

Medical Student Evaluation Committee Charter

Purpose, Authority and Responsibilities

As written in the COM Bylaws, the charge of the Medical Student Evaluation Committee is to: (1) Determine policies and procedures regarding the evaluation of medical student academic progress within the medical school curriculum; and (2) Review student performance, professionalism, and academic progress and make decisions regarding student advancement, remediation, termination of enrollment, graduation and bestowing of honors.

Membership

The voting membership of the Medical Student Evaluation Committee is as follows:

- Elected members of the General Faculty (N=11)
- Medical Student (1)

The election process and terms of membership for the General Faculty is outlined in the College of Medicine (COM) Bylaws. Elected members of the General Faculty must come from both basic science and clinical departments. The medical student member is appointed by the Associate Dean of Admissions and Student Affairs in coordination with the Chair and is eligible to serve in the position for up to two consecutive years. The Associate Dean for Admissions and Student Affairs, Assistant Dean for Admissions and Student Affairs, and Associate Dean of Medical Education are non-voting members of the committee. The Associate Dean for Admissions and Student Affairs may invite administrative leadership or other members of the campus community to participate in committee meetings as needed.

Leadership

The Committee will have a Chair and Vice-chair, and each may serve terms of extended length of service as allowed by the COM Bylaws. The Associate Dean for Admissions and Student Affairs will accept nominations for the Chair and Vice-chair of the Committee. The Associate Dean will then vet the candidates who were nominated and present a slate, with recommendations, to the Committee for consideration. From this slate, a Chair and Vice-chair will be elected by the voting members of the Committee to a three-year term. The Chair and Vice-chair must be a current member of the Committee and have been elected to that position by the General Faculty. The Vice-chair can serve as Chair if that individual is temporarily unable to lead.

Meetings

The Medical Student Evaluation Committee will schedule monthly meetings. The committee may meet more frequently as needed and may be conducted electronically, virtually, or in person. A quorum for a meeting is 60% of committee members with the majority of those present being an elected member of the General Faculty.

Operating Procedures

The Committee may establish internal operating procedures/policies and develop sub-committees/taskforces consisting of members of the full committee, involve other members of the campus community, or other stakeholders to achieve its stated charge.

Agenda, Minutes, and Reports

The Office of Admissions and Student Affairs will provide administrative support and develop the meeting agendas with direction from the committee Chair and/or Vice Chair. The Chair or their designee will keep meeting minutes. All actions and decisions of the Medical Student Evaluation Committee will be forwarded to the Associate Dean of Admissions and Student Affairs and the Dean of the College of Medicine for review. The committee will report its activities to the General Faculty at least on an annual basis.

Amendments

Proposed amendments to this Charter require a 2/3 majority of eligible and present voting members and should be presented to members at least one week prior to the meeting in which a vote is taken. Once approved by the Committee, proposed amendments should be submitted to the Faculty Council for ratification.

Approved by Committee: February 6, 2024

Approved by Faculty Council: March 8, 2024