive Committee shall require a majority of the voting members. In the case of a tie vote on the Executive Committee, the Dean shall cast the deciding vote.

The Office of Faculty Affairs shall keep on file copies of these Guidelines and amendments and shall provide updated copies to all faculty members of the School of Medicine upon request.

## **SECTION 2. Committees**

### **Standing Committees**

Faculty terms, including service as Chair and Vice-Chair, shall begin September 1, unless otherwise specified.

By default, *ex officio* committee members may not vote on standing committees, unless otherwise specified in the Guidelines. All other members of standing committees have voting privileges except *ad hoc* members unless otherwise specified. Alternate committee members may vote or attend committee meetings only during the absence of the committee member they represent. No *ad hoc* or student members shall serve as Chair or Vice-Chair of any standing committee.

When the activities of a committee involve more than one campus, the Chair shall have the option to assign members to a subcommittee on the campus of their residence. To provide officers who can chair the subcommittees, the Chair for the entire committee shall be from one campus, the Vice-Chair from another. Subcommittees shall be chaired by representatives who reside on that respective campus.

Student members must be in good academic standing. Students serving on committees shall have voting privileges unless specifically noted otherwise.

The following committees are established:

- Admissions Committee
- Curriculum Committee
- Executive Committee
- Faculty Advisory Committee
- Graduate Instruction Committee
- Graduate Medical Education Committee
- Research Advisory Committee
- Student Promotions Committee
- Tenure and Faculty Promotion Committee

Unless otherwise stated, a quorum shall consist of a simple majority of the voting committee membership.

### **Ad Hoc (Special) Committees**

The Dean may appoint *ad hoc* committees or task forces. These committees shall perform a specific task and cease to exist when a final report is rendered unless reappointed by the Dean.

## Admissions Committee

### Membership

There shall be faculty representation from each department and campus of the School of Medicine to total no less than 12. Faculty members representing a department will be selected for nomination by the faculty of that department with input from the Department Head. From its nominees, the faculty of each department will elect at least one and no more than four members of the Admissions Committee. Faculty members representing each regional campus will be selected for nomination by the faculty of that campus with input from the Associate Dean of that regional campus. From its nominees, the faculty of each regional campus will elect at least two members of the Admissions Committee, with no maximum limit on the number of members from a regional campus.

Medical student membership will include four students appointed each year from the second-year class who will serve until the end of their medical education. Two of these students will be appointed as voting members and the other two as alternates. Thus, there will be six student voting members maximum at any meeting of the Committee.

There shall be three *ex officio* non-voting representatives one of whom is the Associate Dean of Admissions. The other two *ex officio* non-voting members will normally be the Assistant Dean of Admissions/Director of Admissions and Director of the MD/PhD Program.

All faculty members of the School of Medicine are eligible to serve as members of the Admissions Committee.

Medical students who are in good academic standing shall be nominated by the Admissions Committee through an application process. Student members shall be appointed by the Dean from a list of candidates provided by the Admissions Committee.

The Chair and Vice-Chair shall be elected by the committee.

### Terms of Office

Faculty members shall serve for three years. They shall be eligible for re-election without limit. The Chair and Vice-Chair shall serve three-year terms and are eligible for re-election.

Students selected to serve on the Admissions Committee shall participate until the end of their medical education provided that they maintain good academic progress and remain in good standing with the School of Medicine and Texas A&M University.

Terms for new members, the Chair, and the Vice-Chair shall begin June 1, except under unusual circumstances.

### Meetings

Meetings shall be called by the Chair or, in the absence of the Chair, by the Vice-Chair. Quorum is defined as greater than 50% of the elected faculty committee members.

### Functions

The Committee shall evaluate applicants selected for interview and create a ranked list of acceptable applicants. The final responsibility for selecting students for admission resides with the Admissions Committee.

The Admissions Committee adheres to a policy of committee member and guest interviewer potential conflicts of interest and their resolutions. For details, please refer to the Admissions Committee Policies Document of the Admissions Committee.

The Committee shall recommend to the Dean changes in admission policies and procedures.

## Curriculum Committee

### Membership

The Curriculum Committee will strive for equal representation of Pre-Clerkship faculty representatives and Clerkship faculty representatives from the School of Medicine. Members representing each department will be recommended, selected, and supported for nomination by faculty with input from the Department Head. Each regional campus will be represented by a minimum of two faculty members. Members representing each campus will be recommended, selected, and supported for nomination by faculty with input from the Associate Dean of that regional campus. The School of Medicine faculty that are represented by nominated individuals shall vote and elect the members. Alternate faculty members shall vote in the absence of a regular committee member. Members shall have interest in curricular design, pedagogy, and evaluation methods.

All faculty members of the School of Medicine are eligible to serve as members of the Curriculum Committee.

Each class will elect a student representative. The Year 2 and Year 4 student representatives shall be voting members; the Year 1 and Year 3 student members shall serve as alternates. Any student not on academic probation shall be eligible as an alternate to vote.

The Curriculum Committee or the Dean may appoint *ad hoc* non-voting members and *ex officio* non-voting members.

Members of the Committee will work in the best interests of the institution without regard for parochial or political influences or departmental pressures.

### Terms of Office

Faculty members shall serve staggered terms for three years and be eligible for reelection.

The Curriculum Committee leadership will consist of:

- 1) Chair Elect – A voting member of the Curriculum Committee is eligible for election as Chair Elect. The Chair Elect serves for a one-year term, during which time, he or she learns aspects of Curriculum Committee operation. In the absence of the Chair, the Chair Elect shall lead the Committee for the duration of the absence. After completion of the one-year term, the Chair Elect assumes the role of Chair of the Curriculum Committee, upon endorsement by the Curriculum Committee.
- 2) Chair – The Chair serves for a one-year term, during which time he or she is responsible for overseeing the governance and operation of the Curriculum Committee. After completion of the one-year term, the Chair assumes the role of Past Chair of the Curriculum Committee, upon endorsement by the Curriculum Committee.
- 3) Past Chair – The Past Chair serves for a one-year term, during which time he or she serves in an advisory capacity to the current Chair, Chair Elect and other members of the Curriculum Committee. After the completion of the one-year term, the Past Chair is eligible for election as Chair Elect.

Terms for new members, the Chair, Past Chair, and the Chair Elect shall begin September 1, except under unusual circumstances. Should individuals holding one of the roles of Chair, Chair Elect or Past Chair have their term expired during their tenure in these leadership roles, their term as a member of the Curriculum Committee will be extended, and they will continue on the Curriculum Committee until their role has been fulfilled.



## Meetings

Meetings shall be called by the Chair, or, in the absence of the Chair, by the Chair Elect. Meetings will be face-to-face or by videoconference. The location of face-to-face meetings will be determined by the voting membership of the committee. Meetings shall be called at least monthly.

## Functions

The Curriculum Committee is the body charged with leading, directing, coordinating, controlling, planning, evaluating, and reporting on the curriculum leading to the degree, Doctor of Medicine. The Curriculum Committee is responsible for establishing, defining, and ongoing review of the curriculum for the School of Medicine. The Curriculum Committee is committed to working collaboratively with the Office of Medical Education and its entities.

The Committee is responsible for the following specific duties:

- 1) Establishing the requirements for the degree, Doctor of Medicine;
- 2) Overall managing the curriculum, including design, coordination, evaluation, and reporting;
- 3) Establishing, publishing and periodically reviewing/updating the School of Medicine's Medical Education Program Objectives as a blueprint for curriculum design;
- 4) Assuring alignment of the objectives, pedagogical methods and student assessment used in each course and clerkship with the Medical Education Program Objectives of the School of Medicine;
- 5) Assuring and documenting student attainment of the stated Medical Education Program Objectives;
- 6) Assuring that the various segments of the curriculum are presented in a logical sequence;
- 7) Coordinating and integrating content within and across academic periods of study;
- 8) Establishing methods of pedagogy and student assessment that are appropriate for the achievement of the Curriculum's educational objectives;
- 9) Monitoring of content and workload in each discipline, including the identification of omissions and unplanned redundancies;
- 10) Evaluating the effectiveness and, where necessary, mandating necessary improvements to each specific course and clerkship, each phase as a whole, and the curriculum as a whole to allow the School of Medicine to achieve its stated educational objectives; and
- 11) Documentation of the accomplishment of these tasks in the minutes of Committee meetings.

The Curriculum Committee shall inform the Executive Committee and the Dean of its decisions and actions.

The Chair shall appoint task-oriented subcommittees and task forces as needed to address specific issues and/or ongoing curriculum-related functions. Subcommittees may be required to meet more frequently than the parent committee.

## **Executive Committee**

### **Membership**

The School of Medicine Executive Committee shall consist of the Dean, who will serve as Chair, and ten members:

Executive Associate Dean

Chief of Staff

2 basic science Department Heads (2-year appointments, rotating, elected by the other basic science department heads and an alternate to attend)

1 education department head and alternate (2-year appointments, rotating, elected by the other education department heads and an alternate to attend)

1 clinical department head and alternate (2-year appointments, rotating, elected by the other clinical department heads and an alternate to attend)

Faculty Advisory Committee Chair

1 Faculty Senate member for the School of Medicine

Chief Clinical Officer

Administrator from Finance & Administration

All members of the Executive Committee will have regular voting privileges except the Dean. In the event of a tie, the Dean shall cast the deciding vote. A member that cannot attend a meeting will designate an alternate from the represented group to cast their vote.

### **Meetings**

The Executive Committee shall meet at least monthly at times designated at the beginning of the academic year. Additional meetings may be called by the Dean or a majority of the committee members. The agenda for all meetings will be set by the Dean and shall include items submitted by the members. A quorum shall consist of a majority of the committee membership, and written minutes will be kept and circulated.

### **Functions**

The Committee is constituted to advise and assist the Dean by providing collective counsel to the Dean on matters dealing with mission, resources, organization, planning, and development of the School of Medicine as a member of Texas A&M University. The Committee will function by policies and procedures derived in meetings of the Committee and documented in its minutes. The Executive Committee will be responsible for approving changes to the Guidelines after review by the General Faculty and the Faculty Advisory Committee.

## Faculty Advisory Committee (FAC)

### Membership

Every Department of the School of Medicine shall elect one standing member and one alternate to represent that department in the FAC. Members of the FAC must be members of the General Faculty. Each department will have one vote at the FAC. Newly constituted departments will elect a standing member and alternate as soon as feasible.

The Chair and Vice-Chair shall be annually elected from the committee membership.

### Terms of Office

The three-year terms of faculty members shall be staggered, with a faculty member permitted one successive term. New faculty terms shall begin September 1.

The Chair and Vice-Chair shall serve one-year terms and are eligible for re-election.

### Meetings

The Committee shall meet at least four times a year. Meetings shall be called by the Chair or Vice Chair.

Minutes of the meetings will summarize the deliberations and be forwarded to the Dean.

### Functions

The Faculty Advisory Committee shall review faculty grievances and periodically evaluate governance mechanisms, such as the Guidelines, for the School of Medicine.

It shall be responsible for:

- 1) Periodically evaluating the governance mechanisms of the School of Medicine and rendering periodic reports to the Dean on the effectiveness of these processes;
- 2) Forwarding to the Dean proposed agenda items for meetings of the Academic Council in coordination with the Faculty Senate Caucus of the School of Medicine;
- 3) Serving as a forum for the arbitration of disputes relating to management of the General Faculty of the School of Medicine;
- 4) Carrying out such tasks as may be assigned to the Committee by the School of Medicine Executive Committee and the University Faculty Senate caucus of the School of Medicine;
- 5) Reviewing proposed amendments to the Guidelines and making recommendations about those proposals to the Executive Committee
- 6) Serve as the review committee when a member of the General Faculty submits a grievance that is not covered by University Standard Administrative Procedure 12.99.99.M0.01—Faculty Grievances Procedures not Concerning Questions of Tenure, Dismissal or Constitutional Rights and that is not covered by University Standard Administrative Procedure 08.01.01.M1.01 Investigation and Resolution of Allegations of Discrimination, Harassment, Retaliation, and/or Complicity Against Students, Employees, and Third Parties. The committee shall be self-governing concerning the rules and procedures of grievance hearings. To ensure compliance with University and System policies, the School of Medicine Faculty Grievance Procedures requires review by the Dean of Faculty Affairs.

The Chair of the Committee may appoint subcommittees for review of specific material. These subcommittees shall report to the Committee. Deliberations of the Committee shall be initiated in response to requests by members and committees of

the faculty of the School of Medicine and University Faculty Senate caucus of the School of Medicine.

## Graduate Instruction Committee (GIC)

### Membership

The voting members shall consist of the Directors and Executive Committee Chairs of all graduate training programs in the School of Medicine and 2 at-large members who are elected from and by the General Faculty. A simple majority of the voting committee membership will constitute a quorum, and members may appoint a voting substitute to attend meetings.

A student representative from each School of Medicine Graduate Program shall be an *ex officio* non-voting member. The Assistant Dean for Graduate Studies shall be an *ex officio* non-voting member. The committee or the Dean may appoint other *ad hoc* non-voting members and *ex officio* non-voting members.

### Terms of Office

Directors or Executive Committee Chairs of the School of Medicine graduate programs shall serve so long as they remain Director or Executive Committee Chair. The at-large members from the General Faculty shall serve staggered two-year terms. At-large members from the General Faculty cannot serve consecutive terms.

A Chair shall be elected annually from the voting members. The Chair is eligible for re-election.

### Meetings

Monthly

### Functions

The Graduate Instruction Committee (GIC) has oversight responsibility for the conduct and quality of graduate education provided by the graduate faculty of the School of Medicine, including:

- Curriculum review and development
- Policy development
- Review and analysis of programmatic data and activities

The GIC reports to and advises the Dean of the School of Medicine through the Chair. Recommendations of the GIC are subject to review by the Executive Committee and the Dean of the School of Medicine.

## Graduate Medical Education Committee (GMEC)

### **Purpose**

The Graduate Medical Education Committee (GMEC) provides oversight and governance to all graduate medical education training programs sponsored by the Texas A&M University School of Medicine. The primary role of the GMEC is to monitor and advise the Dean on all aspects of residency education and to ensure compliance with the institutional, common program and specialty-specific requirements of the Accreditation Council for Graduate Medical Education (ACGME).

### Membership

- The Dean of the School of Medicine will appoint a Designated Institutional Official (DIO) responsible for GME oversight and the functioning of the GMEC. The DIO shall serve as Chair of the institution's GMEC.
- All Program Directors of ACGME-accredited programs sponsored by the School of Medicine serve as *ex officio* voting members.
- At least one member from the administration of an affiliated medical center or participating clinical site will serve as a voting member.
- The Chief Clinical Officer and Associate Vice President for Clinical Strategy will serve as an *ex officio* voting member.
- Resident physicians within the School of Medicine shall nominate peers to serve as voting members of the GMEC. There shall be at least two resident physician voting members selected annually. To serve, resident member(s) must be in good academic and professional standing with their programs.
- The individual or designee responsible for monitoring quality improvement or patient safety within the School of Medicine - if this individual is not the DIO or program director - will serve as a voting member.
- Additional members from the faculty may serve as voting or non-voting members dependent on the needs of the GMEC and the School of Medicine. These individuals may be nominated by committee members, affirmed by a majority vote of the GMEC, and limited to maximum two-year term. Elected members may serve no more than two consecutive two-year terms.
- The GMEC or the Dean may appoint *ad hoc* non-voting members and *ex officio* non-voting members.
- All faculty members of the School of Medicine are eligible to serve as members of the Graduate Medical Education Committee.

Additional GMEC members and subcommittees may be designated to carry out the responsibilities of the GMEC at the discretion of the Chair. Subcommittees that address required GMEC responsibilities must include a peer-selected resident/fellow.

### Terms of Office

Terms of office of *ex officio* members are indefinite and are at the discretion of the Dean with exception noted of the resident members voted upon annually by their peers and elected at-large faculty.

### Meetings

The Committee shall meet no less than quarterly and at other times as determined by the Chair.

A quorum shall consist of a simple majority of the voting committee membership. Voting shall be conducted by open ballot, and a simple majority of the voting membership present will be required for an affirmative or negative recommendation. Members may designate a voting proxy or may vote electronically in abstention.

The GMEC will provide a biannual update to the Academic Council of the School of Medicine. The Committee will also provide an executive summary of the Annual Institutional Review (AIR) to the Executive Committee, as required by the ACGME.

### Functions

The Graduate Medical Education Committee (GMEC) provides oversight and governance to all graduate medical education training programs sponsored by the Texas A&M School of Medicine. The primary role of the GMEC is to monitor and advise the Dean on all aspects of residency education and to ensure total compliance with the institutional, common program and specialty-specific requirements of the Accreditation Council for Graduate Medical Education (ACGME).

The GMEC reports to the Dean of the School of Medicine and to academic directors whom the Dean determines.

Per the ACGME, specific duties of the GMEC must include, but are not limited to, the following:

- Oversight of:
  - 1) The ACGME accreditation status of the Sponsoring Institution and its ACGME-accredited programs;
  - 2) The quality of the GME learning and working environment within the Sponsoring Institution, each its ACGME-accredited programs, and its participating sites;
  - 3) The quality of educational experiences in each ACGME-accredited program that lead to measurable achievement of educational outcomes as identified in the ACGME Common and specialty-/subspecialty-specific Program Requirements;
  - 4) The ACGME-accredited program(s)' annual program evaluation and self-studies;
  - 5) All processes related to reductions and closures of individual ACGME-accredited programs, major participating sites, and the Sponsoring Institution; and,
  - 6) The provision of summary information of patient safety reports to residents, fellows, faculty members, and other clinical staff members. At a minimum, this oversight must include verification that such summary information is being provided.
- Review and approval of:
  - 1) Institutional GME policies and procedures;
  - 2) Annual recommendations to the Sponsoring Institution's administration regarding resident/fellow stipends and benefits;
  - 3) Applications for ACGME accreditation of new programs;
  - 4) Requests for permanent changes in resident/fellow complement;
  - 5) Major changes in ACGME-accredited programs' structure or duration of education;
  - 6) Additions and deletions of ACGME-accredited programs' participating sites;
  - 7) Appointment of new program directors;

- 8) Progress reports requested by a Review Committee;
- 9) Responses to Clinical Learning Environment Review (CLER) reports;
- 10) Requests for exception to duty hour requirements;
- 11) Voluntary withdrawal of ACGME program accreditation;
- 12) Requests for appeal of an adverse action by a Review Committee; and,
- 13) Appeal presentations to an ACGME Appeals Panel.



## Research Advisory Committee (RAC)

### Membership

The voting membership of the RAC shall be comprised of faculty members from the School of Medicine departments involved in research activities, with two representatives per department comprising one junior and one senior faculty member. These members are expected to have active, funded research programs during their tenure on the RAC. All voting members shall be elected by the faculty of their home department. *Ad hoc* non-voting members may be appointed by the RAC or the Dean, as deemed appropriate including faculty representing the School of Medicine clinical affiliates. The total *ad hoc* non-voting membership of the RAC shall not exceed 25% of the total committee. In addition, there shall be a postdoctoral member, elected by the TAMHSC postdoctoral association.

The Senior Associate Dean of Research shall be an *ex officio* non-voting member.

### Terms of Office

Elected faculty members shall serve staggered three-year terms. *Ad hoc* non-voting members shall be appointed annually, and the postdoctoral member shall be elected annually. A Chair and Vice Chair shall be elected by the Committee for one-year terms.

Terms for new members, the Chair and the Vice Chair shall begin September 1 except under unusual circumstances.

### Meetings

Meetings will be held monthly. Meetings shall be called by the Chair or Vice Chair and will be held by videoconference.

### Functions

The Committee will advise the Dean on all matters pertaining to the effectiveness, efficiency, and excellence of research including:

- 1) Policy and procedures on space allocation, bridge funding, and other issues as requested by the School's administration;
- 2) Program development, including graduate student (in collaboration with the Graduate Instruction Committee) and postdoctoral training programs;
- 3) Resource allocation and budgeting, including School of Medicine-level IDCs, salary savings, and core facility policy;
- 4) Review of proposals for internal funding, internal pilot grants, bridge funding, and external submission-limited funding; and
- 5) Fostering and review of research awards and award nominations.

The Chair shall appoint task-oriented subcommittees as needed to address specific issues and/or ongoing research-related functions. Subcommittees may be required to meet more frequently than the parent committee to accomplish their charge. Subcommittees shall report to the full Committee at called meetings or as frequently as needed.

## Student Promotions Committee (SPC)

### Membership

The Student Promotions Committee (SPC) membership will draw from all campuses of the School of Medicine. The SPC committee membership shall consist of the following voting members:

- 1) Six (6) faculty members to represent the Pre-Clerkship courses. The members of the Pre-Clerkship Subcommittee of the Curriculum Committee will elect these SPC members.
- 2) Six (6) faculty members to represent the 3<sup>rd</sup>-and 4<sup>th</sup>-year Clerkships and courses. The members of the Core Clinical Subcommittee of the Curriculum Committee will elect these SPC members.
- 3) One faculty member to represent each of the Regional Campuses. The faculty members of a regional campus will elect the SPC member from that regional campus.
- 4) Two (2) faculty members to represent the General Faculty. These members shall be elected by the General Faculty from General Faculty members who have previously served on the SPC or served as a course/clerkship director.
- 5) One (1) faculty member to represent military training facilities. The faculty members of military training facilities will elect this SPC member.
- 6) Three (3) medical students. One member shall represent the M2 class, one member shall represent the M3 class, and one member shall represent the M4 class. The students of a medical school class will elect the SPC member who represents that class.

All faculty members of the School of Medicine are eligible to serve as members of the Student Promotions Committee.

Representatives from the Office of Student Affairs, the Office of Academic Affairs, and from the Office of General Counsel will serve as *ex officio* non-voting members.

The Chair and Vice-Chair shall be elected from the membership.

### Terms of Office

Committee members shall serve three-year terms and are eligible for re-election. The Chair, Vice-Chair, and Executive Committee member shall serve for three-year terms and are eligible for re-election. Any member who is unable to attend at least 50% of the SPC meetings within an academic year will not be eligible to serve their remaining term, and a new member from the respective component will be chosen by the component only to complete the term.

### Meetings

The committee shall meet no less than twice during the academic year and at other times at the call of the Chair. A quorum shall consist of a simple majority of the voting committee membership. A simple majority of the voting membership present shall be required for an affirmative or negative recommendation, EXCEPT for decisions on student dismissal, which will require a two-thirds (2/3) majority of positive votes from the membership present for an affirmative recommendation.

## Functions

The committee will maintain a continuing evaluation of the academic and professional progress of each student. Recommendations for graduation are advisory to the Academic Council. In addition, the Committee has the authority to make the following decisions:

- 1) Advancement
- 2) Conditional advancement (promotion) dependent results of other items such as satisfactory completion of specified academic work by an established date, counseling, mandated fitness for duty evaluation, or other requirements made by the committee.
- 3) Retention with a specific requirement to repeat a course, component of a course, sequence of courses, or a year.
- 4) Concern list for continued monitoring of specific issues for correction
- 5) Probation
- 6) Dismissal
- 7) Completion of other requirements deemed appropriate by the Committee

## Tenure and Faculty Promotion Committee

The School of Medicine Tenure and Faculty Promotion Committee is governed by 12.01.99.M1 University Statement on Academic Freedom, Responsibility, Tenure and Promotion.

### Membership

- Departments in the School of Medicine shall elect the following to represent that department on the Tenure and Faculty Promotion Committee:
  - One standing committee member from the department's tenured faculty (as feasible).
  - One alternate committee member from the department's tenured faculty (as feasible) who shall serve and vote in the absence of the standing member.
  - One standing committee member from the department's academic professional track faculty (non-tenure track) (as feasible).
  - Two standing committee members from the Department of Medical Education's Affiliated Faculty
  - One alternate committee member from the Department of Medical Education's Affiliated Faculty
- The General Faculty shall elect three (3) at-large tenured members; these three (3) at-large tenured members must be from different departments; therefore, each department may nominate one faculty member from their department per election year.
- The Tenure and Faculty Promotion Committee or the Dean may appoint *ad hoc* non-voting members and *ex officio* non-voting members.

Committee membership will be limited to:

- Faculty at the rank of professor or associate professor (unmodified or modified) who are full-time or part-time employees of Texas A&M School of Medicine.
- Affiliated faculty at the rank of clinical professor or associate professor of the practice, and adjunct professor or adjunct associate professor
- Faculty who do not serve on the dean's staff nor serve as department head.

### Terms of Office

Faculty members shall serve staggered three-year terms with one permitted successive term. The Chair and Vice-Chair shall be elected by the Committee for a one-year term and may serve continuously for three consecutive terms.

Terms for new members, the Chair and the Vice Chair shall begin August 1, except under unusual circumstances.

### Meetings

Meetings of the Committee shall be arranged as needed by the Chair.

### Functions

The Tenure and Faculty Promotion Committee shall function in the role of advisor to the dean. More specifically, the committee will:

- Review all promotion and/or tenure recommendations for the School of Medicine after they have moved through the proper department committee review and department head review, subsequently making an independent recommendation to the Dean regarding promotion and/or tenure for each candidate it reviews.
- Review all mid-term performance cases for the School of Medicine after they have moved through the proper department committee review and department head review, subsequently making an independent recommendation to

the Dean regarding the progress towards tenure for each case it reviews.

- Conduct the periodic peer review of tenured faculty members in conjunction with an advisory (non-binding) report from the tenured faculty member's departmental peer group about the impact of the faculty member's research, teaching, and service.
- Review all expedited tenure recommendations for the School of Medicine after they have moved through the proper department committee review and department head review, subsequently making an independent recommendation to the Dean regarding tenure on arrival for each candidate it reviews.
- Conduct regular review and revision of the School of Medicine Guidelines for Faculty Evaluation for approval by the Dean and Dean of Faculties and Associate Provost.