

CONSTITUTION OF THE GEORGETOWN UNIVERSITY SCHOOL OF MEDICINE

Article I. Preamble and Mission

The School of Medicine functions within the governance structure of the Georgetown University Medical Center that is comprised of the School of Medicine and the School of Nursing and Health Studies. Guided by the University's Jesuit tradition of *cura personalis*, of caring for the whole person, Georgetown University School of Medicine educates, in an integrated manner, knowledgeable, skillful, ethical, and compassionate physicians and biomedical scientists, dedicated to the care of others and the health needs of our society.

The University was founded on the principle that serious and sustained discourse among people of different faiths, cultures and beliefs promotes intellectual, ethical and spiritual understanding. Consistent with this principle, the School of Medicine strives to ensure that its students become respectful physicians who embrace all dimensions of diversity in a learning environment that understands and includes the varied health care needs and growing diversity of the populations we serve.

Nothing in this Constitution is to be constructed as at variance with or as a constraint on the traditional academic freedoms enjoyed by individual members of the faculty, or as at variance with the *Georgetown University Faculty Handbook*.

Article II. Administration of the School

Section 1. Executive Vice President and Executive Dean

The Executive Vice President for Health Sciences and Executive Dean of the School of Medicine ("EVP") possesses line authority from the President and the Board of Directors for all academic and administrative activities of the Medical Center. The EVP is responsible for the educational, research and service programs, for other functions and activities as they may exist now or arise, and for the recommendation and implementation of all policies and regulations established by the President and Board of Directors. The EVP has multi-campus and University policy roles, including service in the President's Cabinet, is the Affirmative Action Officer for the Medical Center Campus, has direct responsibility for all Medical Center activities, and is responsible for other duties as described in the *Faculty Handbook*, as it may from time to time be amended or modified. The Executive Vice President for Health Sciences and Executive Dean for the School of Medicine is the chief administrative officer of the School of Medicine.

Section 2. Dean for Medical Education

The Dean for Medical Education (“Dean”) is responsible for the execution of the educational mission of the School of Medicine and reports directly to the EVP. By delegation from the EVP, the Dean for Medical Education is responsible for the leadership and allocation of resources for the following areas:

1. *Educational Environment*: works with faculty and staff to create an academic, cultural and physical environment within the School of Medicine that is conducive to scholarship, intellectual vitality, and learning;
2. *School of Medicine Budget*: manages the finances of the School of Medicine consistent with the institutional financial plan and the policies and procedures of the Georgetown University Medical Center; prepares and administers the School of Medicine budget; manages expenses for preclinical and clinical teaching for the undergraduate medical education program at Georgetown University and affiliated hospital sites.
3. *Admissions*: helps to ensure the quality of medical student recruitment and matriculation in an increasingly competitive and rapidly changing environment;
4. *Curriculum*: maintains and enhances undergraduate medical education (preclinical and clinical), including providing coordinated oversight of the curriculum and curricular change;
5. *Student services*: oversees counseling, registrar, and financial aid;
6. *Medical Center Library*: oversees knowledge management and informatics;
7. *Fundraising and Development*: works with the EVP and the Office of Advancement to procure external funding for the School of Medicine to support its educational programs, activities, and facilities;
8. *Clinical Education Sites*: ensures the clinical environment provides high quality clinical education through appropriate integration of the educational and research programs with patient care provided by the clinical sites.
9. *External Matters*: as delegated by the EVP, represents the School of Medicine in all external matters including accreditation, communications media and community agencies, and individuals;
10. *Personnel*: Appoints and removes the Associate and/or Assistant Deans within the School of Medicine and Librarians, Associate & Assistant Librarians, and any other administrative personnel in accordance with established policies and practices of the Medical Center and University and;

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11. *Committees*: Appoints standing and special committees for the School of Medicine and designates the areas of function of all committees appointed by him/her.

Section 3. Department Chairs

The Medical School has two groups of departments that contribute to its educational and scholarly missions: basic science and clinical. The basic science departments carry out the educational and scholarly missions of Georgetown University Medical School (“the University”) and have department chairs appointed by the President of the University. The clinical departments carry out educational and scholarly missions and have clinical operations at Georgetown University Hospital (“the Hospital”), which is owned and operated by MedStar Health, Inc (“MedStar”). The clinical departments have academic department chairs and operational department chairs (also called Chiefs of Service). The University and MedStar cooperate in the appointment of academic and operational department chairs for the clinical departments, with the goal of designating the same person to fulfill both functions, which they are in most cases, although it is acknowledged that this goal may not always be achieved. The role of the academic department chair in the clinical department is to manage the educational and scholarly aspects of the Hospital department that are funded by the SOM (including but not limited to undergraduate medical education and certain research).

In fulfillment of their University responsibilities, department chairs are the administrative heads of departments and are responsible for the academic, personnel and fiscal affairs of their department. They should be provided with sufficient authority to successfully discharge their duties, including budgetary authority and authority to allocate space. Their University duties, which are more fully described in the *Faculty Handbook*, include:

- Establishing and administering all department policies;
- Promoting research and instruction in the department;
- Recommending changes to the curricula in light of trends and developments in the areas of study;
- Preparing budgets and providing oversight of departmental expenditures;
- Recommending annual merit salary increases for faculty and staff (for clinical chairs, this is done in concert with MedStar Health);
- Recommending faculty candidates for appointment, tenure and promotion in consultation with department faculty;
- Allocating office and research space within the department;
- Ensuring the progress and welfare of students.

Article III. Appointments

Section 1. Appointment of the Dean for Medical Education

The Dean for Medical Education is appointed by and may be removed by the Executive Vice-President for Health Sciences and Executive Dean.

When a vacancy occurs in the deanship, the Executive Vice President and Executive Dean will appoint a search committee. Fifty percent of the search committee will be selected by the EVP and fifty percent will be selected by the Medical Center Caucus of the Faculty Senate. The search committee will make its recommendation(s) to the Executive Vice President for Health Sciences who will seek advisory input from the established Medical Center advisory bodies.

Section 2. Appointment of Department Chairs

As provided in the University's *Faculty Handbook*, department chairs are appointed by the President, based on recommendations of the department faculty (or a search committee that includes department faculty, among others) and the relevant academic officers.

The EVP recommends for appointment by the President, the chairs of the basic science departments and, as specified in the Academic Affiliation and Operations Agreement with MedStar Health, recommends for appointment by the President (in cooperation with MedStar Health) the chairs of the clinical department.

Article IV. Standing Committees of the School of Medicine

Consistent with the principle that the School of Medicine embraces all dimensions of diversity, its leadership will strive to have appropriate representation in its committee membership in terms of race, ethnicity, and gender.

Section 1. Committee on Medical Education ("COME")

1. Responsibility

The Committee on Medical Education is a standing committee of the School of Medicine. Drawing on the expertise of faculty, students, and professional staff, the COME is charged with institutional responsibility for the education of knowledgeable, ethical, skillful, and compassionate physicians, and for providing a competency-based undergraduate medical curriculum. The COME executes its responsibilities through ongoing and systematic oversight, management, and evaluation of Georgetown University's four-year curriculum leading to the M.D. degree. The COME reports its actions to the Dean for Medical Education who is responsible for implementing them.

2. Membership

Membership on the Committee on Medical Education shall reflect the teaching programs in both the clinical and basic science departments. Members are appointed by the Dean for Medical Education with two members being elected by the Medical Center Caucus of the Faculty Senate. Although it is customary for members of the COME to be drawn from a variety of medical center departments, members are not "representatives" of particular departments. Members are appointed to serve for a three year term. Ordinarily, an individual may serve on the COME for

no more than two terms in succession, and must remain off the Committee for at least one term between appointments.

The Dean for Medical Education, the Senior Associate Dean for Student Affairs, the Associate Dean for Curriculum and Assessment, the Assistant Dean for Clinical Education, the Assistant Dean for Curriculum Management, the Senior Associate Dean for Faculty and Academic Affairs, the Associate Dean for Clinical Informatics, and the Associate Dean for Educational Assessment serve as *ex officio* members of this committee. The Student Medical Education Committee (the SMEC) provides recommendations to the Dean for Medical Education for appointment of student representatives to the COME.

3. Voting

Each member of the COME with voting privileges will have one vote. If a vote is to be taken in-between scheduled COME meetings, votes can be conducted electronically. *Ex officio* members do not have a vote.

4. Attendance

Members of the COME are expected to attend all official meetings unless one of the Chairs of the COME has been informed in advance that they are not able to attend and the absence is approved. Members may be removed for excessive absences, whether or not approved in advance.

5. Officers of the Committee on Medical Education

The Co-Chairs (one from a Basic Science department and one from a Clinical department) of the COME are appointed by the Dean for Medical Education and serve for two-year terms, which may be renewed.

6. The Secretary

The Executive Assistant to the Associate Dean for Curriculum and Assessment will be the Secretary of the COME. The Secretary will keep an accurate record of all proceedings of the COME, maintain the permanent records of the proceedings in the Office of Medical Education, and conduct the correspondence of the COME.

Section 2. Committee on Students (“COS”)

1. Responsibility

The Committee on Students is a standing committee of the School of Medicine. Drawing on the expertise of faculty, students, and professional staff, the COS is charged with oversight of the progress of students enrolled in the School of Medicine, including (a) the well being of the student body and (b) the suitability of individual students in all aspects for continuing their medical education and preparing for the practice of medicine. Among other things, the COS

reviews the academic progress of all students enrolled in the School of Medicine, recommends students for promotion and commendation, approves leaves of absence, and assigns remediation or other appropriate plans or disciplinary action for those students experiencing academic difficulty or professionalism issues. The decisions of the COS are final, except in cases where a student (1) would be dismissed from the School of Medicine, (2) is suspended from the School of Medicine, or (3) is refused permission to return from leave of absence. In such cases, students may appeal their decisions to the Committee on Student Appeals. The COS reports its actions to the Dean for Medical Education and officially advises students who come before the COS of the actions taken relative to their situation.

2. Membership

Membership on the Committee on Students shall reflect the teaching programs in both the clinical and basic science departments. Members are appointed by the Dean for Medical Education with two members elected by the Medical Center Caucus of the Faculty Senate. Although it is customary for members of the COS to be drawn from a variety of medical center departments, the members of the COS are not "representatives" of particular departments. Members are appointed to serve for a three year term. Ordinarily, an individual may serve on the COS for no more than two terms in succession, and must remain off the Committee for at least one term between appointments.

The Dean for Medical Education, the Senior Associate Dean for Student Affairs, the Associate Dean for Curriculum and Assessment, and the Director of Student Affairs serve as *ex officio* members of this committee. The Student Medical Education Committee (the SMEC) provides recommendations to the Dean for Medical Education for appointment of four (4) fourth-year medical student representatives to the COS who serve for a one (1) year term.

3. Voting

Faculty and professional staff committee members will each have one vote. The four student representatives shall have two votes and will decide among themselves as to how the student votes will be cast. If a vote is to be taken between scheduled COS meetings, votes can be conducted electronically. *Ex officio* members do not have a vote.

4. Attendance

Members of the COS are expected to attend all official meetings unless the Chair of the COS has been informed in advance that they are not able to attend and the absence is approved. Members may be removed for excessive absences, whether or not approved in advance.

5. Officers of the Committee on Students

The Chair of the COS is appointed by the Dean for Medical Education and serves for a two-year term, which may be renewed.

6. The Secretary

The Director for Student Affairs will be the Secretary of the COS. The Secretary will keep an accurate record of all proceedings of the COS, maintain the permanent records of the proceedings in the Office of Medical Education, and conduct the correspondence of the COS.

Section 3. Committee on Student Appeals (“COSA”)

1. Responsibility

The Committee on Student Appeals is a standing committee of the School of Medicine. The chief function of the Committee on Student Appeals (the COSA) is to hear appeals from the Committee on Students (see Article IV, Section 2, “Responsibility,” for the types of cases heard on appeal). The COSA may: (1) affirm the decision of the Committee on Students, (2) reverse or modify the action of the Committee on Students in a manner dealing more benignly with the student, or (3) remand the case to the Committee on Students. The Chair of the COSA determines the agenda and conduct of meetings. The COSA reports its actions to the Dean for Medical Education and officially advises students who come before the COSA of its actions made relative to their situation.

2. Membership

This special committee of seven faculty members is appointed by the Dean for Medical Education. Alternate members shall be designated to serve in the absence of regular members. There are no *ex officio* members on this committee.

3. Voting

Five members (including the Chair) of the COSA will constitute a quorum, and decisions shall be reached by majority decision. Each member of the COSA with voting privileges will have one vote. Votes cannot be conducted electronically.

4. Attendance

Members of the COSA are expected to attend all official meetings unless the Chair of the COSA has been informed in advance that they are not able to attend and the absence is approved. Members may be removed for excessive absences, whether or not approved in advance.

5. Officers of the Committee on Student Appeals (COSA)

The Chair of the COSA is appointed by the Dean for Medical Education and serves for a two-year term, which may be renewed.

6. The Secretary

The Senior Associate Dean for Student Affairs will serve as the Secretary of the COSA. The Secretary will keep an accurate record of all proceedings of the COSA, maintain the permanent records of the proceedings in the Office of Medical Education, and conduct the correspondence of the COSA.

Section 4. Committee on Admissions (“COA”)

1. Responsibility

The Committee on Admissions is a standing committee of the School of Medicine. Drawing on the expertise of faculty, students, and professional staff, the COA makes binding decisions regarding the acceptance of student applicants into the School of Medicine’s incoming class. Admissions standards are developed by the COME with input from the Dean for Medical Education who assures that any new or revised standards are applied by the COA. The COA reports its actions to the Dean for Medical Education and officially advises applicants regarding their acceptance into the School of Medicine.

2. Membership

Membership on the Committee on Admissions shall reflect the teaching programs in both the clinical and basic science departments. Members are appointed by the Dean for Medical Education with two members elected by the Medical Center Caucus of the Faculty Senate. Although it is customary for members of the COA to be drawn from a variety of medical center departments, the members of the COA are not "representatives" of particular departments. Members are appointed to serve for a three year term. Ordinarily, an individual may serve on the COA for no more than two terms in succession, and must remain off the Committee for at least one term between appointments.

The Senior Associate Dean for Admissions and the Assistant Dean for Admissions serve as *ex officio* members of this committee. The Student Medical Education Committee (the SMEC) provides recommendations to the Dean for Medical Education for appointment of four (4) fourth year medical student representatives to the COA who serve for a one (1) year term.

3. Voting

Each member of the COA with voting privileges will have one vote. If a vote is to be taken in-between scheduled COA meetings, votes can be conducted electronically. *Ex officio* members do not have a vote.

4. Attendance

Members of the COA are expected to attend all official meetings unless the Chair of the COA has been informed in advance that they are not able to attend and the absence is approved. Members may be removed for excessive absences, whether or not approved in advance.

5. The Secretary

The Assistant Dean for Admissions will be the Secretary (nonvoting staff) of the COA. The Secretary will keep an accurate record of all proceedings of the COA, maintain the permanent records of the proceedings in the Office of Medical Admissions, and conduct the correspondence of the COA.

Section 5. Committee on Admissions for Georgetown Experimental Medical Studies Program (“GEMS”)

1. Responsibility

Georgetown Experimental Medical Studies is a one-year post-baccalaureate experience for students from disadvantaged backgrounds who are most likely to make a significant contribution to meeting the needs of the nation’s minority, disadvantaged and under-served populations and, whose disadvantaged circumstances have contributed to modest academic credentials. The Committee on Admissions for GEMS (“COAG”) makes binding decisions regarding the acceptance of applicants into the School of Medicine’s GEMS program. Admissions standards for the GEMS program are developed by the COME with input from the Dean for Medical Education who assures that any new or revised standards are implemented by the COAG or the acceptance of GEMS students for the new class.

2. Membership

Membership on COAG shall reflect the teaching programs in both the clinical and basic science departments. Members are appointed by the Dean for Medical Education with one member elected by the medical Center Caucus of the Faculty Senate. Members are appointed to serve for a three year term. Ordinarily, an individual may serve on the COAG for no more than two terms in succession, and must remain off the Committee for at least one term between appointments.

The Associate Dean for Students and Special Programs and the Associate Dean for Curriculum and Assessment serve as *ex officio* members of this committee. The Student Medical Education Committee (the SMEC) provides recommendations to the Dean for Medical Education for appointment of four (4) student representatives to the COAG.

3. Voting

Each member of the COAG with voting privileges will have one vote. If a vote is to be taken in-between scheduled COAG meetings, votes can be conducted electronically. *Ex officio* members do not have a vote.

4. Attendance

Members of the COAG are expected to attend all official meetings unless the Chair of the COAG has been informed in advance that they are not able to attend and the absence is approved. Members may be removed for excessive absences, whether or not approved in advance.

5. The Secretary

The Associate Dean for Students and Special Programs will be the Secretary of the COAG. The Secretary will keep an accurate record of all proceedings of the COAG, maintain the permanent records of the proceedings in the GEMS Office, and conduct the correspondence of the COAG.

Section 6. - GEMS Academic Advisory Committee (“GAAC”)

1. Responsibility

GEMS students take courses selected from the first-year course requirements for medical students and are graded in the same manner as first-year medical students. GEMS students also take a graduate level biochemistry course. The GEMS Academic Advisory Committee is charged with (a) oversight of the progress of students enrolled in the GEMS program, (b) the well being of the GEMS student body and, (c) the suitability of individual students in continuing their medical education. Among other things, the GAAC reviews the academic progress of all GEMS students, recommends students for promotion and commendation, and assigns remediation plans to those students experiencing academic or other difficulty. The decisions of the GAAC are final. The GAAC reports its actions to the Dean for Medical Education and officially advises students who come before the GAAC of the decisions made relative to their situation. GEMS students who successfully complete the program are encouraged to apply to the School of Medicine.

2. Membership

Membership on GAAC shall reflect the teaching programs in both the clinical and basic science departments. Members are appointed by the Dean for Medical Education with one member elected by the Medical Center Caucus of the Faculty Senate. Members are appointed to serve for a three year term. Ordinarily, an individual may serve on the GAAC for no more than two terms in succession, and must remain off the Committee for at least one term between appointments.

The Associate Dean for Students/ GEMS Program Coordinator and the Associate Dean for Curriculum and Assessment serve as *ex officio* members of this committee. The Student Medical Education Committee (the SMEC) provides recommendations to the Dean for Medical Education for appointment of four (4) student representatives to the GAAC.

3. Voting

Each member of the GAAC with voting privileges will have one vote. If a vote is to be taken in-between scheduled GAAC meetings, votes can be conducted electronically. *Ex officio* members do not have a vote.

4. Attendance

Members of the GAAC are expected to attend all official meetings unless the Chair of the GAAC has been informed in advance that they are not able to attend and the absence is approved. Members may be removed for excessive absences, whether or not approved in advance.

5. Officers of the GEMS Academic Advisory Committee

The Chair of GAAC is appointed by the Dean for Medical Education and serves for a two-year term, which may be renewed.

6. The Secretary

The Associate Dean for Students/GEMS Program Coordinator will serve as Secretary for GAAC. The Secretary will keep an accurate record of all proceedings of the GAAC, maintain the permanent records of the proceedings in the office of Associate Dean for Students and GEMS Program Coordinator, and conduct the correspondence of the GAAC.

Article V. Meetings of the Standing Committees

Section 1. Regular Meetings

All the Standing Committees of the School of Medicine will meet at least three times a year, when there are agenda items to discuss. The COS, COME and COA will meet at least nine times an academic year at the call of the Chair or Co-Chairs.

Section 2. Special Meetings

Special meetings may be called by the Dean or the Chair as needed.

Section 3. Notice of Special Meetings

Notice of all special meetings specifying time, location and the agenda will ordinarily be given by the Chair at least seven days prior to the date of the meeting.

Section 4. Agenda

All members of the various standing committees may submit items to the Chair or one of the Deans for inclusion on the agenda of regular meetings.

Section 5. Quorum and Voting

Unless otherwise specified, a simple majority of the voting members shall constitute a quorum. Committee actions may be taken by the vote of a simple majority of voting members present.

Section 6. Conduct of Business

In matters not regulated by this constitution, Roberts Rules of Order Newly Revised will serve as the parliamentary authority but each standing committee may establish and amend its rules of procedure by majority vote.

Section 7. Committee Membership and Appointments

Each Committee shall maintain a current roster of membership which will be posted on the Office of Faculty and Academic Affairs website.

Article VI. Other Committees

Section 1. The Dean may appoint subcommittees to the standing committees or other *ad hoc* committees as necessary.

Section 2. Standing Committee of the Executive Vice President and Executive Dean

The charges and procedures of committees reporting to the EVP/ED (including the Committee on Appointments and Promotions and the Research Committee) are defined on the website for the Georgetown University Medical Center Office of Faculty and Academic Affairs.

<http://gumc.georgetown.edu/evp/facultyaffairs/medicalcentercommittees/>

Article VII. Amendment to the Constitution

Section 1. Amendment

Amendments will be introduced by written notification of the Committee on Medical Education at least ten days before a meeting. To assure adequate consideration of the proposed amendment, action will be taken at the following meeting.

Section 2. Ratification

Amendments to the Constitution shall become effective after having been adopted by two-thirds of the members of the COME present and voting, and approved by the Executive Vice President and Executive Dean, with input from the Medical Center advisory bodies, the President and Board of Directors of the University, and by a majority vote of the full-time faculty of the School of Medicine with at least one year of service who cast a vote.