

# THE GEORGE WASHINGTON UNIVERSITY SCHOOL OF MEDICINE AND HEALTH SCIENCES

## **Rules and Procedures**

### **I. NAME OF THE ORGANIZATION**

The Faculty Assembly of the George Washington University School of Medicine and Health Sciences (SMHS) shall be comprised of its Faculty and when meeting for purposes below shall be referred to as the “Faculty Assembly.”

### **II. PURPOSE OF Rules and Procedures**

These Rules and Procedures (“Rules”) define the role of the Faculty and administration in the governance of SMHS and in developing policies related to the academic programs in order to enhance the mission of teaching, healing, discovering and service.

### **III. FACULTY ASSEMBLY**

#### **A. Definition of Faculty**

**1. Regular.** Regular faculty are full-time faculty members with the title of university professor, professor, associate professor, assistant professor, and instructor. Each of the regular, ranks may be tenure-accruing or non-tenure accruing as specified in the original letter of appointment. All regular faculty must have contractual responsibilities for all of the following: research/scholarship, teaching, and service.

**2. Specialized.** Specialized faculty are faculty members with the title of professor, associate professor, assistant professor and instructor who have contractual responsibilities for one or two of the following areas: research/scholarship, teaching, or service. Specialized faculty include, but are not limited to, faculty members holding clinical, research and teaching faculty positions, which shall be reflected in their titles.

**3. Visiting.** Visiting faculty are faculty with the titles of Visiting professor, visiting associate professor, visiting assistant professor, and visiting instructor. Visiting faculty hold limited term appointments and do not have governance rights unless expressly stated in the SMHS Rules or Faculty Code.

**4. Part time.** Part-time faculty are faculty members with a title of adjunct professor, adjunct associate professor, adjunct assistant professor, adjunct instructor, clinical professor, associate clinical professor, assistant clinical professor, clinical instructor. Part time faculty may be paid or voluntary.

**5. Secondary and Courtesy Appointments.** A faculty member holding a regular faculty appointment in one department or school may be granted a secondary or courtesy appointment in another department or school for a specified term. A secondary or courtesy appointment shall require the recommendation of the appropriate faculty and officers of administration of the unit granting that appointment and shall comply with rules and procedures for such appointments established by the

unit granting that appointment and by the Vice President for Academic Affairs. A secondary or courtesy appointment is not a regular faculty appointment and does not automatically confer any of the rights provided by the Faculty Code and the Faculty Organization Plan to participate in faculty governance in the unit granting that appointment. Unlike a courtesy appointment, a secondary appointment shall allow a faculty member to exercise one or more specified governance privileges in the faculty unit granting the appointment, but such privileges shall be approved by that unit's regular faculty. A secondary or courtesy appointment terminates automatically upon the expiration of its specified term or upon termination of the faculty member's regular appointment. This paragraph does not affect the terms, conditions, and designations of secondary and courtesy appointments in existence as of May 1, 2008.

**Retired Status.** University professor emeritus, professor emeritus, professor emeritus in residence, associate professor emeritus, associate professor emeritus in residence and retired (in any given rank).

#### **B. Membership in the Faculty Assembly**

All individuals with a primary faculty appointment in the School and those who are retired shall be included in the membership of the Faculty Assembly:

#### **C. Voting Rights of Faculty**

Voting membership in the Faculty Assembly shall extend to all faculty whose primary appointments are regular with the title of university professor, professor, associate professor, assistant professor, or instructor (hereinafter referred to as "the Faculty"). Voting membership is not extended to , visiting faculty, specialized faculty, part time faculty , or retired faculty.

*Ex-officio* membership (by nature of the office) shall be accorded to the emeritus faculty as non-voting. The Vice President for Health Affairs and Dean of SMHS (hereinafter "Dean") shall vote in the case of a tie vote.

### **IV. ROLES AND RESPONSIBILITIES OF THE FACULTY ASSEMBLY**

The Faculty Assembly shall recommend through the Executive Committee of the Faculty Assembly (hereinafter referred to as Executive Committee) to the Dean on matters relating to the academic and administrative policies leading to the M.D. degree and degrees and certificates in the health sciences and on matters related to the teaching, research, healing, and service missions of the school.

The Faculty Assembly shall have the authority to:

- Receive information from the Dean regarding matters of faculty interest or concern;
- Receive nominations and elect from among the regular faculty an Executive Committee to function on its behalf regarding faculty issues and concerns;
- Receive reports from the Faculty Assembly Committees (hereinafter referred to as "Committees") regarding committee activities;
- Recommend to the Executive Committee to take appropriate action with respect to any matter of concern to the Faculty Assembly;

- Review any action taken by the Executive Committee and on the basis of such review, take action as may be deemed appropriate by the Faculty Assembly;
- Act as a referendum body on questions referred to it for that purpose, as directed by the Executive Committee or Dean;
- Receive reports from the Dean regarding the execution and implementation of academic policies and proposals; and
- Elect representatives to the University Faculty Senate.

**V. THE EXECUTIVE COMMITTEE OF THE FACULTY ASSEMBLY**

The Executive Committee shall be an elected committee that acts on behalf of the Faculty Assembly.

**A. Executive Committee Functions**

The Executive Committee shall have the following functions:

- To advise and recommend policies to the Dean;
- To consider any matters of interest or concern to the Faculty Assembly and to make recommendations to the Faculty Assembly, Dean, and to the University Faculty Senate through elected representatives;
- To serve as liaison between the Dean and the Faculty Assembly;
- To appoint the membership of standing committees, and to establish and appoint members to ad hoc committees to study and make reports on any matters of concern to the faculty;
- To receive reports from all Committees and to present them to the Faculty Assembly;
- To assign specific matters for study to the appropriate standing or special committees;
- To prepare an annual report for the Faculty Assembly that includes the work of all standing, special, and ad-hoc committees, as well as matters of interest regarding departments or other faculty groups, and any other matters directed to be included in the annual report by the Faculty Assembly;
- To propose the agenda for meetings of the Faculty Assembly, in consultation with the Dean, and serve as the means through which regular faculty members may introduce matters for consideration by the Faculty Assembly in accordance with these Rules;
- To act, in accordance with these Rules, on behalf of the Faculty Assembly in those matters requiring immediate action when it is not feasible to call a special meeting of the Assembly;
- To report regularly to the Faculty Assembly about any actions that may have been taken on its

behalf; and,

- To serve as the Committee on Committees for the Faculty Assembly. There shall be a school-wide call for nominations for any standing committee vacancies; all voting members of the Faculty Assembly may make nominations. From this slate of nominations the Executive Committee shall appoint members for each standing committee and in that process shall consider: experience; interest; record of service; and the need for continuity. The Executive Committee shall determine the size and composition of committees where this is not defined by the Rules.

## **B. Executive Committee Membership**

1. **Voting Members.** The Executive Committee shall consist of fifteen (15) regular faculty members elected by the Faculty Assembly. The composition shall be as follows:
  - a. Chair of the Department of Medicine
  - b. Chair of the Department of Surgery
  - c. Two (2) chairs from clinical departments other than Medicine and Surgery
  - d. Two (2) chairs from basic science departments
  - e. Two (2) chairs from health sciences departments
  - f. Two (2) regular faculty from basic science departments
  - g. Two (2) regular faculty from health sciences departments
  - h. Two (2) regular faculty from the clinical departments in the Medical Faculty Associates
  - i. One (1) regular faculty from Children's National Health System (CNHS)

Non-chair faculty members shall not be from the same department.

In the case that a clinical department has both an academic chair and a clinical chair, the academic chair will be eligible for service on the Executive Committee.

2. Any regular faculty member of the Executive Committee shall be eligible for election by the Executive Committee as its Chair and Vice Chair. The positions of Chair and Vice Chair shall be split between representation from clinical departments and the basic science or health sciences departments. The term of office of the Chair and Vice Chair shall be one (1) year and each shall be eligible for re-election to one (1) second year term of office.
3. **Ex-Officio Members.** The Dean, Senior Associate Deans, Associate and Assistant Deans (at the discretion of the Dean), Associate Dean for Academic Affairs from CNMC and the President of the GW Medical Faculty Associates (MFA) shall serve as non-voting *ex-officio* members of the Executive Committee. (In the event that the President of the MFA shall also serve on the Executive Committee as the Chair of a clinical department, the President of the MFA shall delegate to the Vice Chair of the clinical department, the right to vote on the Executive Committee). One specialized faculty member shall be appointed by the Dean to

serve as an *ex-officio* and non-voting member. SMHS faculty who serve on the University Faculty Senate shall also serve as *ex-officio* and non-voting members of the Executive Committee.

**C. Executive Committee Meetings**

1. **Regular Meetings.** Regular meetings of the Executive Committee shall be held at least once each month throughout the year.
2. **Special Meetings.** Special meetings of the Executive Committee may be called :  
(i) by the Chair of the Executive Committee; (ii) at the request of the Dean; (iii) by three (3) voting members of the Executive Committee; and/or, (iv) by ten (10) voting members of the Faculty Assembly. Minutes of all meetings shall be kept and distributed to the Faculty Assembly.

**D. Term**

The term of office for elected faculty members on the Executive Committee shall be for three (3) years beginning on July 1, save that in the first election following the adoption of these **Rules** members shall serve a period of one (1), two (2) or three years to be decided by lot so as to provide for the annual election of one-third of the faculty members of the Executive Committee.

**VI. OFFICERS OF THE FACULTY ASSEMBLY**

The Dean shall serve as Chair of the Faculty Assembly. The Chair of the Executive Committee shall serve as Vice Chair of the Faculty Assembly.

**VII. ADMINISTRATION AND GOVERNANCE**

The Dean shall serve as the Chief Academic Officer of the SMHS.

The Dean shall be responsible for leading the SMHS to the accomplishment of its mission and allocating, directing and supervising all resources as necessary.

Annually, the Dean shall provide to the Executive Committee, a full report of the current status of the SMHS.

The Dean shall preside at Faculty Assembly meetings and with the Faculty, develop its policies.

The Dean shall appoint the Chairs of the Committees and the *ex-officio* and non-voting members to the Committees of the Faculty Assembly described herein, unless otherwise specified.

**VIII. THE ADMINISTRATIVE UNITS OF THE SCHOOL**

The administrative units of the School shall consist of:

**A. Academic Departments**

## 1. Definitions.

- a. *Academic Department* shall mean a department or other unit of the SMHS as established in accordance with the University's policies and procedures.
- b. *Clinical Departments* shall include:
  - Anesthesiology and Critical Care Medicine;
  - Dermatology;
  - Emergency Medicine;
  - Medicine;
  - Neurological Surgery;
  - Neurology;
  - Obstetrics and Gynecology;
  - Ophthalmology;
  - Orthopaedic Surgery;
  - Pathology;
  - Pediatrics;
  - Psychiatry and Behavioral Sciences;
  - Radiology;
  - Surgery; and
  - Urology.
- c. *Health Sciences Departments* shall include:
  - Clinical Research and Leadership;
  - Physical Therapy and Health Care Sciences; and
  - Physician Assistant Studies.
- d. *Basic Science Departments* shall include:
  - Anatomy and Regenerative Biology;
  - Biochemistry and Molecular **Medicine**;
  - Integrative Systems Biology;

- Microbiology, Immunology and Tropical Medicine; and
- Pharmacology and Physiology.

**2. Administrative Officer.** The administrative officer of the department shall be the Chair. The Chair, with full participation and advice of the faculty of the department shall advise and implement procedures necessary for the orderly functioning of the department and shall represent the department in matters referred to the Dean for approval or decision.

**3. Department Chair.** The Department Chair<sup>1</sup> shall be selected as provided for in these Rules. (NOTE: The selection process and duties of the Chair of the Department Pediatrics follows a different procedure which has been jointly outlined by GW and CNHS.) The Department Chair shall have the authority and responsibility for:

- collaborating with education deans to ensure excellence in the undergraduate and graduate education programs;
- fostering research, in the department and interdepartmentally;
- promoting clinical excellence and training in the clinical departments;
- promoting collaboration in the community;
- encouraging professional development of faculty;
- fostering professional relationships within the School and its Administration;
- encouraging fundraising activities in consultation with the Dean and the School's senior development personnel;
- planning and assignment of departmental facilities in collaboration with administration;
- recruiting and recommending to the Dean for faculty appointment, reappointment, award of tenure, promotion, sabbatical leave and retirement;
- recommending to the Dean, or his/her designee, the course and clerkship directors; in the case of health sciences, the program director will make recommendations to the chair who in turn will recommend to the Dean;
- evaluating the faculty of the department;
- submitting an annual report to the Dean; and
- participating with the Dean in the development of departmental academic budgets that are reflective of the need for the growth and development of the department and School.

**4.** In the event that a clinical department may have both an academic chair and a clinical chair:

*Academic chair* shall mean an individual appointed by the SMHS to direct and oversee the academic functions of the department.

*Clinical chair* shall mean an individual appointed by and serving at the pleasure of the President of the GW MFA to direct and oversee the clinical activities of the department.

**B. Other Administrative Units**

Other administrative units shall perform such roles and responsibilities as specified by the Dean in terms of purpose of that administrative unit.

**IX. MEETINGS OF THE FACULTY ASSEMBLY**

**A. Regular Meetings**

Regular meetings of the Faculty Assembly shall be held at least two (2) times a year. The agenda shall be prepared by the Dean and the Vice Chair of the Faculty Assembly and shall include any matter requested by the Executive Committee or by written petition of twenty-five (25) or more members of the Faculty Assembly. The notice of a regular meeting shall include the time, place, and agenda of the meeting and shall be circulated to the membership no later than the tenth day preceding the meeting.

**B. Special Meetings**

A special meeting of the Faculty Assembly may be called: (i) by the Dean; (ii) by the Chair of the Executive Committee; or (iii) at the request of twenty-five (25) or more voting members of the Faculty Assembly. The agenda for a special meeting shall be prepared by the person calling the meeting in consultation with the Executive Committee. All notices of special meetings shall include the time, place and agenda of the meeting and shall be circulated to the membership with as much notice as circumstances permit but no less than seven (7) days.

**C. Quorum**

A quorum for any regular or special meeting of the Faculty Assembly shall consist of twenty-five (25) voting members.

**D. Voting Requirements**

1. Resolutions submitted to the Faculty Assembly by the Executive Committee shall be approved by a majority of those voting.
2. The Faculty Assembly shall act by the affirmative vote of a majority of those voting unless the action proposed is an adverse review of a decision of the Executive Committee in which case the affirmative vote of two-thirds of those voting shall be required, provided there are fifty (50) voting members.
3. The initial confirmation and adoption of the Rules of the Faculty Assembly shall be subject to a majority vote of those voting. Any amendments or changes to the Rules require two-thirds of those voting provided there are a minimum of fifty (50) voting members.
4. Meetings of the Faculty Assembly shall normally be closed, subject to the SMHS Faculty Assembly's right to declare the meeting open to non-members by a majority vote of those



voting.

5. The first vote on a question shall normally be by voice, and the Chair of the Faculty Assembly shall announce the result. If the Chair of the Faculty Assembly or any voting member present calls for a show of hands of the Faculty Assembly, the Chair shall call for a show of hands, announcing the number of affirmative and negative votes. Any member of the voting faculty present may call for a secret ballot.
6. If the Faculty Assembly, due to absence of a quorum, shall be unable to convene at a regular or specially scheduled meeting or fails to consider the items on the agenda, the Executive Committee will, at its next scheduled meeting, consider such agenda items and determine whether the issues are of sufficient urgency to require the response of the faculty by absentee ballot. The Executive Committee shall decide by a majority vote of those present as a matter of ordinary business, whether to initiate and conduct such a ballot. Decision of this issue by faculty vote of majority of those voting will be binding upon the Faculty Assembly provided there are no less than fifty (50) recorded absentee votes.
7. Items for the agenda of the Faculty Assembly shall be prepared in accordance with Section IX requiring either accordance with these **Rules** or by the Robert's Rules of Order, Newly Revised. Such items must be presented in written and precise language for direct vote or debate and distributed as part of the agenda of a proposed scheduled meeting.
8. A simple plurality vote will determine the winner of elections for membership on the Executive Committee and representatives to the University Faculty Senate. In the case of a tie, the Dean will determine the winner by a coin toss.  

New; Approved by SMHS Faculty Assembly; September 21, 2015
9. Positions on the University Faculty Senate shall be apportioned based on the proportional distribution of the regular faculty among the Basic Science Departments, Clinical Departments, and Health Sciences Departments, provided that each category of departments is allocated at least one position.  

New; Approved by SMHS Faculty Assembly; September 21, 2015

## **E. Conduct of Meetings**

Except as otherwise specified in these **Rules**, the Faculty Assembly shall govern itself according to *Robert's Rules of Order, Newly Revised*, for establishing conduct of meetings and shall inform all voting procedures. The Parliamentarian of the SMHS Faculty Assembly shall advise the Chair on points of order. The Parliamentarian shall be nominated by the Executive Committee and elected by the Faculty Assembly.

## **X. FACULTY ASSEMBLY COMMITTEES**

### **A. General**

1. **Committees.** Faculty Assembly committees shall include:
  - The Executive Committee;
  - Standing Committees; and

- Special Committees as described herein.

The Standing Committees shall meet as directed, but in no case less than twice a year. Committee meetings shall conform to orderly procedures and report to the Executive Committee as necessary and to the Faculty Assembly at least annually.

**2. Terms.** Faculty members of all committees shall be elected or appointed for up to two (2) consecutive three- year terms, unless extended to serve beyond the second term by the Executive Committee and except that in the year following the adoption of these **Rules** whereby terms shall be for one (1), two (2) or three years, determined by lot, to allow for future staggered representation.

**3. Ensuring Quorum.** The Executive Committee shall establish procedures for temporary replacement of members of the Executive or Standing Committees in order to maintain full representation and the ability to assemble a quorum for meetings.

## **B. Standing and Special Committees**

### **1. General Principles**

- a. The Standing and Special Committees of the Faculty Assembly shall have the authority to take action as designated below.
- b. The name, membership, duties and jurisdiction of each standing committee of the Faculty Assembly shall be designated in these **Rules**. The Executive Committee may establish special committees and subcommittees as necessary.
- c. The Standing and Special committees may consist of members of the Faculty Assembly, members of the Office of the Dean as ex-officio, representatives of student and other interest groups, and individuals appointed by the Dean.
- d. Every Standing Committee, Special Committee or Subcommittee at the discretion of the SMHS Executive Committee, may include at least one (1) voting member of the SMHS Executive Committee as a non-voting member if that Committee does not include a voting member of the SMHS Executive Committee among its members.
- e. In so far as practicable, each Committee shall be broadly representative of the faculty.
- f. The composition and membership of each Standing and Special Committee or Subcommittee shall be reported to the members of the Faculty Assembly in a timely manner.
- g. The Chair of each Standing or Special Committee shall be a regular member of the faculty. Unless specified otherwise in these **Rules**, the Dean shall appoint the chair of each standing committee which may be in addition to or from among the membership of each standing committee as described below.
- h. **Specific Responsibilities.** The Chair of each Standing Committee shall at a minimum, submit a written annual report to the Executive Committee at its June meeting summarizing the committee's activities.

## 2. Standing Committees

### a. **Committee on MD Program Admissions.**

The Committee on MD Program Admissions shall be responsible for making decisions regarding accepting students into the MD program and shall recommend changes to the rules and standards for the selection and admission of students to the Executive Committee.

Change Approved by SMHS Faculty Assembly; October 20, 2014

The membership of this committee shall consist of up to twenty- eight (28) voting members, ten (10) of whom are nominated by the Executive Committee. The Dean shall appoint up to ten (10) additional faculty who may vote, with approval from the Executive Committee, and appoint four (4) medical students, with two (2) from MS II, and two (2) from MS IV as voting members. Additionally, the Dean will appoint up to two (2) residents as voting members. A quorum for this committee shall be defined as nine (9) voting members of which a majority are faculty.

Change in Number of Members Approved by SMHS Faculty Assembly; September 30, 2013

### b. **Committee on Appointments, Promotions, and Tenure (APT).**

The APT Committee shall be responsible for reviewing and recommending, for the Dean's approval, recommendations for appointment, promotion, and tenure at the ranks of Associate Professor and Professor, and for issuing its own independent concurrence or non-concurrence with the recommending department. The committee shall ensure comparable quality and excellence across the school and state whether candidates for appointment, promotion or tenure meet the relevant published criteria. The APT Committee shall also review specific and special cases based on the referral by the Dean and shall review the SMHS, "Guidelines for Appointment, Promotion and Tenure" for approval by the Dean and Faculty Assembly.

The APT Committee shall consist of four (4) members from the clinical faculty; two (2) members from the basic sciences faculty; two (2) members from health sciences faculty; and, one (1) faculty member from CNHS (the Chair of the CNHS APT Committee or his/her designee), as voting members. The committee shall select a chair from among its members.

Members of the APT Committee shall be at or above the rank of Associate Professor; recommendations on promotion shall be made by members of the committee of higher or equal rank of the faculty being considered. All recommendations on tenure will be made only by tenured faculty. All committee members must be tenured except for those from clinical departments.

### c. **Committee on Health Sciences Curricula.**

The Committee on Health Sciences Curricula shall advise the Dean and provide oversight regarding matters pertaining to program and curricular development within the Health Sciences Program. This committee shall consider all matters of undergraduate and graduate health sciences education, including new program and course proposals, major changes in existing programs and courses, and other matters significantly affecting the curriculum.

This committee shall consist of seven (7) faculty members and shall include at least one representative from each of the Health Sciences departments, as well as one student appointed to the committee, as voting members. To fulfill its charge, this committee may

develop a subcommittee structure which may include subcommittees for curricular development and for curricular evaluation. The Chairs of these subcommittees shall be selected from the membership of this committee. Subcommittee members may be nominated from the membership of the Committee and from other relevant faculty and administrators invited to participate. The Dean may appoint other decanal members and chairs to serve as *ex-officio* and as non-voting.

d. **Committee on Undergraduate Medical Education Curriculum (CUMEC).**

The CUMEC shall advise the Dean and provide oversight on the establishment and review of the goals, objectives, and evaluation of the undergraduate medical education program. Specific charges include:

- Respond to directives from the Dean;
- Develop curricular vision and strategy;
- Analyze current medical education trends and curricular innovations;
- Initiate and approve educational policies;
- Implement and manage curricular development and change including the proposal and allocation of resources to implement curricular change;
- Manage the horizontal and vertical integration across the entire undergraduate medical curriculum.
- Ensure that the various committees have the necessary tools ( i.e. updated curriculum data base) to manage horizontal and vertical integration and continuous process improvement;
- Assess curricular and institutional outcomes, including student achievement of the program objectives;
- Make periodic assessments of the program objectives, the entire curriculum, each curricular sequence, and all courses;
- Ensure that faculty are apprised of appropriate teaching strategies and technologies, and other faculty development programs; and
- Prioritize the work of the standing subcommittees.

The CUMEC shall consist of four (4) faculty members from the clinical departments; three (3) faculty members from the basic sciences; two (2) faculty from Pre-Clinical Subcommittee (the Chair and one committee member); two (2) faculty from Clinical Subcommittees (the Chair and one committee member); one (1) faculty from the Theme Sub-Committee (the Chair); and four (4) student representatives from years 1, 2, 3, and 4 as voting members. Members of the CUMEC may be at any of the professorial ranks. Additionally, the Dean shall appoint decanal non-voting and ex-officio members to the CUMEC whose roles and responsibilities pertain to the undergraduate medical education program.

To accomplish its charge, the CUMEC shall appoint the chair of subcommittees or ad-hoc task forces as required to achieve its charge.

**Standing Sub-Committees of the CUMEC:**

***1) Preclinical Curriculum Subcommittee***

Responsibilities:

- Manage horizontal and vertical curricular integration of the preclinical sequence;
- Monitor student achievement of course and program objectives;
- Participate in periodic reviews of preclinical courses and the preclinical curriculum;
- Participate in efforts to improve vertical integration between the preclinical and clinical curriculum;
- Propose educational innovations or policies to the CUMEC; and

- Respond to direction from the CUMEC.

Voting Membership: Chair (appointed by the CUMEC); all Preclinical Course and Block Directors; and two (2) student representatives from each preclinical class.

*Ex Officio* Membership: The CUMEC or dean may appoint ex officio nonvoting members necessary to support the work of the subcommittee (i.e. Discipline and Content Directors).

### **2) Clinical Curriculum Subcommittee**

Responsibilities:

- Manage horizontal and vertical curricular integration of the clinical sequence;
- Monitor student achievement of course and program objectives;
- Participate in periodic reviews of clinical courses and the clinical curriculum;
- Participate in efforts to improve vertical integration between the preclinical and clinical curriculum;
- Propose educational innovations or policies to the CUMEC; and
- Respond to direction from the CUMEC.

Voting Membership: Chair (appointed by the CUMEC); Clinical Years Course and Clerkship Directors; two (2) student representatives from each clinical class.

*Ex Officio* Membership: The CUMEC or dean may appoint ex officio nonvoting members necessary to support the work of the subcommittee (i.e. Discipline and Content Directors).

### **3) Theme Subcommittee**

Responsibilities:

- Manage interdisciplinary horizontal and vertical curricular integration of the themes across the entire undergraduate medical curriculum;
- Check for gaps and redundancies in the curriculum;
- Monitor student achievement of course and program objectives related to specific themes;
- Participate in periodic reviews of the curriculum;
- Propose educational innovations or policies to the CUMEC; and
- Respond to direction from the CUMEC.

Voting Membership: Chair (appointed by the CUMEC); all Curricular Theme Directors; one (1) member each from the pre-clinical and clinical subcommittees; one (1) student representative from Year 1; one (1) student representative from Year 2; two student (2) representatives from Year 3; and one (1) student representative from Year 4.

*Ex Officio* Membership: The CUMEC or dean may appoint ex officio nonvoting members necessary to support the work of the subcommittee (i.e. may include course and clerkship directors who deliver content across the curriculum).

*New; Approved by SMHS Faculty Assembly; March 23, 2015  
Changes; Approved by Faculty Assembly; September 21, 2015*

#### **e. Committee on Health Sciences Student Evaluation.**

In accordance with the Student Handbook for Health Sciences Program, the Committee on Health Sciences Student Evaluation shall serve as the principal body to evaluate, advise, and provide oversight for matters pertaining to the academic and professional performance of students in the health sciences.

This committee shall: evaluate and make recommendations regarding students referred for academic difficulties or issues of professional comportment; evaluate unresolved grade appeals by students; and review any additional cases referred to the committee by the Dean or his/her designee. In all cases, the committee shall make appropriate recommendations to the Dean or his/her designee.

This committee shall consist of seven (7) members of Assistant Professor rank or higher, and include at least one (1) representative from each of the Health Sciences Departments, as well as representatives of the undergraduate and graduate programs, as voting members.

f. **Committee on Medical Student Evaluation (MSEC).**

In accordance with the Regulations for M.D. Candidates, the MSEC shall provide oversight on all matters related to the evaluation, and advancement for promotion for the graduation of medical students. The MSEC will be responsible for evaluating students referred by the Dean's office for academic difficulties, allegations of honor code violations and/or issues of professional comportment. The MSEC will review and, as necessary, recommend revisions to the *Regulations for M.D. Candidates* to the Executive Committee.

The MSEC shall be composed of eight (8) faculty members from the clinical departments; four (4) faculty members from the basic sciences, as voting members. The Dean may appoint up to four (4) additional voting faculty members to assure appropriate representation across the School, and may appoint up to four (4) students, one (1) from each year of the M.D. Program as voting members of the committee. Additionally the Dean may appoint other *ex-officio* and non-voting decanal members of the committee.

g. **Committee on Research.**

The Committee on Research shall develop policies and procedures to foster and promote research; serve as an advisory body to the Dean of SMHS for the allocation of fiscal and other resources in support of research; receive and review applications for intramural research support; and recommend faculty for awards in recognition of outstanding research activities.

There shall be a minimum of ten (10) faculty members who are actively involved in research. The committee membership shall consist of four (4) basic science faculty, four (4) clinical faculty, and two (2) health sciences faculty as voting members.

h. **Committee on Masters and Doctorate Graduate Programs.**

The Committee on Masters and Doctorate Graduate Programs shall make recommendations pertaining to the masters and doctorate degree programs and their integration with other health programs and schools. It shall also serve as the liaison between SMHS and other graduate and non-graduate programs.

The membership of this committee shall consist of seven (7) faculty who are graduate program directors for the Masters and doctorate degree programs granted by the Columbian College of Arts and Sciences in the School of Medicine and Health Sciences as voting members; with the Director of the GW Institute for Biomedical Sciences, the Dean of the Columbian College of Arts and Sciences, and other Assistant or Associate Deans as appointed by the Dean. The decanal appointees or their designees shall serve *ex-officio*, and without vote.

i. **Committee on the Learning Environment**

The Committee on the Learning Environment (CLE) shall advise the Dean and provide oversight of the learning environment for students and residents at the School of Medicine and Health Sciences. Specific charges include:

- Respond to directives from the Dean;
- Develop programs or strategies that create, support and facilitate a learning environment rooted in respect, excellence, compassion, integrity and human dignity;
- Develop strategies to collect and analyze data from internal and external sources that evaluate the learning environment;
- Initiate and approve policies related to the learning environment and student, resident, faculty, and staff conduct in the learning environment; and
- Oversee the investigation of allegations of student or resident mistreatment as set forth in the processes outlined in the Policy on Student and Resident Mistreatment.

The membership of this committee shall consist of four (4) faculty members from clinical departments (at least one from Children’s National Health System); one (1) basic science faculty member; one (1) health sciences faculty member; two (2) residents; three (3) medical students from years 3 and 4; and one (1) health sciences student. The committee may designate resident and student alternates to ensure adequate representation at each meeting. Term of Service: Three (3) years for faculty, residents, and students.

Faculty members of the CLE may be at any of the professorial ranks. Additionally, the Dean shall appoint non-voting decanal and ex-officio members to the CLE whose roles and responsibilities pertain to the undergraduate health sciences and medicine programs and the residency and fellowship programs. The institutional Ombudperson(s) for Mistreatment shall serve as ex-officio members of the CLE.

*New; Approved by SMHS Faculty Assembly; March 23, 2015*

j. **Committee on Conflicts**

The SMHS Committee on Conflicts is advisory to the dean, and in the case of clinically-related conflicts to the President of the GW Medical Faculty Associates, on matters related to real or potential conflicts of interest involving SMHS academic administrators, faculty, residents and students. The committee shall be responsible for:

- Reviewing and recommending changes to SMHS policies and procedures related to conflicts of interest
- Providing a confidential, peer- based review of disclosed outside relationships to examine if a conflict exists and, if appropriate, recommend components of a conflict management plan.
- Serving as the SMHS conflicts dispute resolution committee as described in the University Policy on Conflicts of Interest and Commitment for Faculty and Investigators

The Committee on Conflicts shall be comprised of five faculty members. Ex-officio members shall include a representative from the University Office of General Counsel, a representative from the MFA Office of General Counsel and the Associate Dean for Faculty Affairs and Professional Development. The Dean may appoint other ex-officio members as needed. The chair will be appointed by the Dean, in addition to or from among the faculty members.

The Committee on Conflicts may seek guidance from consultants or others as needed for specific areas of conflict review (clinical, research, student or resident conflicts, etc.). The Committee on Conflicts may establish subcommittees to review specific cases or issues. The chair of any subcommittee must be a regular member of the Committee on Conflicts and the remaining members may be other faculty, staff, residents or students as needed. Recommendations from subcommittees are voted upon only by members of the full

committee.

Members of the Committee on Conflicts shall disclose their own potential conflicts with any item of business brought before the committee and must recuse themselves from voting on that item. All members of the committee must agree to maintain confidentiality of matters related to reviewed conflicts.

Conflicts involving faculty at Children's National Health System shall be reviewed by a separate process there and are reported directly to the Dean.

## **XI. PROCEDURES FOR THE SELECTION AND CONTINUANCE OF ACADEMIC AND ADMINISTRATIVE OFFICERS**

Academic administrative officers such as The Dean of the School of Medicine and Health Sciences, Associate Deans, Assistant Deans or other academic offices of a similar rank shall be qualified for faculty membership by training and experience.

### **A. Dean of the School of Medicine and Health Sciences**

At the request of the President or the Provost of the University, the SMHS Executive Committee shall organize a search committee for the Dean of the SMHS.

Faculty nominations for the search committee for the position of Dean will be requested from all of the Faculty Assembly. Faculty nominations will be reviewed by the Executive Committee. The Executive Committee will select the search committee members from the nominations..

The search committee shall consist of three (3) faculty members from the clinical departments in the Medical Faculty Associates, one (1) of whom is a chair of a clinical department; two (2) faculty members from the basic science departments, one (1) of whom is a chair of a basic science department; two (2) faculty members from the health sciences department, one (1) of whom is a Chair of a health sciences department; and one (1) faculty member from CNHS as voting members. These elected faculty shall select from among themselves a chair who must be tenured and at the rank of professor.

Additional members shall include: the Provost or his/her designee, the President of the MFA or his/her designee, and one (1) student and one (1) SMHS graduate appointed by the executive committee. The Chair of the GWU Board of Trustees shall appoint one or two trustees to the search committee. The voting members shall be the elected faculty and appointed trustees.

The search committee shall establish criteria for the dean search, including a position description, and those criteria shall be circulated to the full time faculty of the school for comment. After reviewing faculty input, the search committee shall forward a final copy to the executive committee and the Provost for approval.

### **B. Associate, Assistant Deans, or Other Academic Officials of Similar Rank**

Faculty nominations will be reviewed by the Executive Committee. The Executive Committee will select the search committee members from the nominations and the Dean will select the Chair of the search committee from among or in addition to the elected committee. The Chair of the search committee will consult with the Dean.



For associate, assistant deans or other academic officials of similar rank in the SMHS, the search committee shall consist of at least five faculty members. In general there shall be representation from all types of departments. When the search is for a position related to a certain category of department ( basic science, clinical, health sciences), at least three faculty members or at least fifty per cent of the committee shall be from that category. One student shall be appointed to the committee as a voting member. The Dean or his designee(s) may serve as non-voting, ex-officio members.

### **C. Department Chairs**

Nominations for membership of Department Chair search committees shall be requested from all of the Faculty Assembly. The executive committee shall elect the search committee from among the nominations. The committee shall consist of no less than five (5) regular faculty members of which no less than two (2) faculty members shall be members of the department concerned, as voting members. The Dean shall recommend a Chair of the committee from among or in addition to the elected membership; the selection must be approved by a majority of the Executive Committee. The search committee shall interview candidates and make recommendations to the Dean, and in the case of clinical departments in the MFA the President of the MFA, for consideration.

### **D. Charging Search Committees**

The Provost shall charge a Dean search committee. The Dean or his/her designee shall charge search committees for Associate Deans, Assistant Dean, Academic Officers of similar academic rank and Department Chairs. The charge shall include instructions as to whether the committee shall conduct an open search an internal search open to any qualified candidate, or recommending the approval (or not) of an incumbent holding an interim appointment.

### **E. Continuance**

The school shall follow the Procedures for the Implementation of the Faculty Code regarding the continuance of the Dean. The comprehensive review conducted by the Provost every three years shall include consultation with SMHS faculty in Health Sciences, Basic Science and Clinical departments.

Continuance of Associate and Assistant Deans, Department Chairs and other academic officers is at the pleasure of the Dean who shall, when feasible, consult with the faculty. For continuance of Chairs of clinical departments, the Dean shall consult with the leadership of the Medical Faculty Associates or Children's National Health System subject to the terms of existing affiliation agreements.

## **XII. AMENDMENTS**

Amendments to the SMHS Faculty Rules and Procedures may be proposed to the Faculty Assembly by the Dean, by petition to the Dean signed by twenty-five (25) regular faculty members of the Faculty Assembly, and/or by a Faculty Committee established for that purpose. Proposed amendments shall be published and appear as an item of business on the agenda for a regular or special meeting of the Faculty Assembly.

The adoption of a proposed amendment by the Faculty Assembly shall require the favorable two-

thirds vote of those voting provided there are at least fifty (50) voting members as specified under these **Rules** in Section IX (D), "Voting Requirements."

**Changes recommended for approval by the Executive Committee of the SMHS Faculty Assembly on August 25, 2016.**