



THE UNIVERSITY OF
CHICAGO
BIOLOGICAL
SCIENCES

AT THE FOREFRONT OF MEDICINE®

The University of Chicago
Pritzker School of Medicine Bylaws

Last Reviewed July 2020



THE UNIVERSITY OF
CHICAGO
PRITZKER SCHOOL
OF MEDICINE

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BYLAWS OF THE UNIVERSITY OF CHICAGO

Enacted by the Board of Trustees

Last Amended: May 25, 2017

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I. TRUSTEES

1. *Trustees.* The number of Trustees shall not exceed fifty-five, including the President of the University. The Board shall, at each Annual Meeting, elect Trustees for five-year terms to succeed the group of Trustees whose terms expire with that meeting. The terms of the Trustees shall be staggered, and the number of Trustees in each of the five groups shall be as equal as is feasible. Vacancies in the Board arising from any cause may be filled by the Board at any meeting. No person (other than the President) shall be eligible to serve as a Trustee after the Annual Meeting following the Trustee's seventy-fifth birthday. A Trustee may be removed from office with or without cause by the affirmative vote of a majority of the Trustees.

2. *Chair; Vice Chair(s).*

- a) There shall be a Chair of the Board and one or more Vice Chairs.
- b) The Chair shall be elected from among the Trustees (other than the President) at the regular meeting that precedes the Annual Meeting of the Board, by affirmative vote of a majority of the Trustees. The term of the Chair shall begin at the close of the Annual Meeting following his or her election, and shall serve for up to two three-year terms, the latter of which may be extended for additional one-year periods by affirmative vote of a majority of the Trustees. Vacancies in the position of Chair for any reason may be filled by the Board at any meeting by the election of a Chair for the unexpired term of the person succeeded, or by the election of an acting Chair to fill such term or so much thereof as the Board shall determine.
- c) Upon the recommendation of the Chair, the Vice Chair(s) of the Board shall be appointed by the Board at its Annual Meeting or as soon thereafter as practicable, to serve until the next Annual Meeting of the Board. Vacancies in the position of Vice Chair for any reason may be filled by the Chair by the appointment of a Vice Chair for the unexpired term of the person succeeded, or by the appointment of an acting Vice Chair to fill such term or so much thereof as the Chair shall determine.
- d) In the absence or inability to act of the Chair, the Vice Chair(s), in the order of their length of service on the Board of Trustees, shall have the powers and perform the duties of the Chair.

3. *Honorary Trustees; Trustees Emeriti.*

- a) The Board may elect Honorary Trustees at any regular meeting.
- b) A Trustee who has served at least two five-year terms and leaves the Board in good standing may be elected a Trustee Emeritus. In exceptional instances, based on a determination that the Trustee has rendered truly distinguished service to the University, a Trustee who has served only one term may be elected a Trustee Emeritus. Elections to Trustee Emeritus can be made at any Annual Meeting upon recommendation by the Trusteeship and Governance Committee. The election of a Trustee to the position of Trustee Emeritus will create a vacancy on the Board.
- c) Honorary Trustees and Trustees Emeriti do not attend the business session of Board meetings or any meetings of standing committees. Honorary Trustees and Trustees Emeriti shall not be members of the Board, and shall not have the privilege of voting or of holding

any office which is filled by election or appointment from among the members of the Board. Honorary Trustees and Trustees Emeriti shall not be counted in determining the number of Trustees required to constitute a quorum nor in determining the presence of a quorum at meetings of the Board.

II. MEETINGS OF TRUSTEES

1. *Meetings of Trustees.*

- a) Regular Meetings. The Board shall hold three meetings each year, on such dates as shall be established by the Board.
- b) Annual Meeting. The last regular meeting of each fiscal year shall be the Annual Meeting. Any action directed in these bylaws to be taken at an Annual Meeting, which is not so taken, may be taken at any subsequent regular or special meeting.
- c) Special Meetings. Special meetings of the Board shall be called by the Secretary at any time the Secretary shall be requested to do so by the Chair or a Vice Chair of the Board, by any three Trustees, or by the President of the University.
- d) Quorum. One-third of the Board shall constitute a quorum for all purposes and the act of a majority of the Trustees present at a meeting at which a quorum is present shall be the act of the Board, except that (1) the adoption of amendments to the Articles of Incorporation, (2) the election of Trustees and the elected officers of the University, (3) final action on the annual budget, and (4) the designation of committees to have and exercise the authority of the Board in the management of the University shall receive the affirmative vote of a majority of the Trustees.
- e) Notices. Notices of meetings of the Board shall be delivered or sent by personal delivery, mail or electronic mail to the Trustees at their addresses as shown by the records of the University, in the case of regular meetings at least five days, and in the case of special meetings at least two days, before the dates of the meetings. Each notice shall state the place, date, and hour of the meeting.

2. *Place of Meetings.* Meetings shall be held at such locations as shall be determined from time to time by the Board, by the Chair of the Board, or by the President of the University.

III. COMMITTEES

1. *In General.*

- a) The standing committees of the Board and their respective purposes are as set forth below:
 - (i) Audit Committee: To provide oversight of the University's financial practices, internal controls, and external and internal audit processes, as well as the University's compliance with laws and regulations.
 - (ii) Executive Committee: To exercise the authority of the Board of Trustees in the management of the University and to carry out the responsibilities of the Board, except to the extent (i) precluded by law, (ii) these Bylaws require the affirmative vote of a majority of the Trustees or (iii) otherwise provided by resolution adopted by a majority of the Trustees.
 - (iii) Financial Planning Committee: To oversee and advise University administration and the Board as to the University's capital and operating budgets, performance against the budgets, debt capacity and its long-range financial plan.
 - (iv) Institutional Capacity Committee: To oversee and advise University administration and the Board on matters relating to the University's (i) development, (ii) physical facilities, real estate and master plan, (iii) human

- (v) resources and employee benefits, (iv) information technology infrastructure, and (v) campus safety and security.
 - (vi) Investment Committee: To oversee the operation, administration and performance of the University's investment assets and portfolio to ensure proper stewardship of invested funds in support of the University's mission.
 - (vii) Medical Center Executive Committee: To serve a dual role as the Executive Committee of the University of Chicago Medical Center ("UCMC") Board and as the Medical Center Committee of the University Board. As a University Board committee, the Committee provides feedback to the University President and University Board on UCMC as an important component of the University as a whole.
 - (viii) Outward Engagement Committee: To review, support and advise on University programs, partnerships and affiliations with external impact at the local, regional, national or global level, and their coordination in the context of the University's positioning and communications efforts.
 - (ix) Trusteeship and Governance Committee: To achieve and maintain an effective, active and engaged Board of Trustees and coordinated committee structure and lead the review of the Board's role and responsibilities, composition, knowledge and effectiveness.
- b) Upon the recommendation of the Chair of the Board, Committee members shall be appointed by the Board at its Annual Meeting or as soon thereafter as practicable, to serve until the next Annual Meeting of the Board. Vacancies in standing committees may be filled, and new members of standing committees may be appointed, at any regular or special meeting of the Board.
- c) The Board may from time to time create such other committees as shall seem advisable. Any committee, if so provided in a resolution adopted by a majority of the Trustees, may have and exercise the authority of the Board in the management of the University and to the extent provided in such resolution.
- d) The Chair of the Board shall designate the Chair and any Vice Chairs of all committees appointed by the Board, except as is otherwise provided in these bylaws. No person shall serve as a Chair of a standing committee, with the exception of the Executive Committee, for more than five consecutive years. In the absence or disability of the Chair and any Vice Chair of any standing committee, the Chair of the Board shall designate another member of the committee as acting Chair.
- e) Each committee shall hold regular meetings each year, on such dates as shall be established by the President and the Chair of the Board. Special meetings of a committee may be called by the Secretary upon the request of the committee Chair, the President or the Chair of the Board.
- f) Except as otherwise provided in these Bylaws, a majority of the members of any committee shall constitute a quorum at any meeting, and any action taken by a majority of the members attending any meeting at which a quorum is present shall be the act of the committee for all purposes. Ex officio members of a committee shall be counted in determining the number of members required to constitute a quorum, as well as in determining whether a quorum is present at any meeting, and shall have voting rights.

- g) Each standing committee shall adopt, and periodically review, a charter setting forth the committee's purpose, responsibilities, composition and such other rules as shall seem advisable for the conduct of its affairs (each, a "Charter"). The Board shall review and approve each initial Charter. The Chair of the Board, Chair of the Trusteeship and Governance Committee and the President shall, in consultation with the Secretary, jointly approve all proposed Charter amendments; provided, however, that the Chairs may jointly elect to submit any proposed amendments to the Trusteeship and Governance Committee for review and subsequent approval by the Board. In the event of a conflict between these Bylaws and any Charter, these Bylaws shall control.

2. Advisory Councils.

- a) The Board may, from time to time on nomination of the President, designate advisory councils ("Councils") for University divisions, schools or other units to help advance the units' goals. For the sake of consistency and clarity, the name of all such Councils shall consist of the name of the unit followed by "Council" (e.g., the "Humanities Division Council," the "Law School Council").
- b) Members of Councils shall be appointed by the Board, upon recommendation of the President and the Secretary of the University, in consultation with the dean or director of the relevant unit. In making such recommendations, the President and the Secretary of the University shall be guided by the current needs and functions of the particular Council, and where possible each Council shall have in its membership persons who are particularly qualified to deal with the area covered by the unit they are serving, as well as persons whose general experience qualifies them to be of assistance. The Councils shall report periodically to the Board either in writing or through their Council Chairs. Upon the recommendation of the President, the Board may dissolve a Council.
- c) Councils are charged with providing advice, advocacy, and philanthropy to the units they serve and, through their work and reporting, increasing the understanding of the Board of Trustees and other friends of the University regarding the respective unit they serve. The members' ability to perform this function is facilitated by the active participation of the deans and directors, the President, and the administration, who provide the members of the Councils with the information they need to carry out their responsibilities.
- d) Members of the Councils shall be appointed for such terms as the Board shall provide. The normal term shall be three years, but to maintain continuity of members, the Board may, when deemed advisable, appoint one or more members of each Council to a term or terms of less than three years so that the number of terms expiring in one year is not more than about one-third of the membership. A member of a Council may be appointed to more than one term but shall ordinarily be considered ineligible for reappointment for one year following the expiration of three successive terms. The Chair of a Council shall be appointed by the Board for a term of three years, and may be reappointed as Chair or as a member of the Council. In order to encourage broad participation, but at the same time provide flexibility for special circumstances, the chairship of any Council normally shall be rotated after two successive terms.

3. Term of Appointment. All committee appointments shall be for the period expiring with the next Annual Meeting of the Board, except as otherwise provided in Section 2 (with respect to Advisory Councils). Members of all committees, standing or otherwise, shall, however, serve until their respective successors have been elected or the committee discharged.

IV. OFFICERS

1. In General.

a) The officers of the University shall be:

- President of the University
- Provost of the University
- Vice President and Chief Financial Officer
- a) Vice President and Chief Investment Officer
- b) Executive Vice President for Medical Affairs
- c) One or more additional Vice Presidents
- d) Secretary of the University
- e) Such other officers as the President may recommend.

The President of the University, the Provost of the University, all Vice Presidents, and the Secretary of the University shall be elected at the Annual Meeting of the Board by affirmative vote of a majority of the Trustees to serve at the pleasure of the Board until the next Annual Meeting and until their respective successors shall have been elected. The affirmative vote of a majority of the Trustees shall be required to fill vacancies in any office arising from any cause. Such vacancies may be filled by the election of officers for the unexpired terms of the officers they succeed or by the election of acting officers to fill such terms or so much thereof as the Board shall determine.

- b) The Board may appoint such other officers as it shall seem advisable, to hold office at the pleasure of the Board.
- c) The Provost of the University, the Vice Presidents, and the Secretary of the University shall be nominated by the President of the University.
- d) The officers shall have such authority and perform such duties, in addition to the duties prescribed in these bylaws, as may be prescribed from time to time by the President or by the Board.

2. The President.

- a) The President shall be the executive head of the University, and shall serve as a Trustee for so long as he or she shall be President. The President shall make appointments to the academic and nonacademic staff of the University (except for offices with respect to which the appointive power is reserved to the Board or its elected officers) under such regulations as may be adopted from time to time by the Board, and report them to the Board, as appropriate. The President shall be responsible, under the supervision of the Board, for the management of the physical plant and the administration of all business activities of the University, including investments, investment properties, and special property holdings in the neighborhood of the University. The President shall be responsible for carrying out all measures officially agreed upon by the faculties in regard to matters committed to them by the Board, and such measures concerning the administration of the University as the Board may enact. The President shall be the official medium of communication between the faculties and the Board, and between the students and the Board.
- b) The President shall submit a budget to the Board at its Annual Meeting for its consideration and approval, and shall report to the Board on the work and condition of the University, as appropriate.

3. The Provost. The Provost of the University shall have general responsibility under the President for the development, implementation, and administration of the academic affairs of the University. In furtherance of this responsibility, the Provost shall take the initiative in proposing plans and action in academic matters, in reviewing and implementing educational programs and policies, and in meeting and consulting with Deans, Chairs of Departments, Directors, and members of faculties (each, as defined in the University Statutes authorized pursuant to paragraph 7 below). The Provost shall also (1) be empowered to appoint faculty committees and to call meetings of any Ruling Body, Department, University Board, or Institute (each, as defined in the University Statutes authorized

pursuant to paragraph 7 below); (2) recommend to the President the appointment of Deans, Chairs of Departments, and Directors; (3) appoint members of University Boards; and (4) be responsible for academic appointments, assignments, and promotions; for the supervision of Deans, Chairs of Departments, and Directors in the administration of their areas; and for the approval of faculty assignments. The Provost shall have authority over academic budgets. The Provost shall be the senior officer of the University under the President, shall preside at meetings of all Ruling Bodies, Departments, and University Boards when the President is not present at such meetings, and in the absence of the President, or in case of vacancy in the office, the Provost shall have the powers and perform the duties of the President.

4. The Vice Presidents.

- a) The Vice Presidents shall have such powers and perform such duties as may be prescribed in the bylaws or by the Board, or in the absence thereof, such powers as the President may prescribe. Each Vice President specifically so delegated in writing by the President may execute such contracts and other instruments as the conduct of the University's business in its ordinary course requires, according to the terms of the President's delegation.
- b) The Vice President and Chief Financial Officer, under the direction of the President, shall be the University's chief financial officer and shall be responsible for the supervision and control of the financial affairs of the University. The Vice President and Chief Financial Officer shall supervise the financial records and accounts of the University; prepare or cause to be prepared and supply for the Board and its officers and committees and for the President such statements and reports as may be from time to time required, or as may be needed to show the financial condition and operation of the University. The Vice President and Chief Financial Officer shall coordinate the work of external auditors engaged by the University, manage the University's external debt and banking relationships, and perform other duties as assigned by the President.
- c) The Vice President and Chief Investment Officer, subject to the Board and the Investment Committee, and under the supervision of the President of the University, shall have charge of the investment of the University's funds; the purchase, management, and sale or other disposition of its investment properties, including real estate; and insurance and taxes relating to investment property; and the management of the Investment Office. The Vice President and Chief Investment Officer shall receive and be the custodian of all securities of the University and of the legal documents relating to invested funds, either directly or by depositing such securities with a trust company or trust companies designated by the Board as depositaries.

5. The Secretary of the University.

- a) The Secretary of the University shall be responsible to the President and shall have the duties prescribed in these bylaws and as the President may prescribe.
- b) The Secretary shall have the responsibility of keeping minutes of all meetings of the Board of Trustees, and of the Executive Committee; the Secretary shall also keep minutes of meetings of other committees when requested by their chairs. Copies of the minutes of the meetings of the Board and of the Executive Committee shall be made available for review at the next regular meeting of the Board of Trustees. The Secretary shall keep and file all documents belonging to the University committed to the custody of the Secretary.
- c) The Secretary shall have the authority to certify the bylaws, resolutions of the Board and Committees, and other documents of the University as true and correct copies thereof.

- d) In the absence of the Secretary or in the event of the Secretary's inability to act, an Associate or Assistant Secretary shall have the powers and perform the duties of the Secretary.

V. GENERAL

1. *Purchase, Sale and Lease of Real Property.* Contracts for the purchase, sale, or disposition of real estate or leaseholds thereof and leases and deeds of conveyance of real estate and leaseholds thereof authorized by the Board or the Investment Committee, shall be executed and delivered by the President, the Vice President and Chief Financial Officer or any of their respective designee(s).

2. *Access to and Withdrawal of Securities.* Access to and withdrawal of securities of the University shall be had by not less than two persons jointly, as authorized by resolution of the Board or the Investment Committee.

3. *Delivery and Receipt of Securities.*

- a) Delivery of U.S. Government securities or corporate money market instruments approved by the Investment Committee against payment in cash at current market values may be made by the custodian banks upon written or verbal instructions of the Vice President and Chief Investment Officer or a person authorized in writing by the Vice President and Chief Investment Officer, subject to prompt confirmation by two persons as provided in paragraph 2 of this Article V.
- b) Receipt of U.S. Government securities, subscription deposit therefor, or corporate money market instruments approved by the Investment Committee may be charged by the custodian against the University account upon written or verbal instructions of the Vice President and Chief Investment Officer, or a person authorized in writing by the Vice President and Chief Investment Officer, subject to prompt confirmation by two persons as provided in paragraph 2 of this Article V.
- c) In connection with the lending of securities, receipt and delivery may be made by custodian banks in exchange for cash collateral or U.S. Government and agency securities against collateral in similar obligations, subject to prompt confirmation by two persons as provided in paragraph 2 of this Article V.

4. *Banking Authority.*

- a) The President or the Vice President and Chief Financial Officer shall have the authority to authorize individuals to open and operate bank accounts in the University's name, to instruct the transfer of funds, to issue checks and other instruments, and to otherwise manage and transact in funds in such accounts.
- b) Checks drawn upon the University's Voucher and Payroll Accounts shall be signed by the Vice President and Chief Financial Officer, or a representative authorized by the Board, against vouchers certified by the Associate Vice President for Finance or his or her designee, or a representative authorized by the Vice President and Chief Financial Officer.

5. *Authority for Expenditure.* No agent, officer, or other person shall expend any money or make any contract, agreement, promise, or undertaking in the name of the University unless authority for such action is contained in these bylaws or is provided for in the budget or is specifically granted by the Board or a standing committee thereof, or is contained in a delegation of authority approved by the President.

6. *Indemnification of Trustees and Officers.* Each person who is or was a Trustee or Officer of the University or who is or was serving at the request of the University as a director or officer of

another corporation, partnership, joint venture, trust, or other enterprise, shall be indemnified by the University in accordance with, and to the fullest extent authorized by, the General Not For Profit Corporation Act of the State of Illinois as it may be in effect from time to time.

7. *University Statutes.* The Board may enact, amend, or repeal statutes for the organization and proper management of the educational affairs of the University.

8. *Medical Center.* Unless expressly delegated to the President, the Board shall approve nominations for Trustees of the University of Chicago Medical Center ("UCMC") and for the Chair of the UCMC Board of Trustees.

9. *Amendments.* These bylaws may be amended or repealed at any regular meeting of the Board provided that notice of the general nature of the proposed amendment is given at least five days prior to the meeting at which action thereon is to be taken and the proposed amendment is recommended by the Executive Committee, but the recommendation of the Executive Committee shall not prevent modification of the proposed amendment at the meeting of the Board and its adoption as so modified.

10. *Changes in Articles of Incorporation.* The Articles of Incorporation may be amended at any regular meeting of the Board by the affirmative vote of a majority of the Trustees. Notice of the proposed amendment shall be given to each Trustee at least five days before the meeting at which action thereon is to be taken, but this requirement shall not prevent modification of the proposed amendment at the meeting and its adoption as so modified.

11. *Non-Discrimination.* In keeping with its long-standing traditions and policies, the University of Chicago considers students, employees and applicants for admission or employment, and those seeking access to programs on the basis of individual merit. The University, therefore, does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, disability, veteran status, or other protected classes under the law.

12. *Periodic Review.* The Board will conduct a review of these Bylaws, its standing committees, and its overall governance structure and functions at least every five years.

13. *Former Bylaws.* All former Bylaws are hereby repealed.

BYLAWS OF THE UNIVERSITY OF CHICAGO PRITZKER SCHOOL OF MEDICINE

EDUCATION EXECUTIVE COMMITTEE (EEC)

I. CHARGE

The Education Executive Committee (EEC) is responsible for making and endorsing educational policy, oversight of curriculum review committees, integration with Graduate Medical Education and other aspects of the Biological Sciences Division. The EEC has responsibility for all aspects of the educational program at the Pritzker School of Medicine, including medical school and Medical Scientist Training Program (MSTP) admissions, and student affairs policies. On an annual basis, faculty deans from Undergraduate Medical Education and Graduate Medical Education present outcome data from the most recently completed Academic Year.

The EEC reviews and approves policy required for medical schools by the LCME, and monitors specific LCME elements including:

- Element 3.5: Learning Environment
- Element 3.6: Medical Student Mistreatment
- Element 7.9: Interprofessional Education
- Element 8.4: Evaluation of Educational Program Outcomes

II. COMMITTEE COMPOSITION

- a) The EEC is co-chaired by the Executive Vice President of the University for Biology and Medicine, President of the University of Chicago Health System, Dean of the Division of the Biological Sciences, Dean of the Pritzker School of Medicine (BSD/PSOM Dean), and the Dean for Medical Education (DfME)
- b) Members are appointed by the committee co-chairs, and must include:
 - i. Deans from Undergraduate Medical Education (UME) and Graduate Medical Education (GME), and NorthShore University HealthSystem;
 - ii. 6-8 Senior faculty (rank of at least Associate Professor)
 - iii. Director of the MSTP
 - iv. Chief Nursing Officer
 - v. Staff leads from UME, GME, CME, Simulation, NorthShore University HealthSystem
- c) Voting members
 - i. All faculty committee members constitute the voting membership of the EEC.
- d) Terms
 - i. The term of faculty membership on the EEC is two years, renewable.
 - ii. The term of staff membership on the EEC is two years, renewable.

III. RULES FOR OPERATION

- a) Meetings
 - i. The EEC must meet at least four times within an academic year.
 - ii. One meeting per year must be dedicated to a review of key educational metrics in UME and GME from the previous academic year. The BSD/PSOM Dean must be in attendance.
- b) Quorum
 - i. Three-fourths of the EEC must be present to constitute a quorum.

ADMISSIONS COMMITTEE

I. AUTHORITY

The Education Executive Committee, chaired by the Dean for Medical Education and reporting to the Dean of the Division of the Biological Sciences and Pritzker School of Medicine, grants final authority for accepting students to the University of Chicago Pritzker School of Medicine to the four faculty chairs of the Admissions Committee.

II. CHARGE

The Admissions Committee is charged with the responsibility of holistically evaluating applicants to the University of Chicago Pritzker School of Medicine, with the goal of selecting students for admission through a faculty-led process who meet the overarching themes of the medical school mission:

At the University of Chicago, in an atmosphere of interdisciplinary scholarship and discovery, the Pritzker School of Medicine is dedicated to inspiring diverse students of exceptional promise to become leaders and innovators in science and medicine for the betterment of humanity.

III. COMMITTEE COMPOSITION

- a. The Admissions Committee is composed of four Parallel Admissions Committees and an Executive Admissions Committee.
- b. Parallel Admissions Committee Composition
 - i. One Chair
 - ii. One Faculty Member from admissions leadership
 - iii. Two Staff Members
 - iv. 6-8 Faculty Members
 - v. Three Student Admissions Committee members, of which two are eligible to vote at each meeting
- c. Executive Admissions Committee Composition
 - i. Voting Members
 - 1. The four committee chairs constitute the voting membership of the Executive Admissions Committee.
 - ii. Non-Voting Members
 - 1. The following positions serve as non-voting members of the Executive Admissions Committee:
 - a. Dean for Medical Education
 - b. Associate Dean for Admissions
 - c. Faculty Associate Director of Admissions
 - d. Associate Dean for Multicultural Affairs
 - e. Associate Dean for Medical School Administration
 - f. Director of Admissions
- d. Selection of Faculty Admissions Committee Members
 - i. Admissions Committee members are nominated by department chairs and section chiefs and formally appointed by the Dean for Medical Education.
 - ii. Chairs are selected from the Parallel Committees after demonstrating service to the committee greater than one year.
- e. Selection of Student Admissions Committee Members
 - i. Students are eligible for Parallel Admissions Committee membership after completion of their third year of medical school.
 - ii. Student Admissions Committee Members are selected through an application and interview process and appointed by the Dean for Medical Education and Associate Dean for Admissions.

- f. Terms
- i. The term of faculty membership on the Admissions Committee is one year, renewable.
 - ii. The term of student membership on the Admissions Committee is one year.

IV. RULES FOR OPERATION

- a. Meetings
 - i. Parallel committees meet regularly from September to February. The schedule for the regular meetings shall be distributed by the Director of Admissions at the beginning of each academic year.
 - ii. The Executive Committee shall meet regularly from October to February. The schedule for the Executive Committee meetings shall be distributed by the Director of Admissions at the beginning of each academic year.
- b. Voting Privileges
 - i. Eligibility
 1. Parallel Admissions Committee
 - a. All faculty and staff members are eligible to vote prior to each committee meeting and modify scores during meeting.
 - b. Two of the three Student Admissions Committee members assigned to each parallel committee are eligible to vote at each parallel committee meeting.
 2. Executive Admissions Committee
 - a. Four committee chairs are eligible to vote on admission for all candidates who have advanced to executive committee.
 - ii. Voting Process
 1. Parallel Admissions Committee
 - a. Parallel Committee members shall record votes on a scale of 1-10 in the online voting system prior to the meeting. Members shall be blinded to the scores of other members of the Committee during pre-voting.
 - b. Parallel Committee members may adjust scores based on discussion during the meeting. The average vote is finalized when the meeting is adjourned.
 2. Executive Admissions Committee
 - a. Candidates are advanced to the Executive Committee for consideration for acceptance.
 - b. Executive Committee candidates are presented by chairs for admissions. Admissions decisions are made by unanimous decision of the voting members of the Executive Committee.
 - c. Quorum
 - i. Parallel Admissions Committee
 1. A quorum of the Parallel Admissions Committee is defined as having at least 50% of eligible voting members present, with faculty votes accounting for a minimum of 50% of the votes recorded for a candidate file.
 - ii. Executive Admissions Committee
 1. Three-fourths of the Executive Admissions Committee Chairs must be present to constitute a quorum.

CURRICULUM COMMITTEES

CURRICULUM STEERING COMMITTEE (CSC)

I. CHARGE

The charge of the CSC is to provide oversight and management of the undergraduate medical education curriculum, with specific attention to:

- Reviewing and amending, as necessary, educational program objectives to ensure consistency with the mission and vision of the Pritzker School of Medicine
- Planning and evaluating current and future curricular programming, including curricular content, quality, and distribution
- Approve/reject curricular changes including those related to existing courses, clerkships and/or new course/elective offerings
- Evaluating programmatic outcomes, both internally and externally derived, to ensure compliance with the educational program objectives
- Promoting educational innovation through new initiatives and scholarship
- Facilitate inter-disciplinary and inter-professional conversations along the continuum of medical education

The CSC ensures compliance with LCME standards and monitors LCME elements including all data reported from its sub-committees and specifically:

- Element 6.1: Program and Learning Objectives
- Element 8.2: Use of Program Objectives
- Element 8.3: Curricular Design, Review, Revision, Content Monitoring
- Element 8.4: Evaluation of Educational Program Outcomes
- Element 8.5: Medical Student Feedback
- Element 8.8: Monitoring Student Time

The CSC may charge its sub-committees, the Pre-Clinical Curriculum Review Committee (PCRC) and the Clinical Curriculum Review Committee (CCRC) with responsibility for action/intervention based upon the review of the above information.

II. COMMITTEE COMPOSITION

- a) The CSC is chaired by the Associate Dean for Evaluation and Continuous Quality Improvement.
- b) Members of the CSC are appointed by the DfME, and must include:
 - i. Deans: DfME (permanent guest), Associate Dean for Evaluation and CQI, Associate Dean for Faculty Development in Medical Education, Assistant Dean of Students.
 - ii. 18 – 20 faculty across basic and clinical departments, including course and clerkship leadership, Director of Interprofessional Education, Director of Scholarship and Discovery.
 - iii. Two at-large members selected from among general faculty through nomination and review process.
 - iv. Staff: Executive Director of Medical School Education, Registrar, Learning Technology Specialist, Curriculum Management Specialists, Director of Library Services and Medical Librarian.
 - v. Students: three Pritzker Chiefs.
- c) Voting members

- i. All faculty committee members and student representatives constitute the voting membership of the CSC.
- d) Terms
 - i. The term of faculty membership on the CSC is two years, renewable.
 - ii. The term of staff membership on the CSC is two years, renewable.
 - iii. The term of student membership on the CSC is one year, nonrenewable.

III. RULES FOR OPERATION

- a) Meetings
 - i. The CSC meets 10-12 times per academic year.
- b) Quorum
 - i. Three-fourths of the CSC must be present to constitute a quorum.

CLINICAL CURRICULUM REVIEW COMMITTEE (CCRC)

I. CHARGE

CCRC committee charge includes:

- Monitoring all clerkship operations, including clinical and didactic experiences, interprofessional experiences and student experience of the learning environment
- Review and respond to medical student feedback and create plans for improvement based upon clerkship review
- Respond to requests/actions from the CSC regarding curricular changes or policy/process changes
- Monitor pertinent LCME elements including:
 - Element 3.5: Learning Environment
 - Element 3.6: Medical Student Mistreatment
 - Element 6.2: Required Clinical Experiences
 - Element 6.4: Inpatient/Outpatient Experiences
 - Element 7.9: Interprofessional Education
 - Element 8.6: Monitoring completion of Required Clinical Experiences
 - Element 8.8: Monitoring Student Workload
 - Element 9.3: Clinical Supervision of Medical Students
 - Element 9.4: Observation of Clinical Skills
 - Element 9.7: Formative Assessment and Feedback
 - Element 9.8: Fair and Timely Assessment

II. COMMITTEE COMPOSITION

- a) The CCRC is chaired by the Associate Dean of Medical School Academics.
- b) Members of the CCRC are appointed by the DfME, and must include:
 - i. Deans: Associate Dean for Evaluation and CQI (permanent guest), DfME (permanent guest).
 - ii. Faculty: All clerkship directors for all core clerkships, Director of Fourth Year Studies, sub-internship directors (by invitation).
 - iii. Staff: Executive Director of Medical School Education, Learning Technology Specialist, Curriculum Management Specialists, Associate Director of the Clinical Performance Center and Standardized Patient Program.
 - iv. Students: All third and fourth year CCRC representatives (selected through self-nomination and review process).
- c) Voting members

- i. All faculty committee members and student representatives constitute the voting membership of the CCRC.
- d) Terms
 - i. Membership remains while the individual occupies the role of clerkship director.
 - ii. The term for all other faculty membership is two years, renewable.
 - iii. The term for staff membership is two years, renewable.
 - iv. The term for student membership is two years, non-renewable.

III. RULES FOR OPERATION

- a) Meetings
 - i. The CCRC meets 6-8 times per academic year.
 - ii. Two meetings per year are scheduled for faculty and staff members only.
- b) Quorum
 - i. 50% of invited attendees must be present to constitute a quorum.

PRE-CLINICAL CURRICULUM REVIEW COMMITTEE (PCRC)

I. CHARGE

PCRC committee charge includes:

- Monitoring all course operations, including clinical and didactic experiences, interprofessional experiences and student experience of the learning environment
- Review and respond to medical student feedback and create plans for improvement based upon course review
- Promote horizontal and vertical integration between and within courses
- Provide faculty development as needed
- Respond to requests/actions from the CSC regarding curricular changes or policy/process changes
- Monitor pertinent LCME elements including:
 - Element 6.3: Self-Directed and Life-Long Learning
 - Element 7.3: Scientific Method/Clinical/Translational Research
 - Element 7.4: Critical Judgement/Problem Solving Skills
 - Element 7.8: Communication Skills
 - Element 8.5: Medical Student Feedback
 - Element 8.8: Monitoring Student Time

II. COMMITTEE COMPOSITION

- a) The PCRC is chaired by a pre-clinical course director, appointed by the Chair of the CSC and the DfME.
- b) Members of the PCRC are appointed by the DfME, and must include:
 - a. Deans: Associate Dean for Evaluation and CQI (permanent guest), DfME (permanent guest).
 - b. Faculty: All course directors for all required pre-clinical courses. Course directors are required to attend when their course is under review and discussion.
 - c. Staff: Executive Director of Medical School Education, Learning Technology Specialist, Curriculum Management Specialists, Associate Director of the Clinical Performance Center and Standardized Patient Program.

- d. Students: All first and second year PCRC representatives (selected through self-nomination and review process).
- c) Voting members
 - a. All faculty committee members and student representatives constitute the voting membership of the PCRC.
- d) Terms
 - a. Membership remains while the individual occupies the role of course director.
 - b. The term for all other faculty membership is two years, renewable.
 - c. The term for staff membership is two years, renewable.
 - d. The term for student membership is four years, non-renewable (PCRC representatives are invited to attend PCRC meetings during their third and fourth years).

III. RULES FOR OPERATION

- a) Meetings
 - i. The PCRC meets 4-6 times per academic year.
 - ii. Two meetings per year are scheduled for faculty and staff members only.
- b) Quorum
 - i. 50% of required attendees must be present to constitute a quorum.

ACADEMIC PROMOTION COMMITTEE

COMMITTEE ON ACADEMIC PROMOTIONS (CAP)

I. CHARGE

The Committee on Academic Promotions is responsible for overall evaluation of student performance, determination of appropriate remediation for academic difficulty, and oversight of academic issues related to student retention and progress. Ultimately, it is the Committee on Academic Promotions' responsibility to assure that students graduating from the Pritzker School of Medicine meet the academic, ethical, and professional standards to enter the medical profession.

The Committee on Academic Promotions reviews all medical students for promotion to the next year or for graduation. The Committee reviews concerns brought to its attention by the Academic Progress Committees for each year; in some cases the committee may request that a member of an Academic Progress Committee report directly to the committee regarding a particular issue. The Committee evaluates the success of the academic remediation; reviews the progress of students on Extended Curriculum Option; and reviews petitions from students for changes in the academic timeline; for academic credit outside the standard curriculum; or for re-entry into medical school from a leave of absence.

The deliberations of the Committee on Academic Promotions are constructive in approach and directed toward helping students succeed. Ultimately, however, the student must be able to meet the minimum academic performance standards of the competency-based curriculum outlined in this document. When evaluating student performance, the Committee takes into account such matters as fund of knowledge, ability to organize and logically present information, test-taking skills, understanding, judgment, and professional behavior. When a student is not performing adequately, the Committee will consider all relevant information. Students may be brought to the attention of the Committee on Academic Promotions through the Academic Progress Committees or through the Dean for Medical Education and their designees.

Ultimately, it is within the Committee's discretion to determine whether the student is permitted to continue at the school and whether any remediation of course work should be permitted or required. The Committee on Academic Promotions may consider the status of any student at any time, even if the academic record is satisfactory. The Committee may, for reasons including but not limited to improper conduct, recommend to the Dean for Medical Education that a student be dismissed from the Pritzker School of Medicine. A student may appeal the decision of the Committee on Academic Promotions in a manner described on page 24 of the Pritzker School of Medicine Academic Guidelines.

II. COMMITTEE COMPOSITION

- a) The CAP is appointed by the Dean for Medical Education (DfME). The Associate Dean for Medical School Academics serves as chair.
- b) Members of the CAP consist of senior faculty (rank of at least Associate Professor) who are experienced with medical student education, but serve no formal role in student evaluation or assessment of medical students. The Executive Director of Medical School Education staffs the committee.
- c) Voting members
 - a. All appointed faculty members constitute the voting membership of the CAP.
 - b. The chair of the committee is a non-voting member.

- d) Terms
 - a. The term for faculty membership is two years, renewable.
 - b. If a faculty member accepts a new role that involves formal evaluation and assessment of medical students, they must stepdown from the committee.

III. RULES FOR OPERATION

- a) Meetings
 - i. The CAP meets four times per year.
 - ii. Additional meetings may be scheduled if necessary.
- b) Quorum
 - i. Three-fourths of the CAP must be present to constitute a quorum.