

# **School of Medicine**

## **Bylaws**

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# Bylaws of the School of Medicine

## Article 1.0 Function

The Faculty of the School of Medicine shall form and conduct the governance of the School of Medicine, subject to the Bylaws and Regulations of the Academic Senate of the University of California.

## Article 2.0 Membership

- 2.1 The President of the University *ex officio*. (Am. 12/31/94)
- 2.2 The Chancellor of the Davis campus *ex officio*. (Am. 12/31/94)
- 2.3 The Deans of the Schools, Colleges and Divisions of the Davis campus *ex officio*. (Am. 12/31/94)
- 2.4 All Academic Senate Faculty of the School of Medicine. (Am. 12/31/94)
- 2.5 Faculty of the School of Medicine in all other series, without vote. (Am. 12/31/94, 6/22/01)

## Article 3.0 Officers

- 3.1 The officers of the Faculty shall consist of a Chairperson, a Vice Chairperson, and a Secretary.

### 3.11 Chairperson

3.111 The Executive Committee of the Faculty shall elect from its elected membership a Chairperson.

3.112 The Chairperson of the Executive Committee shall serve as the Chairperson of the Faculty.

### 3.12 Vice Chairperson

3.121 The Executive Committee of the Faculty shall elect from its elected membership a Vice Chairperson.

3.122 The Vice Chairperson of the Executive Committee shall serve as the Vice Chairperson of the Faculty, and shall act on behalf of the Chairperson in his/her absence.

3.123 The Vice Chairperson of the Faculty shall serve as an *ex officio* member of the Committee on Student Progress.

### 3.13 Secretary

3.131 The Executive Committee of the Faculty shall elect from its elected membership a Secretary.

3.132 The Secretary of the Executive Committee shall serve as the Secretary of the Faculty.

3.133 The Secretary of the Faculty shall:

3.1331 Maintain minutes of all Faculty and Executive Committee meetings.

3.1332 Maintain a current roster of the membership of the Faculty.

3.1333 Make arrangements for elections and meetings of the Faculty and the Executive Committee.

3.1334 Serve as *ex officio* member of the Admissions Steering Committee. (Am. 3/20/98)

Article 4.0 Organization

- 4.1 The Faculty shall be organized into three/four Groups in order to facilitate Faculty elections and interaction in areas of mutual concern. These Groups and their constituent departments are:
- 4.11 **The Preclinical Sciences:**  
Biological Chemistry and Molecular Medicine  
Cell Biology and Human Anatomy  
Physiology and Membrane Biology  
Medical Microbiology and Immunology  
Pharmacology and Toxicology  
(Am. 12/31/94; 3/1/04)
- 4.12 **The Medical Clinical Sciences:**  
Dermatology  
Emergency Medicine  
Family and Community Medicine  
Internal Medicine  
Neurology  
Pediatrics  
Physical Medicine and Rehabilitation  
Psychiatry and Behavioral Sciences  
Public Health Sciences  
(Am. 12/31/94; 11/22/96, 6/28/04; 7/1/04)
- 4.13 **The Surgical Clinical Sciences:**  
Anesthesiology and Pain Medicine  
Neurological Surgery  
Obstetrics/Gynecology  
Ophthalmology and Visual Sciences  
Orthopedic Surgery  
Otolaryngology  
Pathology and Laboratory Medicine  
Radiation Oncology  
Radiology  
Surgery  
Urology  
(Am. 10/28/83; 11/22/96; 3/1/04; 8/4/04)
- 4.14 Faculty with appointments in the School of Medicine with Academic Senate titles who also hold appointments in the VA Northern California System of Hospitals and Clinics. (Am. 12/31/94)
- 4.15 Additions or deletions from these groups will be made in accordance with Article 4.22123. (Am. 12/31/94)
- 4.2 Committees
- 4.21 Appointments, Tenure, and Quorum.
- 4.211 Except for the Executive Committee or as otherwise indicated in these Bylaws, all Standing Committees of the Faculty shall be appointed annually prior to July 1. (Am. 12/31/94)
- 4.212 Ad hoc Committees may be appointed by the Executive Committee, who shall designate chairpersons for these committees, and the duration of the committees. Non-Academic Senate faculty may serve on such committees without vote. (Am. 12/31/94, 6/22/01)
- 4.213 Except for the Executive Committee, all Committees of the Faculty shall have a quorum defined as a simple majority of the voting members. (En. 6/22/01)

4.22 Standing Committees of the Faculty.

4.221 **Executive Committee**

4.2211 Membership: The Executive Committee of the Faculty shall consist of the following members: (Am. 6/5/78; 7/14/79; 12/31/94)

4.22111 Six faculty, who are members of the Academic Senate and who hold the rank of Associate Professor or above, but do not hold an appointment as dean, shall be elected: two each by the Faculty of the Preclinical Sciences, the Medical Clinical Sciences and the Surgical Clinical Sciences. One member from each group shall be elected each year for a two-year term of office. No individual shall serve more than two consecutive terms. Only one faculty member from a department may represent a Group on the Executive Committee at one time. For the purpose of these elections, organized divisions having three or more faculty members will be considered as departments. (Am. 7/1/83; 12/31/94)

4.22112 The Dean of the School of Medicine *ex officio*, who may delegate his/her proxy, to serve without vote. (Am. 12/31/94; 11/30/07)

4.22113 Two faculty, who are members of the Academic Senate and who do not also hold an appointment as dean, shall be elected at-large from and by the entire faculty. The term of office shall be two years. One at-large member shall be elected each year. (Am. 7/22/80; 7/1/83; 12/31/94)

4.22114 One member of the faculty with appointment in the School of Medicine who also holds an appointment in the VA Northern California System of Hospitals and Clinics at the Associate Professor level or higher, who is a member of the Academic Senate but does not hold an appointment as dean, shall be elected every other year by the members of the faculty who hold appointment in the VA Northern California System of Hospitals and Clinics. (En. 7/1/83; Am. 12/31/94)

4.22115 The Chief of the Medical Staff UCD Medical Center *ex officio*. (En. 6/5/78; Am. 7/14/83)

4.22116 One member from the non-Academic Senate faculty, to be elected by non-Academic Senate faculty every other year, to serve without vote. The term of office shall be two years. (En. 12/31/94)

4.22117 The immediate past Chairperson of the Faculty *ex officio*. (En. 6/5/78; Am. 7/14/83; 12/31/94)

4.22118 Election to the Executive Committee shall be in accord with the following:

4.221181 Each of the constituent groups shall elect one member of the Executive Committee annually. Prior to the last week of April, the Secretary of the Faculty will solicit nominations by mail from all voting members of each group. No nominations will be accepted after May 10. A ballot will be prepared by the Secretary listing all nominees and distributed to voting members of the appropriate group by mail. Ballots shall be returned within 14 working days to be valid. In the event of no nominee gaining a plurality of votes, election shall be determined by a runoff election between the 2 persons receiving the largest number of votes. (Am. 7/1/83; 12/31/94)

- 4.2212 Duties and Responsibilities. This Committee shall:
- 4.22121 Consider all matters of general concern to the Faculty.
  - 4.22122 Bring before the Faculty any recommendations generated by it, by the other Standing Committees and by Special Committees of the Faculty.
  - 4.22123 Make recommendations to the Faculty concerning the disposition of existing or new departments and organized divisions into groups defined in Article 4.0.
  - 4.22124 Circulate to the Faculty all important motions at least two days in advance of the regular meeting of the Faculty.
  - 4.22125 Act for the Faculty within the Bylaws and Regulations of the Faculty of the School of Medicine. All actions taken on behalf of the Faculty shall be reported to the Faculty at the next meeting. (En. 6/5/78)
  - 4.22126 Appoint ad hoc committees as necessary. (Am. 12/31/94)
- 4.2213 The quorum for the Executive Committee shall be one-half plus one of the elected voting members. (En. 6/5/78; 12/31/94; 11/22/96)

4.222 **Committee on Committees**

- 4.2221 Membership: The members of the Executive Committee.
- 4.2222 The Chairperson of the Executive Committee shall act as Chairperson of the Committee on Committees.
- 4.2223 Duties and Responsibilities
  - 4.22231 Appointment of all Standing Committees of the Faculty.
  - 4.22232 Appointment of other committees. (Am. 12/31/94)
  - 4.22233 Selection of chairpersons of all Standing and other committees except as specified otherwise in the Bylaws.
  - 4.22234 Appointment of replacements for the Executive Committee from the appropriate Group and for members elected at-large in the event of a vacancy. (En. 6/5/78; Am. 11/75; 12/31/94)

4.223 **Admissions Committee**

- 4.2231 Membership
  - 4.22311 Each member of the Admissions Committee will belong to one or more of the subcommittees described below. (Am. 6/5/78; 7/14/79; 12/31/94; 3/20/98; 11/17/06)
  - 4.22312 The Committee shall be chaired by an Academic Senate faculty member, as appointed by the Committee on Committees in consultation with the Dean-level administrative officer with the most appropriate portfolio (hereafter referred to as the “Dean of Admissions”). (Am. 12/31/94; 11/17/06; 11/30/07)
  - 4.22313 Unless specifically stated otherwise below, membership on the Committee shall be for a term of three years with a renewal option by the Committee on Committees. (Am. 12/31/94; 3/20/98; 11/17/06)

- 4.22314 A Steering Subcommittee shall be appointed from the Academic Senate faculty membership of the Admissions Committee by the Committee on Committees in consultation with the Dean of Admissions. Membership shall include the chairs of all subcommittees described below (Screening, Selection and Policy). The Secretary of the Faculty and the Dean of Admissions shall serve ex officio, the latter without vote. The Chair of the Admissions Committee shall chair the Steering Subcommittee. (En. 11/5/85; Am. 12/31/94; 3/20/98; 11/17/06; 11/30/07)
- 4.22315 A Screening Subcommittee of at least seven faculty, including at least two Academic Senate members, shall be appointed by the Committee on Committees in consultation with the Dean of Admissions. Subcommittee membership shall represent the diversity of the Faculty with participation from both basic and clinical sciences, and shall include one or more senior housestaff officers/fellows. A student representative shall be appointed by the Dean of Admissions for a term of one year. The subcommittee will be chaired by one of the Academic Senate members, selected by the Committee on Committees in consultation with the Dean of Admissions. (En. 3/20/98; Am. 11/17/06)
- 4.22316 One or more Selection Subcommittees with at least four faculty shall be appointed by the Committee on Committees in consultation with the Dean of Admissions. Subcommittees shall also include two student representatives to be appointed by the Dean of Admissions for a term of one year. The subcommittees may include volunteer clinical faculty and other non-Senate faculty. The chair(s) of the subcommittee(s) shall be selected from Academic Senate faculty by the Committee on Committees in consultation with the Dean of Admissions. (En. 11/17/06)
- 4.22317 A Policy Subcommittee with at least four faculty members, two of whom belong to the Academic Senate, shall be appointed by the Committee on Committees in consultation with the Dean of Admissions. The subcommittee will also have a student representative selected by the Dean of Admissions. The subcommittee will be chaired by one of the Academic Senate members, selected by the Committee on Committees in consultation with the Dean of Admissions. (En. 11/17/06)
- 4.2232 Duties and Responsibilities
- 4.22321 The Committee shall evaluate the credentials of applicants for admission to the School of Medicine. It will meet at least once each year (a joint meeting of all of the subcommittees) to hear reports from each subcommittee chair. It will also provide an annual report to the Faculty Executive Committee. (Am. 6/5/78; 11/17/06)
- 4.22322 The Steering Subcommittee will provide oversight and integration of the admissions process, inform changes as necessary, and make the final recommendation regarding admissions taking into consideration the advice of the Selection Subcommittee(s) (see 4.22324). Its recommendations for admissions will be submitted to the Dean of Admissions and the Dean of the School of Medicine. It will also provide advice to the Selection Subcommittee(s) on questions raised. The subcommittee shall meet at least quarterly. (Am. 11/17/06)
- 4.22323 The Screening Subcommittee will conduct initial screening of applications and prioritize applicants for interviews by following the policies and procedures developed by the Policy Subcommittee. (En. 11/17/06)

- 4.22324 The Selection Subcommittee(s) will review all data available during the admissions process and assemble a list of applicants whose acceptance is recommended, ranked numerically in order of overall preference, and present this information to the Steering Subcommittee. (En. 11/17/06)
- 4.22325 The Policy Subcommittee shall assess, review, and enhance the admissions process in coordination with the other admissions subcommittees. (En. 11/17/06)

4.224 **Committee on Educational Policy**

4.2241 Membership

- 4.22411 The Committee shall consist of at least nine faculty members representative of the courses of all four years. At least two-thirds of the Committee's members, including its chair, shall be members of the Academic Senate. Non-senate members shall serve without vote. At least one member shall also be a member of the Faculty Executive Committee. (Am. 12/31/94; 3/20/98, 6/22/01)
- 4.22412 One or two Dean-level administrative officers whose portfolios include medical education and the curriculum, to serve *ex officio* and without vote. (Am. 1/19/79; 12/31/94; 11/30/07)
- 4.22413 One medical student representative and one alternate from each class, selected by that class and appointed by the Committee on Committees, to serve without vote. (Am. 12/14/76; 11/5/85; 12/31/94, 3/20/98)
- 4.22414 Faculty membership on the Committee shall be for a term of three years. (Am. 12/31/94)

4.2242 Duties and Responsibilities

- 4.22421 To define and implement, with the consent of the Faculty Senate, the goals, objectives, and structure of the curriculum including the competencies, attitudes, skills, and knowledge expected of each student. (En. 3/20/98)
- 4.22422 To oversee curricula and evaluate course content on the basis of definitions derived per 4.22421, to identify areas of deficiency and redundancy in the curriculum, and to work with instructors to correct these where appropriate. (Am. 12/31/94; 3/20/98)
- 4.22423 To assign, with the consent of the departments involved, the responsibility for teaching of curricular areas. (En. 3/20/98)
- 4.22424 To assess teaching and student evaluation methods and to establish teaching and student evaluation guidelines for instructors. (En. 3/20/98)
- 4.22425 To prepare for the vote of the Faculty pursuant to articles 4.22122 and 5.1 proposals for major changes in the curriculum or course structure involving a change of more than one credit unit of a required course or change of the year a required course is offered, or the addition of a new required course. (En. 3/20/98)
- 4.22426 To report to the Faculty Executive Committee unresolved problems in the teaching of the curriculum. (En. 3/20/98)
- 4.22427 To consult with the Admissions Committee on the academic prerequisites for admission, and to recommend any changes to the Faculty Executive Committee. (Am. 12/31/94)

- 4.22428 To recommend to appropriate faculty criteria for the evaluation and promotion of students. (Am. 12/14/76; 3/20/98)
- 4.22429 To recommend to appropriate faculty criteria for student evaluation of faculty teaching performance. (Am. 12/14/76; 12/31/94; 3/20/98)

#### 4.225 **Committee on Student Progress**

##### 4.2251 Membership

- 4.22511 Eight members of the Academic Senate will be named by the Committee on Committees for four-year-staggered terms, and members may be re-appointed for consecutive terms. Initial appointments shall be for a term of from one to four years to accommodate future four-year staggered terms. Members shall be faculty who have been major contributors to the teaching of medical students. There shall at all times be at least two representatives of basic science departments. Additionally, up to two non-Academic Senate faculty may be appointed to serve without vote. (En. 3/20/98, Am. 6/22/01)
- 4.22512 One or two Dean-level administrative officers whose portfolios include curriculum and student affairs, *ex officio* and without vote, and the Vice Chair of the Faculty, *ex officio* (Am. 1/19/79; 12/31/94; 3/20/98; 3/26/07; 11/30/07)
- 4.22513 The Chair and Vice Chair of the Committee on Student Progress shall be members who have been members of the Committee for at least one year and will be selected annually by the Committee on Committees. (En. 3/20/98; 3/26/07)

##### 4.2252 Duties and Responsibilities (Am. 3/20/98)

- 4.22521 The Committee on Student Progress shall ensure the formulation and application of effective procedures for the evaluation of student performance, which is defined to include both academic achievement and professional competence, as stated in Regulation 70 (A).
- 4.22522 The Committee shall review the progress of all students and shall certify that each student has met the stated criteria for academic advancement in all phases of the curriculum. Academic advancement must be certified by the Committee for the promotion of students into the "Required Clerkship Curriculum/Additional Courses" (formerly years 3 & 4). (Am. 3/26/07)
- 4.22523 The Committee shall determine, in coordination with Instructors of Record, a course of remediation for each student for whom performance deficiencies have been identified, and shall notify those students with performance deficiencies, in writing, of the required course of remediation. (Am. 3/26/07)
- 4.22524 The Committee, at its discretion, may communicate with the appropriate Instructors of Record about the status of any student who is on academic probation for performance deficiencies and/or professional competence. The Committee shall assist in determining a course of remediation (when appropriate) and monitoring of the students' performance or professional competence. (Am. 11/30/07)
- 4.22525 The Committee shall provide an opportunity for the student with performance deficiencies, and the student's academic advisors and/or College advisor and Director, to meet with the Committee prior to a decision as to remediation or dismissal. (Am. 3/26/07)

- 4.22526 The Committee shall have the authority in accord with Regulation 80 to: place a student on academic probation, establish the duration of probation, prescribe appropriate steps for the remediation of a student's performance deficiencies, remove a student from academic probation, and to recommend dismissal of a student to the Dean of the School of Medicine. (Am. 3/26/07)
- 4.22527 The Committee shall communicate a recommendation to dismiss a student to the Dean who shall notify the student of the Dean's decision regarding dismissal within 10 working days of receiving the recommendation of the Committee. (Am. 3/26/07)
- 4.22528 The Committee shall consider and may meet with any students whose academic progress, although not failing, is such as to be a cause of concern that future difficulties may ensue, and will provide the student guidance as to possible ways to be more successful.
- 4.22529 Annually, the Committee shall recommend to the Faculty the candidates for the degree of Doctor of Medicine.
- 4.22530 In the case of a successful appeal of dismissal from the School of Medicine the Committee shall approve the course of study required of the student in order to graduate from the School of Medicine. (Am. 3/26/07)
- 4.22531 The Committee shall seek to ensure that course grades are reported to the student and to the School of Medicine Registrar in a timely manner. (Am. 3/26/07)

4.226 **Committee for Research Affairs**

4.2261 Membership

- 4.22611 Nine or more individuals of any professorial category and may include individuals in the Professional Research Series. At least two-thirds of the Committee, including its chair, shall be members of the Academic Senate. Only Academic Senate members may vote. The term of office normally shall be for three years. (Am. 12/31/94, 6/22/01)
- 4.22612 The Dean-level administrative officer or officers (up to two) whose portfolios include research affairs *ex officio* and without vote. (Am. 12/31/94; 11/30/07)

4.2262 Duties and Responsibilities

- 4.22621 To review applications for research support awarded within the School of Medicine and UCDCM. (Am. 12/31/94)
- 4.22622 To advise on matters relating to research. (Am. 12/31/94)
- 4.22623 To review and select candidates from any of the medical classes or from the medical faculty for research awards. (Am. 12/31/94)

4.227 **Health Sciences Library Committee**  
(A joint committee with the School of Veterinary Medicine)

4.2271 Membership

- 4.22711 Six members, of any professorial category; three from the School of Veterinary Medicine and three from the School of Medicine, at least one of whom shall also be a member of the Library Committee of the

UCD Medical Center. Committee members from the School of Medicine shall be members of the Academic Senate. (Am. 1/19/79, 6/22/01)

4.22712 One medical student representative from each class, who shall be an associate member without vote, selected by that class and appointed by the Committee on Committees. (Am. 12/14/76; 12/31/94)

4.22713 The Health Sciences Librarian, *ex officio* and non-voting.

4.22714 The Chair shall alternate between the two schools annually.

4.2272 Duties and Responsibilities

To recommend on acquisitions, operating policy, capital improvements and personnel of the Loren B. Carlson Health Science Library.

4.228 **Committee for Rules, Jurisdiction and Organization**

4.2281 Membership: Three or more members of the Academic Senate. (Am. 12/31/94)

4.2282 Duties and Responsibilities

4.22821 Upon request of the Faculty Executive Committee to view recommendations of Committees of the Faculty in order to assure consistency with existing rules and regulations of the School of Medicine. (Am. 12/31/94)

4.22822 To assure due process for the consideration and adjudication of requests for grade changes in accordance with the provisions of Regulation 540(E) of the Davis Division. (En. 6/5/78; Am. 11/5/85; 12/31/94)

4.22823 To act as a Committee to evaluate and recommend action on formal appeals of dismissal as allowed by Regulation 80(D). (Am. 12/31/94, 3/20/98)

4.229 **Committee for Honors and Awards**

4.2291 Membership

4.22911 Three or more members of the Academic Senate. (Am. 12/31/94)

4.22912 One student representative from each of the third and fourth year medical classes to be selected by each class and appointed by the Committee on Committees, to serve without vote. (Am. 12/31/94, 6/22/01)

4.2292 Duties and Responsibilities

4.22921 To develop and maintain an effective system for the distribution of honors and awards to students. (Am. 12/31/94)

4.22922 To select as recipients of awards those students in the senior class who have demonstrated consistent excellence. To recommend to the Faculty the distribution of such awards. (Am. 12/31/94)

4.22923 To select recipients from any of the medical classes or medical faculty for specifically defined awards.

4.22924 To advise on criteria for the establishment of new awards and guidelines for selecting recipients. (En. 8/22/80)

4.230 **Committee on Faculty Affairs**

4.2301 Membership: At least four faculty at the full Professor rank, with appointment of emeriti faculty encouraged. At least three of the four shall be members of the Academic Senate. Only Academic Senate members may vote. The term of office normally would be three years. (Am. 6/22/01)

4.2302 Duties and Responsibilities

4.23021 To act as an ombudsman.

4.23022 To advise on publication matters such as plagiarism, censorship and right of authorship.

4.23023 To advise in matters involving academic freedom, including issues related to discrimination.

4.23024 To consider appeals and special problems relating to faculty appointments and promotions.

4.23025 To consider other matters pertinent to faculty welfare. (Am. 6/14/96; 11/22/96)

4.231 **Research Space Advisory Committee**

4.2311 Membership

4.23111 Three or more faculty members with appointments in the School of Medicine with Academic Senate titles or adjunct professor titles at the associate or full professor rank. At least two-thirds of the Committee shall be members of the Academic Senate. Those with adjunct professor titles shall serve without vote. Deans are excluded from service on this committee. At least one member shall have a primary appointment in a preclinical department and at least one member shall have a primary appointment in a clinical department. The term of office normally shall be for three years. (Am. 6/22/01)

4.23112 The Dean-level administrative officer of officers (up to two) whose portfolios include research space, *ex officio* and without vote. (Am. 11/30/07)

4.2312 Duties and Responsibilities

4.23121 To advise the Dean or Deans with portfolios including research space on the setting of policy for allocation of research space to the Faculty of the School of Medicine, both preclinical and clinical, and to advise the Dean or Deans with portfolios including research space regarding the implementation of these policies. (En. 11/22/96; 11/30/07)

4.232 **Research Space Allocation Appeals Committee**

4.2321 Membership: Three or more faculty members with appointments in the School of Medicine with Academic Senate titles at the associate or full professor rank as defined in Standing Order of the Regents, 105.1. Department chairs and deans are excluded from service on this committee. At least one member shall have a primary appointment in a preclinical department and at least one member shall have a primary appointment in a clinical department. The term of office normally shall be for three years.

#### 4.2322 Duties and Responsibilities

- 4.23221 To hear complaints and appeals of individual faculty members with regard to intradepartmental assignment of research space, and to transmit their findings and recommendations regarding such appeals to the Dean or Deans with portfolios including research\_space and the department chair. (En. 11/22/96; 11/30/07)

#### Article 5.0 Meetings of the Faculty

- 5.1 Ordinarily, the Faculty will meet quarterly with a minimum of two week's notice prior to each meeting. A meeting can conduct business with 10 percent of the Voting Faculty, but all actions and/or decisions regarding substantive issues, including changes in Bylaws or Regulations, shall be determined by a mail ballot of the Faculty. (Am. 12/31/94)
- 5.2 The agenda of a regular meeting of the Faculty shall include, in the following order:
- Consideration of the minutes of the preceding Faculty meeting
  - Announcements by the President of the University of California
  - Announcements by the Chancellor of the Davis Campus
  - Announcements by the Dean of the School of Medicine
  - Announcements by the Director of Hospitals and Clinics
  - Announcements by the Chairperson of the Faculty
  - Reports of Standing Committees
  - Reports of Special Committees
  - Petitions of Students
  - Unfinished Business
  - New Business
- 5.3 The Chairperson of the Faculty shall preside. In the absence of the Chairperson, the Vice Chairperson shall preside. Should the Vice Chairperson also be absent, the Secretary shall preside.
- 5.4 All Faculty members of the School of Medicine shall have the privilege of the floor. (Am. 12/31/94)
- 5.5 Robert's Rules of Order shall govern meetings of the Faculty and all meetings and activities of Committees herein allowed or specified. (Am. 12/31/94)
- 5.6 The Faculty may meet in special session with at least 24 hours notice, under the following circumstances:
- 5.61 After a call to meeting by the Chairperson.
  - 5.62 After delivery to the Secretary of a written request.  
The request must:
    - 5.621 Include the subject of the meeting and any resolutions proposed by those requesting the meeting.
    - 5.622 Be signed by eight voting members of the Faculty.
    - 5.623 Be acted upon within 48 hours by the scheduling of a meeting to occur within five calendar days from receipt of the request.
  - 5.63 The call to meeting shall include the subject of the meeting and any resolutions proposed by those requesting the meeting.
  - 5.64 The agenda of a special session shall be confined to the subjects announced in the call to meeting and will not follow the provisions of Article 5.2 unless desired by a majority of those present

Article 6.0 Amendment of Bylaws and Regulations

- 6.1 These Bylaws and Regulations may be amended by a two-thirds vote of the Faculty casting ballots. A written notice of the proposed change must be mailed to each member of the Faculty at least five calendar days before the meeting at which the change is considered. Voting shall be by ballots mailed by the Secretary of the Faculty within ten calendar days after the meeting. Voting shall close 14 calendar days after mailing of the ballot. (En. 6/5/78; Am. 12/31/94)
- 6.2 No change in the Bylaws may be made that will be in conflict with the Bylaws, Regulations, or Legislative Rulings of the Academic Senate of the University.

## **Regulations of the Faculty of the School of Medicine**

50. (A) Admission to Regular Status. To be admitted to the School of Medicine, students must have completed successfully at least three academic years at the university level, and must have met other requirements prescribed by the Faculty of the School of Medicine. The Faculty may recommend to the Dean limiting the enrollment of students to a number consistent with the facilities available for instruction. (Am. 12/31/94)
- (B) Waiver of Academic Criteria for Admission. Waivers of the minimum academic criteria for admission to the School of Medicine are granted only by the Faculty of the School through the action of the Executive Committee. Waivers are considered only for individual applicants, and upon request by the Chairperson of the Admissions Committee.
- (C) Admission to Advanced Standing. A student may be admitted by action of the Admissions Committee at a level more advanced than the regular entering level, but not beyond the beginning of Year Three, provided that the applicant meets the entrance requirements for regular status in the School of Medicine, the applicant has satisfactorily completed courses elsewhere that are substantially equivalent to those offered by the School of Medicine, and has met all other requirements necessary for the advanced status requested. An applicant for advanced standing may be required to pass a special examination to establish his/her qualifications for admission to Advanced Standing.
60. Requirements for the Degree of Doctor of Medicine.
- (A) Academic requirements for the degree of Doctor of Medicine are:
- (1) Extension of the time allowed for satisfaction of the requirements for graduation beyond six years from time of matriculation will require specific action by the Committee on Student Progress. (Am. 11/5/85; 12/31/94; 3/26/07)
  - (2) The candidate must have completed and successfully passed the “Pre-Clerkship Curriculum” (formerly years 1 & 2) before beginning the “Required Clerkship Curriculum/Additional Courses” (formerly years 3 & 4). The candidate must have taken and passed Step I of the United States Medical Licensing Examination before continuing the courses of the “Required Clerkship Curriculum/Additional Courses.” The candidate must have taken and passed Step II, both Clinical Knowledge and Clinical Skills components, prior to graduation. (Am. 6/22/81; 5/27/92; 6/14/99; 6/27/02; 3/26/07)
  - (3) The candidate must have satisfactorily completed the required clinical clerkships at either the University of California Davis Medical Center (UCDMC) or other training sites in programs approved by the clerkship Instructors of Record and the Committee on Educational Policy. (Am. 8/22/80; 12/31/94; 3/26/07)
  - (4) The candidate must have behaved and performed in a manner consistent with professional standards necessary for the practice of medicine, and must have achieved the general competencies required by the School of Medicine, including established competencies in patient care, medical knowledge, interpersonal and communication skills, professionalism, system-based practice, life-long learning skills, and practice-based learning. (En. 7/1/82; Am. 11/5/85; 3/26/07)
- (B) Prior to graduation the Committee on Student Progress shall present to the Executive Committee of the Faculty the list of recommended candidates for their presentation to the Faculty for action. (Am. 12/31/94)
70. Grades and Grading.
- (A) The Instructor of Record of each course shall by the tenth day of instruction have provided to each student the goals and objectives of the course, including knowledge and performance standards, how the student is to be evaluated, and criteria for specific grades. The performance of a physician requires competency in interpersonal relations, integrity, dependability, communication and English language skills, as well as knowledge and technical skills. Therefore, the academic standards of every course, to the extent the course requires and can assess, shall include, but not be limited to: reliability in attendance and participation; respect for individuals; demeanor which engenders confidence by patients and colleagues; interaction and procedures with patients which are within legal and ethical bounds and meet requirements of professional supervision; ability to work effectively with classmates, faculty, and in clinical courses with housestaff, other health professionals and patients. (En. 3/20/98; Am. 3/26/07)

- (B) The work of all students in any of the required courses in the “Pre-Clerkship Curriculum” for the M.D. degree shall be reported only in terms of two grades, P (Pass) or F (Failure), or as one of three provisional marks: I (incomplete but work of passing quality), Y (provisional, work of non-passing quality), and IP (in progress). For the “Required Clerkship Curriculum/Additional Courses” the work shall be reported in three grades, H (Honors), P, or F, or as one of three provisional marks: I, Y, and IP. (Am. 12/2/88; 1/7/92; 12/31/94; 6/14/99; 11/20/00; 3/26/07; 2/20/08)
- (C) The provisional mark of Incomplete (I) shall be assigned only when the student's work is of passing quality, but is incomplete for good cause, as determined by the Instructor of Record. The student is entitled to replace the I by a P grade and to receive unit credit provided he/she satisfactorily completes the work of the course in a way specified by the Instructor of Record. If course requirements have not been completed within the time limit specified by the Committee on Student Progress, the Instructor of Record will submit an F grade. (Am. 7/1/83; 12/31/94; 3/26/07; 02/20/08)
- (D) The numerical scores for courses in the “Pre-Clerkship Curriculum”, which use quantitative measures of performance, will be retained by the Office of Medical Education for at least as long as a student remains in medical school. This information is for advising purposes, remediation plans, awards and honors, or for IRB-approved educational research purposes, and will not be recorded in official transcripts. (En. 11/20/00; Am. 3/26/07)
- (E) The Y is a provisional mark that will be assigned to allow a student the opportunity to remediate a deficiency and improve a failing grade. A P grade will be awarded with remediation of the Y. Failure to remediate the Y will result in an F grade. (Am. 7/1/83; 12/31/94; 3/20/98; 6/14/99; 11/20/00; 3/26/07; 2/20/08)

Each student during the course of their School of Medicine training may be assigned the Y and given the opportunity to remediate this provisional mark for a maximum total of three courses. After three Ys are accumulated, further non-passing performance according to course criteria must be assigned the F grade. (Am. 6/27/03; 3/26/07; 2/20/08)

For courses in the “Pre-Clerkship Curriculum”, until the maximum number of three Ys allowed per student has been reached, a student will be assigned a Y if they otherwise would have received an F grade following the completion of all required examinations, with the exception of failure of a course taken by Credit by Examination [70(I)(3)]. This student is to be given the opportunity for reexamination within 30 days after grades are available to the student. The Instructor of Record must assign the final grade within 45 days of the original grade. The grade assigned following completion of the reexamination is to be based either solely on the results of the reexamination or on some aggregate of all examinations as specified by the Instructor of Record at the beginning of the course. If the student decides not to take the reexamination, the Instructor of Record must submit an F grade. (Am. 6/27/02; 3/26/07; 2/20/08)

For “Required Clerkship Curriculum/Additional Courses”, until the maximum number of three Ys allowed per student has been reached, the student is to be assigned the Y if they otherwise would have received an F grade *and* if the Instructor of Record believes that the student might be able to meet satisfactorily the requirements of the clerkship by repeating part but not all of the clerkship. For “Required Clerkship Curriculum/Additional Courses”, each student assigned the Y must complete the clerkship requirements as specified by the Committee on Student Progress in response to the recommendations of the Instructor of Record of the clerkship. An F grade is to be assigned directly by the Instructor of Record if the student is to be required to repeat the clerkship in its entirety. (Am. 12/31/94; 3/20/98; 6/14/99; 11/20/00; 6/27/03; 3/26/07; 2/20/08)

- (F) For a course extending over more than one quarter, where the evaluation of a student's performance is deferred until the end of the final quarter, the provisional mark of IP (in progress, grade deferred) shall be assigned in the intervening quarters. (Am. 12/31/94; 3/20/98; 2/20/08)
- (G) Repetition of courses is subject to the following conditions:
  - (1) A student may repeat only those courses in which he/she received a grade of F, except in circumstances of G (3) below regarding students eligible for dismissal. (Am. 12/31/94; 3/20/98; 11/20/00; 3/26/07)
  - (2) Degree credit for a course may be given only once, but the final grade assigned at each enrollment must be entered into the permanent record.

- (3) The Committee on Student Progress may require that a student, who is eligible for dismissal, to repeat a course or courses for which the student has received a passing grade. (En. 3/20/98; 3/26/07)
- (H) All grades are final when filed by the Instructor of Record. A grade may be changed only for the correction of clerical or procedural error. The petition of a student or Instructor of Record seeking to have a grade in a professional course changed must be submitted to the School of Medicine Registrar by the end of the fifth week of instruction of the succeeding quarter after the student has been notified of the grade. Routine, uncontested grade changes requested may be recorded by the School of Medicine Registrar and be reported to the Main Campus Registrar. Contested petitions for grade changes shall be considered by the Rules, Jurisdiction and Organization Committee, who within 30 days will review the matter to ascertain whether clerical or procedural error has occurred. The decision of the Rules, Jurisdiction and Organization Committee shall be final and without appeal within the Faculty of the School of Medicine. The Dean-level administrative officer whose portfolio includes student affairs shall be responsible for reporting the decision to the parties involved and shall report any change in grade to the Main Campus Registrar. (Am. 12/31/94; 3/20/98; 3/26/07; 2/20/08)
- (I) Credit by Examination is available to students registered in the School of Medicine under the following rules:
  - (1) Students may apply to obtain Credit by Examination in any required course of the medical curriculum in which such credit is offered by the responsible department.
  - (2) Application, which must occur prior to any examination that is to be used for assignment of credit, shall be presented on a form obtained from the School of Medicine Registrar and must be approved by the Instructor of Record, the Department Chairperson and the Dean-level administrative officer whose portfolio includes curricular affairs. (Am. 3/26/07; 2/20/08)
  - (3) The grade shall be recorded for the academic quarter in which the examination for credit was taken. The Y is not permitted. (Am. 12/31/94; 2/20/08)
  - (4) Credit by examination for a course previously taken in which a student received F as the final grade (recorded in the transcript) requires approval of the Instructor of Record and, for students on probation, approval of the Committee on Student Progress. For such students, Credit by Examination is a repetition of the course, for which degree credit will be given only once, but the grade assigned at each enrollment shall be entered into the permanent record. (Am. 12/31/94)

76. Courses and Credit Units.

- (A) For other than clinical clerkships, course credit units shall be assigned at the rate of one unit for 30 hours of programmed work on the part of the student (i.e., faculty-student contact time, time required to acquire professional skills, and additional study time).
- (B) (1) The calculation of credit units for courses other than clinical clerkships shall be based on the formula that one unit shall be awarded for each 10 hours of lecture, or each 20 hours of discussion, or each 30 hours of laboratory. (Am. 12/31/94)
  - (2) In establishing courses for which student-patient contact is required other than clinical clerkships, additional credit units may be assigned by the Committee on Educational Policy in accordance with Regulation 76(A).
- (C) For clinical clerkships, one week of full-time clerkship shall equal 1.5 credit units.
- (D) Credit for all courses shall be assigned only as integer or half-integer values. If for a course the calculated value in accord with Regulation 76(B) or 76(C) is not an integer or half-integer value, the course is to be assigned the next lowest such value.

80. Remediation, Probation, Dismissal and Appeal.

(A) Remediation

- (1) Remediation of an F grade requires that the course be retaken either at the next time offered in the regular schedule or by means of Credit by Examination or at a time in accord with other recommendations by the Committee on Student Progress. If a student fails United States Medical Licensing Examination Step I or II, he or she must retake it before the end of the following quarter, or at another time as specified by the Committee on Student Progress. (Am. 6/14/99; 3/26/07)
- (2) The term “remediation” shall be taken to mean converting a Y as specified, or retaking and passing a course for which an F grade has been received, correcting other deficiencies as specified by the Committee on Student Progress, or passing previously failed USMLE I or II (either component). (Am. 3/26/07; 2/20/08)
- (3) The Committee on Student Progress may require the student to modify his/her curricular pace, if judged necessary to increase probability of academic progression. (En. 7/1/98)
- (4) The Committee may recommend assessment and remediation of study skills, test-taking skills, or clinical skills, or may recommend evaluation for a learning disability. The Committee may also recommend psychiatric evaluation and/or counseling/psychotherapy. (En. 7/1/98; Am. 3/26/07)
- (5) A student who has an unremediated F grade or Y in a required clinical course, or who is on probation as described below, may not participate in rotations outside the course catalog unless approved by the Committee on Student Progress. (Am. 12/31/94; 3/20/98; 6/14/99; 3/26/07; 2/20/08)
- (6) Under all circumstances, the deficiencies of a student who otherwise would be subject to dismissal must be removed within one calendar year of being placed on academic probation. (Am. 12/31/94; 3/20/98)

(B) Academic Probation:

(En. 7/1/98)

- (1) A candidate for the degree of Doctor of Medicine must be placed on academic probation by the Committee on Student Progress for the following causes:
  - (a) A student receives an F grade. (Am. 12/31/94; 3/20/98; 11/20/00; 3/26/07)
  - (b) A student in the “Required Clerkship Curriculum/Additional Courses” receives a Y. (En. 3/26/07; 2/20/08)
  - (c) A student fails the United States Medical Licensing Examination, Step I or Step II (either component). (En. 12/31/94; Am. 3/26/07)
- (2) A candidate for the degree of Doctor of Medicine may be placed on academic probation by the Committee on Student Progress for performance deficiencies indicating lack of professional competence.
  - (a) Performance deficiencies indicating a lack of professional competence include, but are not limited to, the following:

- (i) professional dishonesty;
  - (ii) failure to take adequate responsibility for patient care;
  - (iii) inability to work effectively with patients;
  - (iv) inability to work effectively with classmates or other health professionals;
  - (v) exceeding the authority of a student in matters of patient care;
  - (vi) behavior that is disruptive to class or to clinical team performance; or
  - (vii) other behavior of equal gravity sufficient to compromise his/her professional competence. (En. 3/20/98; Am. 3/26/07)
- (b) A student who is deemed to exhibit any of the deficiencies stated in (a) may be considered for placement on academic probation by the following procedures: (Am. 12/31/94; 3/20/98; 3/26/07)
- (i) An Instructor(s) of Record shall, in writing, apprise the Dean-level administrative officer whose portfolio includes student affairs of the student's name and the performance deficiency(ies) indicating a lack of professional competence and/or (Am. 12/31/94; 3/20/98; 3/26/07; 2/20/08)
  - (ii) Two or more members of the faculty or staff may submit to the Dean-level administrative officer whose portfolio includes student affairs a written petition documenting their observations and concerns relative to the student. (Am. 3/20/98; 3/26/07; 2/20/08)
  - (iii) The Dean-level administrative officer whose portfolio includes student affairs shall refer the matter to the Committee on Student Progress. The Committee may place the student on probation and prescribe appropriate remediation to be achieved within a specified period of time, or recommend dismissal of a student if deemed appropriate. (Am. 12/31/94; 3/20/98; 3/26/07; 2/20/08)
- (3) Students placed on academic probation will be informed in writing of the specific deficiency(ies) for which probation is being imposed, the specific steps to be taken to remediate the deficiency(ies), and the duration of probation. (En. 3/20/98)
- (4) Removal from Probation (Am. 6/14/99; 3/26/07)
- (a) Any student who has received a single F grade or a Y on a clinical clerkship will be placed on probation at the time of receipt of the deficiency and be removed from probation when that deficiency is remediated. (En. 3/20/98; Am. 11/20/00; 2/20/08)
  - (b) Any student who is placed on probation for defined lack of professional competence, rather than academic deficiency, will have a defined period of probation established by the Committee on Student Progress, and defined methods whereby the deficiency can be demonstrated to have been removed. (En. 3/20/98; 3/26/07)
  - (c) The Committee on Student Progress may remove a student from probation at an earlier time than initially defined but cannot extend probation unless a second circumstance occurs that is alone a sufficient cause for a student to be placed on probation. (En. 3/20/98)

(5) Promotion While on Probation

If, in the judgment of the Committee on Student Progress, a student on academic probation can remove his/her deficiency while enrolled in the curriculum of the subsequent year, the student may be promoted provisionally on a case-by-case basis, but will remain on academic probation until all deficiencies have been corrected. (Am. 3/26/07)

(C) Academic Dismissal:

Dismissal of a student from the School of Medicine may be recommended to the Dean by the Committee on Student Progress for one or more of the following reasons:

- (1) A student on academic probation has failed to remove his/her deficiency within the specified period of time.
- (2) A student who, while on academic probation, accumulates another deficiency. Receiving a Y in the "Required Clerkship Curriculum/Additional Courses" is considered a deficiency. A student who is placed on probation (see section 80.B.b) because of a Y and subsequently fails to remediate and receives an F grade in that course is considered to have failed a single course and has not accumulated another deficiency. (Am. 3/20/98; 3/26/07; 2/20/08)
- (3) A student receiving a total of two F grades is subject to dismissal whether or not he/she is on probation at the time this criterion is met. (En. 3/20/98; Am. 6/14/99; 11/20/00; 6/27/03; 3/26/07; 2/20/08)
- (4) A student fails to pass the United States Medical Licensing Examination Step I or Step II (either component) after three attempts. (En. 6/22/81; Am. 5/27/92; 12/31/94; 3/26.07)
- (5) A student on academic probation for defined lack of professional competence, other than failure in a course or clerkship, fails to demonstrate that the conduct has been corrected within the time and by the methods specified by the Committee on Student Progress. (En. 3/20/98; Am. 3/26/07)

(D) Appeal: Any student who has been dismissed may appeal in writing to the Dean of the School of Medicine. The only valid basis of appeal shall be assertion of procedural error, or of failure to have received due process. The student must submit his/her appeal to the Dean of the School of Medicine within 30 days, which is the date of the Dean's letter. Notice of the dismissal will be sent by certified mail to the student. The Dean must, within 14 days of receipt of the appeal, refer the written appeal and any related information to a Board of Appeal composed of the members of the Committee on Rules, Jurisdiction and Organization. This Board will examine the record and will recommend by majority vote of its entire membership, after full and fair evaluation of the appeal and the record, whether the student should remain dismissed or be reinstated. The Board shall take no longer than 60 days after its receipt of the appeal and submit its recommendation directly to the Dean. No dismissed student can be enrolled in School of Medicine courses after receiving the Dean's dismissal letter. The Dean shall act to notify the student in writing of his or her final decision with a copy to the Committee on Student Progress Chair and School of Medicine Registrar. Students readmitted after dismissal must remediate any unsatisfactory grades which led to the dismissal, and their course of study shall be solely determined by the decision of the Committee on Student Progress. (Am. 1/7/82; 7/1/83; 12/31/94; 3/20/98; 3/26/07)

(E) Students are also subject to dismissal as disciplinary action for misconduct in violation of University, Campus, and School of Medicine rules governing student conduct. (En. 3/20/98)