

**School of Medicine Faculty Executive Committee**

**REPORT TO THE RIVERSIDE DIVISION  
August 16, 2016**

**To Be Adopted**

**Proposed Changes to SOM bylaws ME, ME2.1, ME5.2.5.3, ME5.3, ME5.3.1, ME5.4.1,  
ME5.4.2, ME5.5, ME5.5.1, ME5.8, and ME5.8.3**

**PRESENT**

ME The Faculty of the School of Medicine shall form and conduct the governance of the School of Medicine subject to the bylaws and regulations of the Riverside Division and System Wide Academic Senate of the University of California.

ME2.1 Senate Faculty of the School of Medicine shall set policies for admission of candidates for the degree of Doctor of Medicine and for completion of the degree (Am 21 Feb 2012) (Am 25 Feb 2014)

ME5.2.5.3 The Faculty Executive Committee acts finally for the Faculty ~~(a) in the awarding of all degrees to students of the School in all cases which do not involve the suspension of regulations or that involve only minor adjustments in curricula and (b) in the awarding of honors at graduation.~~ The Committee is likewise empowered

**PROPOSED**

ME The Faculty of the School of Medicine shall form and conduct the governance of the School of Medicine subject to the bylaws and regulations of the Riverside Division and System Wide Academic Senate of the University of California. The Faculty and the Dean of the School share responsibilities for conducting the governance of the School of Medicine as part of the shared governance process at the University of California.

ME2.1 Senate Faculty of the School of Medicine shall set policies for the admission of candidates for the degree of Doctor of Medicine and for completion of the degree and shall advise the Dean of the School on various matters, including the resource allocations to perform its missions and to implement the curricula as part of the shared governance process at the University of California. (Am 21 Feb 2012) (Am 25 Feb 2014)

ME5.2.5.3 The Faculty Executive Committee acts finally for the Faculty to recommend the awarding of all degrees to students of the School in all cases which do not involve the suspension of regulations or that involve only minor adjustments in the curricula. The Committee is likewise empowered to act on petitions of

to act on petitions of students for graduation under suspension of the regulations. The Committee will report all degrees approved to the Riverside Division of the Academic Senate. (Am 21 Feb 2012)

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**ME5.3** There shall be a Medical Education Committee consisting of ~~all~~ pre-clerkship course coordinators, clerkship directors, and curricular thread coordinators, the Senior Associate Dean for Medical Education and the Senior Associate Dean for Student Affairs of the School (both ex officio, both voting), and two elected medical student representatives from each class (non-voting). All Senate and non-Senate teaching faculty who are not members of the MEC are welcome to attend and have the privilege of the floor, but are non-voting members. (Am 21 Feb 2012) (Am 25 Feb 2014)

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**ME5.3.1** The duty of this Committee is to ~~advise the Faculty Executive Committee~~ on matters pertaining to the educational policy and curriculum of the UCR School of Medicine. (Am 21 Feb 2012) (Am 25 Feb 2014)

**ME5.3.1** The duty of this Committee is to take action on all matters pertaining to the educational policies and curriculum of the UCR School of Medicine and to report to the Faculty Executive Committee for information or to resolve difficult problems or on matters that must be presented to the full Faculty. (Am 21 Feb 2012) (Am 25 Feb 2014)

**ME5.4.1** The duty of this Committee is to ~~recommend to the Faculty Executive Committee the~~ admission of students into the UCR School of Medicine. (Am 21 Feb 2012)

**ME5.4.1** The duty of this Committee is to screen applicants, rank them, and make the final decisions for admission of students into the UCR School of Medicine. This Committee shall also report to the Faculty Executive Committee for information or to resolve difficult problems. (Am 21 Feb 2012)

**ME5.4.2** ~~This Committee will have at least~~

~~three (3) subcommittees:  
Subcommittee A (The Haider  
Program in Biomedical Sciences  
Subcommittee), and  
Subcommittees B, C, etc. The duty  
of these Subcommittees is to  
evaluate applications and interview  
applicants for admission to Medical  
School. (Am 21 Feb 2012)~~

**ME5.5** There shall be a Medical School Progress and Promotions Committee appointed by the Faculty Executive Committee composed of at least six (6) members drawn from Senate or non-Senate Faculty plus a Chair, ~~typically chosen from those Faculty members who serve as pre-clerkship course coordinators or clerkship directors.~~ This committee shall include representatives of both Biomedical Sciences and Clinical Sciences Faculty. The Senior Associate Dean for Education serves as an ex officio, non-voting member of this committee. Members shall be appointed annually, with no term limit. All appointed members have the right to vote whether members of the Academic Senate or not. (Am 21 Feb 2012) (Am 25 Feb 2014)

**ME5.5.1** The duty of this Committee is to recommend to the Faculty Executive Committee the promotion of medical students from the first year to the second year, from the second year to the third year, and from the third to the fourth year, as well as recommend students for graduation. (Am 21 Feb 2012)

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**ME5.5.1** The duty of this Committee is to recommend to the Faculty Executive Committee the promotion of medical students from the first year to the second year, from the second year to the third year, and from the third to the fourth year, as well as recommend students for graduation. This Committee shall determine whether students are making satisfactory progress or shall be required to repeat courses, remediate deficiencies, or be dismissed from the School with consultation from

Senior Associate Dean for Medical Education. (Am 21 Feb 2012)

**ME5.7** There shall be a Volunteer Clinical Appointments and Advancements Committee. The Committee shall consist of ~~a total of~~ five (5) members including a minimum of three (3) Faculty members from the Volunteer Clinical Faculty series and a minimum of one (1) member from the Health Sciences Clinical series. One (1) member shall be designated as Chair. All appointed members have the right to vote whether members of the Academic Senate or not. (Am 21 Feb 2012) (Am 25 Feb 2014)

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**ME5.8** There shall be a Committee on Clinical Appointments and Advancements. The Committee shall consist of four (4) Faculty members, Senate or non-Senate, ~~of whom three (3) shall be drawn from the Division of Clinical Sciences and one (1) shall be drawn from the Division of Biomedical Sciences. The committee shall elect its own Chair.~~ All appointed members have the right to vote whether members of the Academic Senate or not. (En 25 Feb 2014)

**ME5.8** There shall be a Committee on Clinical Appointments and Advancements. The Committee shall consist of a Chair and at least four (4) Faculty members, Senate or non-Senate. All appointed members have the right to vote whether members of the Academic Senate or not. (En 25 Feb 2014)

**ME5.8.3** Members of the Committee shall be appointed with staggered starts and a three-year term, by the Faculty Executive Committee in consultation with the ~~Executive~~ Dean of the School of Medicine. (En 25 Feb 2014)

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**Statement of Purpose and Effect:**

SOM bylaws were updated to provide both clarity and flexibility in addressing a number of issues to accommodate a rapidly growing SOM Faculty and to reflect recent policies that are in place since its original approval in 2014.

**Summary of proposed revisions:**

**ME** - similar to bylaws from other UC medical schools we propose to include the statement referring to UC shared governance process;

**ME2.1** - we would like to clarify the role of Faculty and Dean's office in the shared governance process, which is requested by LCME and is included in bylaws of other UC SOMs;

**ME5.2.5.3** - FEC does not award degrees but makes recommendations and there are no Latin honors offered at the SOM;

**ME 5.3** - as our SOM has grown into a four-year med school the number of pre- and clerkship directors/coordinators has grown as well. So it is impractical to include all coordinators;

**ME5.3.1** - the proposed changes are made to incorporate existing policy approved by Faculty into our bylaws, such as to delegate to Medical Education Committee to take actions on all matters pertaining to the educational policies and curriculum of the UCR School of Medicine and that Medical Education Committee will report to FEC to resolve difficult problems or on matters that must be presented to the full Faculty

**ME5.4.1** - the proposed changes are made to incorporate existing policy to delegate to the Medical School Admissions Committee authority to make the final decision for admission of medical students to the UCR School of Medicine into our bylaws. Medical School Admissions Committee will also report to FEC to resolve difficult problems or on matters that must be presented to the full Faculty

**ME5.4.2** - we suggest removing ME5.4.2 to ensure flexibility as the number of medical students applying to UCR SOM is growing and we may need flexibility in determining the number of subcommittees;

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**ME5.5** - there may be potentially conflicts of interest if we choose mainly from pre-clerkship or clerkship directors;

**ME5.5.1** - the proposed changes are made to provide clarity on duties of the Progress and Promotion committee

**ME5.7** - we suggest replacing "a total of" with "at least" to ensure flexibility as the number of volunteer clinical faculty is growing and we need flexibility in determining the number of faculty serving on the committee;

**ME5.8** - this was previously included to ensure inclusion of clinical faculty in the process when Clinical Sciences Division was very small. To be consistent all Chairs will be elected by FEC including this committee. There is no advantage in electing a Chair of only this committee by its members;

**ME5.8.3** - we have no Executive Dean at this time.

Approved by SOM Faculty on August 9, 2016

Approved by the Faculty Executive Committee on August 15, 2016

Revisions Approved by the Faculty Executive Committee on October 11, 2016

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Section below is for Senate use only

The Committee on Rules and Jurisdiction finds the  
wording to be consistent with the code of the  
Academic Senate:

September 23, 2016

Approved by Executive Council in lieu of the Division:

October 13, 2016