

# Bylaws of the Emory University School of Medicine Curriculum Committee

## ARTICLE I Authorization

In accordance with the Bylaws of Emory University, the following Bylaws are adopted to govern the organization and procedures of the Curriculum Committee of the Emory University School of Medicine.

## Article II Officers

The Chair or Co-Chairs of the Curriculum Committee shall be those Dean(s) of Medical Education appointed by the Dean or the Dean's designee(s). These appointive officers shall perform the duties usually pertaining to their positions.

## Article III Committees

### Section 1. Curriculum Committee.

**A. Jurisdiction and Functions.** *The Curriculum Committee is the committee responsible for the oversight, management and periodic review of the entire undergraduate medical curriculum. It may consider, take positions and determine policy on any matter concerning the undergraduate medical education program.*

The Curriculum Committee will consist of an Executive Committee and Standing Sub-Committees that report to the Executive Committee. In conducting its business, the Curriculum Committee may also appoint ad hoc sub-committees (task forces), which may be composed of members of the Curriculum Committee, or non-members or a combination thereof.

### **B. Membership.**

- a. **Faculty.** Members will be faculty members who hold regular appointments at the ranks of professor, associate professor, or assistant professor in the School of Medicine and who are appointed by the Dean or the Dean's designee(s). Two of the Curriculum Committee members shall be faculty elected by the School of Medicine faculty by ballot vote (Elected Members). For the non-elected members, calls for interested faculty members to self-nominate for service on the Curriculum Committee will be distributed school-wide as needed.
- b. **Students.** Student members will be those students in the MD or an MD dual degree program in good academic standing in the School of Medicine who are selected from the student body by the Co-Chairs of the Student Subcommittee of the Executive Curriculum Committee. Selection will be made following interviews of candidates drawn from a list of students who respond to calls for students interested in serving. New student members will be appointed by the Chair or Co-Chairs of the Executive Curriculum Committee.

- c. **Ex-officio members.** Members of the Dean's staff or other professionals will be appointed by the Dean or the Dean's designee to serve as non-voting members of any Committee. Ex-officio members' do not have a restriction on their terms of service.
- d. **Staff.** Staff members supporting the ECC and Standing Sub-Committees will be considered non-voting members. Staff will be appointed by the Co-Chairs of the Executive Curriculum Committee.
- e. **Terms.** Elected and appointed members of the Curriculum Committee shall serve three-year renewable terms. Students may serve from the time of their appointment until their graduation at the discretion of the Chair or Co-Chairs of the Curriculum Committee.

## **Section 2. Executive Curriculum Committee.**

**A. Jurisdiction and Functions.** The Executive Curriculum Committee is the final decision-making body of the Curriculum Committee.

**B. Membership.** The Executive Curriculum Committee shall consist of thirteen faculty members, two of whom are the Elected Members, and eleven of whom are appointed by the Dean or the Dean's designee(s). With the exception of the two elected members, each Executive Curriculum Committee member shall act as Chair of one of the Standing Sub-Committees. Members of the Student Sub-Committee will select a chair of the sub-committee who will also be a voting member of the Executive Curriculum Committee. If this student is absent from Emory for valid academic reasons such as a visiting elective or residency interview, they may designate the co-chair of the Student Sub-Committee to attend in their stead in a voting capacity, or another member of the Student Sub-Committee to attend in a non-voting capacity. The Executive Associate Dean of Medical Education and Student Affairs (EAD - the senior appointee of the Dean charged with supervision of the undergraduate medical curriculum) and the designees of the EAD will attend meetings as ex-officio, non-voting members of the Executive Curriculum Committee.

**C. Meetings.** The Executive Curriculum Committee shall schedule meetings once per month throughout the year and are expected to meet at least 10 times per academic year. Meetings may be convened either by the Chair(s) of the Curriculum Committee or by the Dean or the Dean's designee(s). Members of the Committee may convene a meeting upon a petition to the Chair(s).

**D. Voting.** Voting members of the Executive Committee are the faculty and student members not including the Chair(s) and ex-officio members. Any action taken by the committee will require a quorum of 50% plus one voting member, and a simple majority of the voting members present.

### Section 3. Standing Sub-Committees.

**A. Definition and Jurisdictions.** The Standing Sub-Committees of the Curriculum Committee shall be:

- a. **Foundations.** Oversees curricular content, instructional delivery, and management of educational policies in courses occurring during the Foundations phase of the curriculum.
- b. **Required Clerkships.** Oversees curricular content, instructional delivery, and management of educational policies in required clerkships during both the Application & Translation phases of the curriculum.
- c. **Discovery and Medical Scholarship.** Oversees curricular content, instructional delivery, and management of educational policies pertaining to the students' ability to critically analyze, apply and produce medically relevant scholarship, including activities during the Discovery phase of the curriculum.
- d. **Electives and Capstone.** Oversees curricular content, instructional delivery, and management of educational policies in electives and the Capstone phase of the curriculum.
- e. **Transitions and Integration.** Coordinates curriculum development, instruction, assessment, and evaluation longitudinally to achieve program outcomes.
- f. **Program Evaluation.** Defines the evaluation process and procedures for the overall education program and its individual components.
- g. **Student Assessment.** Defines student assessment methods and policies for the overall education program and its individual components.
- h. **Educational Development.** Organizes programs related to educational development for all faculty members involved in the undergraduate medical education program.
- i. **Information and Instructional Technology.** Oversees information and instructional technology and management of policies as required in the education program.
- j. **Students.** Collects and review student feedback about curricular and programmatic issues.

**B. Membership.** Each Standing Sub-Committee shall consist of a Chair who is a member of the Executive Committee, faculty members, a student who is a member of the Student Sub-Committee, ex-officio faculty members, and a staff member. The Chair or Co-Chairs of the Curriculum Committee will be responsible for the assignment of faculty members, students, and staff to Sub-

Committees. A schematic of the membership structure of the Curriculum Committee, the Executive Committee and its Standing Sub-Committees is included in the addendum.

- C. Student Sub-Committee.** The Co-Chairs of the Student Subcommittee shall select student members. They will be appointed by the Chair(s) of the Executive Committee. Two students will serve as Co-Chairs. One will be chosen by members of the Student Sub-Committee to sit on the Executive Committee.
- D. Meetings.** Each Standing Sub-Committee shall have regularly scheduled monthly meetings and are expected to meet a minimum of 10 times each academic year. The Chair shall convene meetings upon his or her own initiative, or upon petition by voting members of the Sub-Committee to the Chair.
- E. Voting.** Voting members of each Sub-Committee are the faculty and student members not including ex-officio members. Any recommendations to the ECC by a Standing Sub-Committee will require a quorum of 50% plus one voting members, and a simple majority of the voting members present in order to be advanced for ECC action.
- F. Functions.** The functions of the Standing Sub-Committees shall be as follows:
  - (a) A Standing Sub-Committee will be responsible for any matter pertaining to undergraduate medical education placed before it by the Executive Committee.
  - (b) A Standing Sub-Committee may submit any matter pertaining to undergraduate medical education to the Executive Committee for its consideration.
  - (c) In the conduct of its business, any Standing Sub-Committee may appoint task forces, which may be composed of members of the Standing Committee or non-members or a combination thereof.

#### **Section 4. Ad Hoc Sub-Committees.**

The Dean, his designee, or the Chair(s) of the Curriculum Committee may create ad hoc sub-committees from time to time as these may become necessary for proper transaction of business and supervision of the undergraduate medical curriculum of the Emory University School of Medicine, provided that the purpose of any such committee does not fall within the jurisdiction of an existing Standing Committee. The Dean or his designee, can consult with the Curriculum Committee concerning any ad hoc sub-committee's purpose and membership before appointing it and can consult with the Curriculum Committee before taking any action based on its findings. No ad hoc sub-committee shall be appointed for a term longer than two calendar years.

## **ARTICLE IV**

### **Communications and Record**

The Chairs of the Standing Sub-Committees shall report any actions taken by their committees, and any recorded votes, at the next meeting of the Executive Committee or as promptly as feasible.

The Chair or Co-Chairs of the Curriculum Committee and the Chairs of its Standing Sub-Committees shall be responsible for ensuring that administrative staff keep accurate records of all meetings and make available to all members of the faculty and students of the School of Medicine a brief, itemized report of the actions taken by their committees, and of any recorded votes, as soon as possible after a meeting.

## **Article V**

### **Parliamentary Authority**

The rules contained in Roberts' Rules of Order, Newly Revised, shall govern the Executive Curriculum Committee and its Standing Sub-Committees, in all cases to which these rules are applicable and in which they are not inconsistent with the Bylaws of Emory.

## **Article VI**

### **Amendments**

#### **ADDENDUM**

#### **A. Schematic of Committee Membership Structure.**

(bylaws last amended June 5, 2019)

