Table of Contents

Article I OFFICE OF ADMINISTRATION
  Section A  The Dean
  Section B  Associate Dean for Academic Affairs
  Section C  Associate Dean for Admissions
  Section D  Associate Dean for Student Affairs
  Section E  Associate Dean for Graduate Medical Sciences
  Section F  Associate Dean for Diversity and Multicultural Affairs
  Section G  Other Administrative Appointments

Article II FACULTY APPOINTMENTS AND PROMOTIONS
  Section A  Ranks and Qualifications
  Section B  Methods of Appointment and Promotion

Article III FACULTY DUTIES AND PRIVILEGES
  Section A  Powers of the Faculty
  Section B  Duties of the Faculty
  Section C  Meetings
  Section D  Sabbaticals

Article IV DEPARTMENTAL AND DIVISIONAL ORGANIZATION
  Section A  Departments and Divisions
  Section B  Departmental and Divisional Reports

Article V COMMITTEES
  Section A  Committee Protocol
    1. Committee Chairs
    2. *Ex officio* Members of Committees
    3. Conduct of Meetings
  Section B  Executive Committee of the Faculty
  Section C  Deans Committee
  Section D  Committee on Committee Membership
  Section E  Committee on Faculty Appointments and Promotions
  Section F  Committee on Faculty Affairs
  Section G  Medical Education Committee
  Section H  Admissions Committee
  Section I  Scholarships Committee
  Section J  Appropriate Treatment in Medicine Committee
  Section K  Student Evaluation and Promotion Committee
  Section L  Committee on Medical Student Disciplinary Oversight
  Section M  Committee on Appeals
  Section N  Honors Committee

Article VI AMENDMENTS
  Section A

Appendices
  Appendix I  Departments and Divisions
  Appendix II  School of Medicine Policy Development and Modification

Definitions
Section A. The Dean

1. The Dean shall be elected in accordance with University policy and shall have direct oversight of the work of the School of Medicine in accordance with the Bylaws of Boston University.

2. The Dean shall:
   a. preside at all meetings of the School's faculty.
   b. chair the Executive Committee of the faculty.
   c. be a member of the Committee on Faculty Appointments and Promotions.
   d. serve as an ex officio member of all other committees described in Article V.
   e. coordinate the activities of the School of Medicine with the related activities of the Boston University Medical Center and Boston Medical Center.
   f. appoint the faculty and student members of all standing committees except as otherwise stated in these Bylaws.
   g. appoint the chairs of all committees except those committees for which the chairs are specifically designated in these Bylaws. (see Article V - Committees).
   h. negotiate contracts with faculty subject to approval of the Medical Campus Provost, the President, and the Trustees of Boston University.
   i. be responsible for the review and analysis of existing educational, research, and administrative programs, identification of program problems, and the development of recommendations for improvement.
   j. develop annually, with the division and department heads, an estimate of the budgetary needs of the school for submission to the Medical Campus Provost.
   k. approve in advance of submission all applications for grant monies for the support of teaching, training, or research sponsored by the school.
   l. appoint or remove any administrative officer described in Article I.
   m. have such other duties, responsibilities and authority as may be delegated from time to time by the President of the University or the Medical Campus Provost.

Section B. Associate Dean for Academic Affairs

1. The Associate Dean for Academic Affairs shall be appointed by the Dean and shall serve at the pleasure of the Dean to assist in the general oversight of the activities of the School and to directly supervise the conduct of the curriculum.

2. The Associate Dean for Academic Affairs shall:
   a. perform such duties as the Dean prescribes and act in the absence of the latter. Such duties may include any of the planning, negotiating, implementation or other administrative functions of the Dean.
   b. chair the Medical Education Committee and serve as an ex officio non-voting member of all standing committees of the faculty.
   c. represent the Dean at his/her request as a member of the Faculty Council, Faculty Assembly, or University Convocation.
   d. serve as vice chair of the Executive Committee.
   e. present the candidates for the degree of Doctor of Medicine at the faculty meeting preceding graduation.

Section C. Associate Dean for Admissions

1. The Associate Dean for Admissions shall be appointed by the Dean and shall serve at the pleasure of the Dean to supervise the admission of all students to the School of Medicine in the doctoral degree program in medicine.
2. The Associate Dean for Admissions shall:
   a. chair the Admissions Committee.
   b. co-chair the Admissions Committees for the Early Assurance Programs, including BA/MD, Modular Medical Integrated Curriculum (MMEDIC), Engineering Medical Integrated Curriculum (ENGMEDIC), and Early Medical School Selection (EMSSP) Programs.
   c. ensure an equitable system of admissions to the best qualified candidates for the doctoral degree program in medicine.
   d. serve on the Executive Committee.
   e. serve on the Promotions Committee for the Early Assurance Programs.

Section D. Associate Dean for Student Affairs
1. The Associate Dean for Student Affairs shall be appointed by the Dean and shall serve at the pleasure of the Dean to act as the Dean’s liaison with the student body and to promote the welfare and interests of the students.
2. The Associate Dean for Student Affairs shall:
   a. chair student academic guidance committees and ensure, in accordance with the regulations of the School, that all requirements for promotions and degrees are met.
   b. record the credentials and reports of the academic standing of all medical students.
   c. make reports to the students of their standing according to existing rules of the faculty.
   d. supply, upon request, to eligible external agencies official letters of the academic performance of students or graduates.
   e. serve on the Executive Committee.
   f. preside over the advising program for students.
   g. provide academic support and assistance for students.
   h. chair the Scholarships Committee.
   i. serve as a non-voting member of the Student Evaluation and Promotion Committee.
   j. serve as an ex officio member of the Medical Education Committee.

Section E. Associate Dean for Graduate Medical Sciences (GMS)
1. The Associate Dean for Graduate Medical Sciences shall be appointed by the Dean and shall serve at the pleasure of the Dean to administer the Division of Graduate Medical Sciences.
2. The Associate Dean for Graduate Medical Sciences shall:
   a. act in accordance with the charter and bylaws of the Division of Graduate Medical Sciences.
   b. serve on the Executive Committee.
   c. present the candidates for the degree of MA, MS, and PhD at the faculty meeting preceding graduation.

Section F. Associate Dean for Diversity and Multicultural Affairs
1. The Associate Dean for Diversity and Multicultural Affairs shall be appointed by the Dean and shall serve at the pleasure of the Dean to advocate for diversity and cultural competence among students, faculty, and staff.
2. The Associate Dean for Diversity and Multicultural Affairs shall:
   a. direct the activities of the Office of Diversity and Multicultural Affairs.
b. oversee the Early Medical School Selection Program.

c. co-chair the Early Medical School Selection Program Admissions Committee.

d. chair the Early Medical School Selection Program Promotions Committee.

e. serve on the BUSM Executive, Admissions and Scholarships Committees.

Section G. Other Administrative Appointments

The Dean may appoint other associate or assistant deans as necessary to fulfill the administrative functions of the office. These appointees shall be *ex officio* members of the Executive Committee but shall not have a vote.

ARTICLE II Faculty Appointments and Promotions

Section A. Ranks and Qualifications

1. The standard academic ranks are Instructor, Assistant Professor, Associate Professor, and Professor. These standard professorial titles may be altered by the addition of modifiers such as Clinical, Research, Adjunct, Visiting, or Emeritus.

2. The basic qualifications and standards for appointment or promotion for the titles of Instructor, Assistant Professor, Associate Professor and Professor at the School of Medicine, as well as modifications to these standard titles through the use of the prefixes "Clinical," "Research," and "Adjunct," and the designation of Secondary appointments, are those adopted by the School of Medicine Executive Committee (1) in conformity with requirements set forth in the Boston University Faculty Handbook (2).

3. Use of the “Visiting” or “Emeritus” prefix shall be in accordance with the criteria set forth in the Boston University Faculty Handbook (2).

4. Faculty members shall have identified in their titles the name of the department with which they are affiliated. The list of departments is attached to these bylaws (Appendix I). The particular specialty of such faculty members may be indicated parenthetically, e.g., Professor of Medicine (Biomolecular Medicine). All such specialty designations must be approved by the Executive Committee.

5. Departments may further define the qualifications for appointments and promotions to fit their individual needs.

Section B. Methods of Appointment and Promotion

1. Appointment of Department Chairs:

The selection and appointment of Department Chairs shall follow the procedures set forth in the Faculty Handbook for Selection of Department Chairs on the Medical Campus (3).

2. Faculty Appointments and Promotions:

   a. The selection and initial appointment of new full-time standard professorial faculty and promotion of full-time faculty of Instructor rank or higher shall be in accordance with the procedures set forth in the Faculty Handbook for Appointment and Continuance of Appointment for Full-Time Faculty on the Medical Campus (4) and for Promotions on the Medical Campus (5).

   b. The following procedures are particular to the School of Medicine:

   To appoint or promote to any faculty rank, the chair of a department, after following appropriate procedures set forth in the Faculty Handbook (4) and BUSM Guidelines adopted by the Executive Committee (1), shall make the recommendation in writing to the Dean. The Dean shall forward the recommendations to the Committee on Faculty Appointments and Promotions (see Article V, Section E.). That Committee shall study the recommendations and supporting data and alter the recommendations when appropriate after consultation with the chair concerned. The
Dean shall present the final recommendations of the committee to the Executive Committee for their appraisal and vote and, if approved, shall forward the recommendations to the Medical Campus Provost and, for the ranks of unmodified Associate and Full Professor, to the President and Board of Trustees for approval.

3. Appointments of Candidates Without Doctoral Degrees
   a. To appoint or promote a candidate without an MD, PhD, or equivalent degree, the chair of a department shall make the recommendation in writing to the Dean. In making the recommendation, the following criteria should be considered: 1) teaching effectiveness; 2) scholarly and professional achievement; 3) research as evidenced by published and unpublished works; 4) supervision of graduate students; 5) advisory and counseling service to students; 6) membership and contributions to professional societies; 7) contributions to educational and administrative programs of the University; 8) professional activities in the community; 9) personal attributes of integrity, industry, objectivity, leadership and cooperation. The Dean shall forward the recommendation as described in Article II, Section B. 2a above.

   1) http://www.bumc.bu.edu/busm-od/faculty-appointments-promotions/guidelines-for-faculty-appointments-promotions-for-the-school-of-medicine/
   4) http://www.bu.edu/handbook/appointments-and-promotions/appointment-med-campus/
   5) http://www.bu.edu/handbook/appointments-and-promotions/promotions-on-the-medical-campus/

ARTICLE III Faculty Duties and Privileges

Section A. Powers of the Faculty
1. The faculty shall be composed of all persons holding a title set forth in Article II, Section A.
2. Although all members of the faculty may participate in discussions at faculty meetings, only the Dean, professors, associate professors, assistant professors, and instructors, including those modified by "Clinical" or "Research" may vote.
3. The faculty shall have the authority to establish rules and regulations concerning the academic affairs of the School.
4. The faculty shall have the authority to recommend candidates for the degrees that may be conferred by the School of Medicine. The faculty shall also designate candidates for the Doctor of Medicine cum laude, magna cum laude, and summa cum laude.
5. Whenever a Dean of the School of Medicine is to be appointed, the general faculty shall meet to elect representatives to an advisory (search) committee as provided by University policy.

Section B. Duties of the Faculty
1. Faculty members shall carry out teaching, research, and other duties for such periods as agreed upon with the chairs of their respective departments and the Dean.
2. Faculty shall remain in service throughout the year except for appropriate vacation periods.
3. The faculty shall be responsible for the academic welfare of the School and shall consider and take action upon the reports of its standing committees.
4. Annually on or before July 1, each member of the faculty shall forward to the chairs of the department a report of his/her activities using the form designated by the Dean. Each member of the faculty shall also make any other reports as the Dean may require.

Approved by the BUSM Faculty on 9/10/2009
5. The School is not responsible for expenditures made by any member of the faculty except through requisitions previously made and duly authorized in accordance with University policies.

Section C. Meetings
1. Faculty members are expected to attend the regular and special faculty meetings.
2. The faculty in the School of Medicine shall meet at least twice during the academic year, chaired by the Dean or his/her alternate.
3. Twenty-five members shall constitute a quorum to transact such business as comes within the powers of the faculty of the School of Medicine.

Section D. Sabbaticals
Faculty members who have served no fewer than six years as full-time professors, associate professors, or assistant professors may apply for sabbatical leave in accordance with University policy.

ARTICLE IV Departmental and Divisional Organization

Section A. Departments and Divisions
Departments and divisions are administrative units charged with implementation of the educational, research, and clinical programs of the school. Formal recognition of a department or division requires approval of the Dean and the Executive Committee.

A list of the departments and divisions of the School of Medicine shall be regularly updated and attached to these bylaws in Appendix I.

The Division of Graduate Medical Sciences shall be organized and administered in accordance with its own bylaws, with the approval of the Dean and Medical Campus Provost. In the event of any inconsistency between these Bylaws and the bylaws of the Division of Graduate Medical Sciences, these Bylaws shall take precedence.

Section B. Departmental and Divisional Reports
Annually, on or before July 15, each chair of a department and head of a division shall forward to the Dean (and, when appropriate, to the Administrator of the Hospital) a report on the previous academic year ending June 30 concerning the activities of the department or division using the format designated by the Dean.

ARTICLE V Committees

Section A. Committee Protocol
1. Committee Chairs. The chairs of the standing committees, except for those otherwise specified in these Bylaws, shall be appointed annually by the Dean.
2. Ex officio Members of Committees. Where specific committee members are listed as ex officio, they have full voting privileges unless otherwise noted.
3. Conduct of Meetings
   a. A quorum of a committee shall be a simple majority of the faculty members unless otherwise noted.
   b. At any time a vote is taken on any measure, a simple majority of the voting members present shall be required to approve the measure. Committee chairs vote only in the event of a tie.
Section B. Executive Committee of the Faculty

1. The Executive Committee shall comprise the Dean, who shall be chair, the Associate Dean for Academic Affairs, who shall be vice chair, other associate deans specifically named in Article I, chairs of the departments, center directors of the School of Medicine, the Chief Medical Officers of Boston Medical Center and the Boston Veterans Administration Health Care System as long as these hospitals remain affiliates of the medical center, Deans of the School of Public Health and School of Dental Medicine, and students appointed by the Dean. Other associate and assistant deans and the head librarian of the School may serve on the Committee without voting privileges.

2. The Committee shall meet regularly, at no less than monthly intervals, September through June, inclusive, at the call of the Dean.

3. The committee shall:
   a. consider for approval all nominations and recommendation for faculty appointments, reappointments, and promotions with change in title.
   b. receive annual written reports from all standing committees, request and receive reports from subcommittees of the standing committees, panels, and other committees, and transmit reports to the faculty with recommendations.
   c. consider other matters brought to its attention by the Dean.
   d. maintain a permanent written record of its deliberations and decisions.

Section C. Deans Committee

1. The Deans Committee, chaired by the Dean, shall comprise all BUSM Associate and Assistant Deans.

2. The Committee shall meet approximately monthly, September through June, at the call of the Dean.

3. The committee shall:
   a. consider matters brought to its attention by the Dean or other members of the committee.
   b. perform functions as described in the Policy Development and Modification Procedures of the School of Medicine [Appendix II].

Section D. Committee on Committee Membership

1. The Committee on Committee Membership shall comprise the Associate Dean for Academic Affairs, who shall be its chair, and four faculty members appointed by the dean.

2. The Committee shall meet at least once a year.

3. The Committee shall consider the membership of all committees of the School of Medicine with the exception of the Executive Committee, Student Evaluation and Promotion Committee, the Student Appeals Committee, and ad hoc committees.

4. In making recommendations for committee members, the Committee shall make a reasonable effort to accomplish a judicious rotation. The normal appointment term should be three years; the terms of committee members should be staggered and may be renewed.

5. The Committee shall make recommendations for student members on standing committees. Nominees shall be selected from a list submitted to the Committee by the representative student organization. No individual student shall serve on more than one committee at a time.

6. The Committee’s recommendations shall be forwarded to the Dean who makes committee appointments in accordance with Article I, Section A. 2. f.
7. A report of the Committee shall be made annually to the Executive Committee and shall include its recommendations for members of committees.

Section E. Committee on Faculty Appointments and Promotions

1. The Committee on Faculty Appointments and Promotions shall be composed of the Dean and at least six faculty members, one of whom shall be appointed as chair by the Dean.

2. The chair of a department shall recommend in writing to the Dean an appointment or promotion. The committee's deliberations may include meeting with the department chair concerned. It shall then form its own recommendations, which the Dean shall present to the Executive Committee for its appraisal and vote.

3. The recommendations for each faculty appointment shall conform to criteria listed in Article II, Section A.

Section F. Committee on Faculty Affairs

1. Each department of the School of Medicine shall elect one representative from the members of its faculty to serve on the Committee on Faculty Affairs. Elections shall be held every three years, and the names of the elected representatives shall be forwarded to the Committee on Committees who shall then forward them to the Dean for appointment. In addition, the Goldman School of Dental Medicine may elect two faculty representatives and the School of Public Health may elect three faculty representatives to participate on the committee. The chair of the Committee shall be a member of the Committee elected by the members. The Associate Vice President of BUMC Financial and Business Affairs, the Associate Dean for Student Affairs and the Assistant Dean for Financial Affairs shall also be members of the Committee, ex officio, without vote.

2. The Committee shall address issues of concern to the faculty. Such issues may include, but need not be limited to, interaction of the faculty with administrative units, the management of research and teaching facilities, and the enhancement of the academic atmosphere on the medical campus.

3. The Committee shall submit a report at least annually to the Executive Committee, the faculties of all schools on the medical campus and to the Medical Campus Provost.

Section G. Medical Education Committee (MEC)

1. The Committee shall be composed of the Dean, the Associate Dean for Academic Affairs who shall serve as chair, the Director and the Associate Director of the Office of Medical Education, the Associate Dean for Student Affairs, and the Chairs of all MEC subcommittees, two other faculty members (one preclerkship and one clerkship) and two alternates, elected by their peers, and four medical student representatives, one from each of the four years of the curriculum, and four medical student alternates.

2. The Committee shall meet at least monthly.

3. The Committee shall:
   a. define the educational goals of the school.
   b. ensure that the educational goals are represented in course objectives and curriculum.
   c. evaluate course performance in meeting the goals and objectives.
   d. decide on, design, plan, focus and oversee revisions of the curriculum in consultation with the course and clerkship directors as representatives of the teaching faculty and the appropriate working groups.
   e. evaluate the performance of all course and clerkship directors.
   f. advise the Dean on the resources appropriate for the support of all courses and clerkships.
   g. assess the time required for faculty to lead and teach courses.
   h. assess the methods of student evaluation and grading.
i. work closely with the Office of Medical Education (OME) to develop and analyze curricular and course data.

j. oversee curriculum management and maintenance of the curriculum database.

k. report to the faculty and students no less than annually.

4. The MEC shall have the following four standing subcommittees which shall each elect a chair every three years to represent the subcommittee at the MEC:

   a. the Preclerkship Curriculum Subcommittee (PCS);
   
   b. the Clerkship Curriculum Subcommittee (CCS);
   
   c. the Electives and Research Curriculum Subcommittee (ERCS); and
   
   d. the Educational Program Objectives Subcommittee (EPOS).

5. The subcommittees shall have the following composition and duties:

   a. The PCS and CCS shall be composed of the preclerkship and clinical course directors respectively, four students (one from each class with alternates), and a representative of the Office of Medical Education. The PCS and CCS shall each meet at approximately monthly intervals and shall meet jointly at least twice a year. They shall be responsible for implementing the decisions of the MEC, for integrating the curriculum of their respective years and for integration of the curriculum over all four years.

   b. The ERCS will be appointed by the Associate Dean for Academic Affairs in consultation with the MEC and will meet approximately monthly. The ERCS will meet at least annually with the MEC to present for comment and approval a critical review of curriculum components under its purview. The ERCS shall be responsible for implementing the decisions of the MEC regarding the research and elective curricula, for developing, monitoring, and updating standards for content in the research and elective curricula, and for peer review and assessment of research and elective courses.

   c. The EPOS will be appointed by the Associate Dean for Academic Affairs in consultation with the MEC and shall meet approximately monthly. The EPOS shall be responsible for ensuring that the curriculum reflects the Institutional Learning Objectives, examining and recommending changes to the goals and direction of the curriculum as a whole, and for working directly with faculty to examine and recommend changes to the translation of the more general goals into course specific objectives and the vertical integration of objectives throughout the four years.

6. The MEC may appoint additional ad hoc working groups to address specific issues.

Section H. Admissions Committee

1. The Admissions Committee shall be composed of the Associate Dean for Admissions, who shall also serve as chair, at least 10 faculty members, and other members as needed. Students shall participate at the invitation of the chair.

2. The Committee shall develop the policy, requirements and standards for admission into the doctoral program in medicine and present them as well as any changes therein to the Executive Committee and faculty for approval.

3. The Committee shall act upon all applications for admission from candidates who are applying for entry to the doctoral program in medicine, including all combined degree programs of the School of Medicine that incorporate the MD degree. The Committee shall also act upon all applications for promotion to the School of Medicine from any of the approved pathways.

4. The Committee shall submit to the Executive Committee and to the faculty an annual written report which summarizes the work of the Committee.
Section I. Scholarships Committee

1. The Committee shall be composed of the Associate Dean for Student Affairs, who shall serve as chair, the Associate Deans for Admissions, Academic Affairs, and Diversity and Multicultural Affairs, the Director of the Office of Student Financial Services, at least three faculty members, and representation from the BUSM Alumni Association.

2. The Committee shall decide upon the qualifications of the applicants for scholarships and shall advise the Office of Financial Management on distribution of funds identified as scholarships.

Section J. The Appropriate Treatment in Medicine (ATM) Committee

1. The ATM Committee shall be composed of 10 voting members: the chair, who is a medical school faculty member; one residency program director; one clerkship director; one member of the pre-clinical faculty; one clinical attending faculty member; one member of the House Officers Association who is a resident; two medical students; a senior nursing manager from Boston Medical Center; and the Senior Vice President for Medical Affairs (Associate Dean for Clinical Affairs) from Boston Medical Center. The Associate Dean for Student Affairs will serve as an ex officio member of the ATM Committee. An Office of Student Affairs staff member will serve as non-voting support person to the Committee. The selection process and term limits for these members shall follow the procedures set forth in the ATM Policy (http://www.bumc.bu.edu/atm/policies/atmpolicy/).

2. The Committee shall meet quarterly, at a regularly scheduled time. Special meetings of the Committee may be held at the call of the Chair, as necessary.

3. The Committee shall:
   a. cultivate a civil and respectful learning environment at the School.
   b. address incidents or patterns of inappropriate treatment of medical students.
   c. review reports by medical students and others regarding perceptions of abuse.
   d. identify patterns or trends in such reports and forward such information to appropriate parties.
   e. receive and address medical student complaints about inappropriate behavior.
   f. use the information garnered from student submitted comments and from other sources for campus-wide educational efforts around the issue of appropriate treatment of medical students.

Section K. Student Evaluation and Promotion Committee

1. There shall be one committee for the doctoral program in medicine. The Registrar shall act as secretary without vote. The committee shall comprise 10 senior faculty members and chair, all appointed by the dean for renewable three-year terms as well as one fourth year medical student who shall also be selected by the dean. Eight members and the chair shall be appointed after consultation with the Associate Deans of Academic Affairs, Student Affairs, and Diversity and Multicultural Affairs. The remaining two members, a Course Director and a Clerkship Director, shall be appointed after consultation with the chairs of the PCS and the CCS, respectively. Faculty members must represent all four curricular years. The Associate Deans for Student Affairs, Academic Affairs, and Diversity and Multicultural Affairs shall serve ex officio, without vote.

2. This Committee shall meet monthly during the academic term, and otherwise as needed at the call of the chair.

3. The Committee shall:
   a. act in accordance with the faculty rules governing promotion.
   b. report its decisions regarding student promotions to the Dean for executive action.

4. Medical school faculty shall participate in the promotions process of students who are in any of the early admissions programs, prior to the students' matriculation in the doctoral program in medicine. Such participation shall be in accord with agreements between the School of Medicine and other participating schools or programs.
Section L. Committee on Medical Student Disciplinary Oversight

1. The Committee on Medical Student Disciplinary Oversight shall be composed of five faculty members appointed by the Dean, including one from each year of the program. One of the members shall chair the Committee.

2. Faculty members will normally be appointed for terms of three years, except where shorter terms are deemed appropriate by the Dean to stagger the terms of Committee members or for other reasons.

3. The Committee will be responsible for overseeing implementation of the Student Disciplinary Code of Academic and Professional Misconduct and for approving, by majority vote, sanctions as provided in that Code. Pursuant to the Code, members of the Committee will also be called upon to serve on hearing panels in connection with those disciplinary matters that are adjudicated through a hearing.

Section M. Committee on Appeals

1. The Committee on Appeals shall be composed of seven faculty members none of whom is also a Course or Clerkship Director or member of the Student Evaluation and Promotion Committee. Four faculty members shall be appointed by the Dean and three shall be elected by the student body. Three of the faculty appointed by the Dean and the three faculty members elected by the student body must each represent one of the first three curricular years. Members of the Appeals Committee shall serve three years, with option of reappointment.

2. The Committee on Appeals shall hear any student appeal to any decision of the Student Evaluation and Promotion Committee and shall take such action as it finds advisable concerning the original decision. All decisions of the committee shall be reported to the Dean for executive action.

Section N. Honors Committee

1. The Committee shall be composed of six faculty members. The Associate Dean for Student Affairs shall be a member, ex officio.

2. The Committee shall recommend to the faculty the awarding of MD degrees with honors in accordance with the faculty regulations.

ARTICLE VI Amendments

Section A

The Bylaws may be amended at any meeting of the faculty by an affirmative vote of two-thirds of the members present and voting provided notice of such proposed amendment is stated in the call for the meeting at which action thereon is to be taken.
Appendix I: Boston University School of Medicine

Departments and Divisions

1. Basic Science Departments
   Anatomy and Neurobiology
   Biochemistry
   Microbiology
   Pathology and Laboratory Medicine
   Pharmacology and Experimental Therapeutics
   Physiology and Biophysics

2. Clinical Departments
   Anesthesiology
   Dermatology
   Emergency Medicine
   Family Medicine
   Medicine
   Neurology
   Obstetrics and Gynecology
   Ophthalmology
   Pediatrics
   Psychiatry
   Radiology
   Rehabilitation Medicine
   Socio-Medical Sciences and Community Medicine
   Surgery
      Cardiothoracic Surgery
      Neurosurgery
      Orthopedic Surgery
      Otolaryngology
      Plastic and Reconstructive Surgery
      Urology

3. Division of Graduate Medical Sciences
### Appendix II

**School of Medicine Policy Development and Modification**

**Issue Identified**
*(with justification and possible stakeholders identified)*

School of Medicine Dean
Reviews issue and decides whether policy development/modification is appropriate

The Deans Committee* identifies which development track (i.e. Faculty, Student, or Other) the proposed School of Medicine Policy is to follow and forwards the proposal to the appropriate subcommittee.

<table>
<thead>
<tr>
<th>Faculty Issue</th>
<th>Student Issue</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Standing Subcommittee on Faculty Policies</strong></td>
<td><strong>Standing Subcommittee on Student Policies</strong></td>
<td><strong>Ad Hoc Subcommittee for Other Policies</strong></td>
</tr>
<tr>
<td>should include, but not be limited to, the Associate Deans for Academic Affairs, and Diversity and Multicultural Affairs, one pre-clinical department chair, one clinical department chair, and any additional members with relevant expertise as deemed necessary.</td>
<td>should include, but not be limited to, the Associate Deans for Academic Affairs, Student Affairs, Diversity and Multicultural Affairs, and Admissions, one pre-clinical department chair, one clinical department chair, as well as any additional members such as the Registrar and Senior Policy Officer in Student Affairs, as deemed necessary.</td>
<td>If a policy does not fall clearly within the category of a Faculty Policy or Student Policy, then the Deans Committee will provide the Dean with recommendations for appropriate members of an “Ad hoc Subcommittee” which shall then be appointed and convened by the Dean.</td>
</tr>
<tr>
<td>The subcommittee will consider the issue, ensure that all stakeholders have been identified, and will assign drafting responsibilities to a drafting group.</td>
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</tr>
<tr>
<td><strong>Faculty Issue Developed as a Draft</strong> Faculty School of Medicine Policy by Drafting Group</td>
<td><strong>Student Issue Developed as a Draft</strong> Student School of Medicine Policy by Drafting Group</td>
<td><strong>Administrative Issue Developed as a Draft Administrative School of Medicine Policy by Drafting Group</strong></td>
</tr>
</tbody>
</table>

**Deans Committee**
Reviews draft policy and votes on whether to endorse it prior to forwarding to Executive Committee. Policy will be reviewed by Executive Committee with or without endorsement of Deans Committee

School of Medicine Executive Committee
Confirms that all stakeholders were consulted, reviews policy, and makes possible modifications. Recommends policy to Dean or returns to subcommittee for further consideration

Dean
Final approval or return for further consideration

*The Deans Committee consists of all Associate and Assistant Deans in the Boston University School of Medicine
Definitions:

School of Medicine Policy is defined by all of the following criteria:

- It has application specifically to the School of Medicine and, although consistent with University Policy, is unique or more restrictive than University Policy.
- It helps ensure compliance with applicable laws and regulations especially as they relate to accreditation, promotes operational efficiencies, enhances the School of Medicine’s mission, or reduces institutional risks.
- It mandates actions or constraints and contains specific procedures for compliance, and articulates desired outcomes.

Faculty School of Medicine Policy:

- Includes faculty-related policies that would not be considered general employment policies.
- Examples: policies relating to medical school appointment, promotion, termination, sabbatical leave, academic ranks and titles

Student School of Medicine Policy:

- Includes student affairs policies such as conduct requirements, rules for student activities and events, and academic and non-academic discipline, but does not include those policies relating to student evaluation and grading or promotion, degree, and curriculum requirements that are determined by the Medical Education Committee.

Other School of Medicine Policy:

- Includes policies that have broad application throughout the School of Medicine (i.e., affect faculty, staff, and/or students when applicable) and that are not specifically Faculty or Student School of Medicine Policies.
- Examples: policies relating to School of Medicine governance and administration (e.g., school-wide codes of conduct), personnel/employment matters, environmental health and safety matters unique to Medical School.

Draft School of Medicine Policy Template

A uniform template should be used when developing and drafting School of Medicine Policies, to simplify creation of policies and result in policies that are more easily categorized and understood. Each new School of Medicine Policy should include the following information:

1. Purpose: States the reason for or the origin of the policy.
2. Covered Parties: Identifies to whom the policy applies.
3. Defined Terms: Lists terms that may have specialized meaning in the policy.
4. School of Medicine Policy: The policy itself, including relevant implementing procedures and guidelines.
5. Responsible Parties: Identifies and provides contact information for the School of Medicine office or department responsible for overseeing implementation of and ensuring compliance with the policy.
6. Related Policies and References: Reference to or attachment of related policies or documents, including those of any individual school, college, or other operating unit of the School of Medicine.
7. History: History of the policy, including effective date, and policies superseded or modified.

Issues to Consider

Timetable and costs

- How quickly must the proposed policy be implemented?
- What should be the effective date of the policy?
- Apart from start-up costs of printing the policy and putting it on the website, are there implementation costs involved if it is adopted (including personnel time, paperwork, or other compliance time)?
- Must new administrative structures be created for the implementation?
- Does the proposed policy require additional expenditures or personnel for its implementation beyond what already has been committed by the School of Medicine?

Related Policies, References, and History

- Is there existing policy on the subject applicable to those parts of the School of Medicine not covered by the
Is there a need to have the same or a similar proposed policy developed for those parts of the School of Medicine not covered by the proposed policy?

**Stakeholders and Responsible Parties**
- Have all those within the School of Medicine community who should be involved in the policy’s development been identified and included in that process?
- Is input needed from stakeholders not involved in the actual policy development (i.e., are there stakeholders, such as alumni, trustees, or students whose views should be considered during a policy’s development)?

**Dissemination, Communication and Education**
- What is the best way to communicate and publicize the new policy?
- How should the School of Medicine community be educated on the policy beyond its initial dissemination?
- Will regular training sessions be necessary and, if so, how frequently?

**Education and Policy Maintenance**
- Are there School of Medicine operating units or individuals, other than the ones identified through the School of Medicine Policy template above, who should be involved on a periodic basis in overseeing the implementation and updating of a policy?