Approved as of April 12, 2026
Mark T. Gladwin, MD/Dean

Approved as of April 13, 2026
Bruce E. Jarrell, MD/President

UNIVERSITY of MARYLAND
SCHOOL OF MEDICINE

Bylaws

Preamble

These Bylaws establish the framework for shared governance, outlining the roles of faculty, administration, and committees in decision-making processes. These Bylaws are valid to the extent they comply with policies, procedures, and processes set forth by the State of Maryland, The University System of Maryland ("USM"), and the University of Maryland, Baltimore ("UMB").

ARTICLE I: Organization Name

The name of the organization shall be the "University of Maryland School of Medicine" hereafter referred to as the "School."

Key entities associated with the organization will be referenced in an abbreviated format throughout the remainder of the bylaws.[1]

ARTICLE II: Mission

The University of Maryland School of Medicine is dedicated to pursuing excellence across biomedical research, education, and patient care to advance health equity and wellness for people in Baltimore, the State of Maryland, and around the world. The School is committed to the education and training of medical, graduate, other health professionals and dual-degree students. We will recruit and develop faculty to serve as exemplary role models for our students.

ARTICLE III: Dean of the School

A. Duties and Responsibilities

The Dean is the chief administrative and academic official of the School. The Dean has responsibility and authority for the overall governance, academic, administrative, and financial affairs of the School. The responsibilities of the Dean include, but are not limited to:

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1 The Dean of the School hereafter referred to as the "Dean."
The Faculty of the School hereafter referred to as the "Faculty."
The School of Medicine Council hereafter referred to as the "Council."
The Executive Committee of the Council hereafter referred to as the "Executive Committee."
The University of Maryland, Baltimore hereafter referred to as the "University."
The President of the University hereafter referred to as the "President."

- Serve as the chief administrative and academic officer of the School.
- Provide leadership for the Faculty of Medicine in all academic matters, including research and curricular initiatives and faculty recruitment to strengthen the medical school's position among the top tier of research-oriented schools in the country.
- Work effectively with leadership of hospital partners to promote the success of the clinical enterprise and ensure its support of the academic mission.
- Ensure that the education programs at the professional, and graduate levels provide a positive learning experience, offering high-quality and innovative educational opportunities to facilitate the transition from student to professional.
- Provide the necessary stewardship of the School of Medicine's resources to ensure successful execution of its primary missions.
- Oversee development of the financial and administrative systems required to ensure prudent utilization of resources in each of its missions.
- Ensure accountability for effective resource management within each of the school's units.
- Serve as principal advocate and spokesperson for the School of Medicine within the UMB community and to local, national, and international constituencies in the public and private sectors.
- Lead fundraising activities successfully on behalf of the School of Medicine in collaboration with the President and the Development offices of the medical school and university.
- Foster alumni recognition and participation in the growth of the School.
- Serve as a member of the council that advises the President on academic and administrative issues.
- Provide oversight for the Faculty Group Practice and its Physician-Executive; serve on the Executive Committee of the Faculty Group Practice as a non-voting member.
- Serve as the chief culture officer, responsible for promoting professionalism, high ethical standards, and an inclusive environment.
- Promote collaborative relationships with the other Schools of UMB (Dentistry, Nursing, Pharmacy, Law, Social Work and the School of Graduate Studies) to further the goal of interdisciplinary health science education, research, and patient care.
- Develop and expand the philanthropic base and overall recognition and respect for the Medical School.
- Ensure that the School continues to be a leader working in the community it serves, addressing a broad list of needs that bear on the community's health and social welfare.

B. Appointment

The President of the University appoints the Dean based on the authority delegated to him/her by the Board of Regents (USM Board of Regents Bylaws, Article 5, section 4 (D)). The Dean shall be appointed in accordance with the policy and procedures established by the University.

C. Reporting Relations

As the chief executive and academic officer of the School, the Dean shall report directly to the President of the University.

ARTICLE IV: School Administration and Organization

A. Administrative Offices of the Dean

1. General Provisions

The establishment of Offices of the Dean, or substantial alteration or abolition of same, requires approval by the Dean and President as necessary.

2. Appointments

The Dean may appoint various administrative staff officers and officials (e.g., Vice Deans, Senior Associate Deans, Associate and Assistant Deans, Directors, etc.) to aid in fulfilling the mission of the School and may delegate appropriate administrative and policy authority to carry out the function of their role and specific responsibilities. New decanal positions require approval by the President.

3. Offices of the Dean

A listing for Offices of the Dean in the School can be found in ***Appendix A*** of these bylaws.

B. Departments, Programs, Institutes, Centers, and other Initiatives

1. General Provisions

The establishment of new departments, programs, institutes, organized research centers, centers, and initiatives, or substantial alteration or abolition of same, requires approval by the Council, Executive Committee, and Dean, with subsequent amendment to ***Appendix B*** of these bylaws.

Divisions shall be created, altered, or abolished within a Department upon the recommendation of the Department Chair with the approval of the Executive Committee and Dean.

2. Academic Departments, Programs, Centers, and Institutes

Academic Departments/Programs/Centers/Institutes[2] are established by the Dean with the approval of the President and any required USM or State of Maryland authorities (e.g., Maryland Higher Education Commission). Departments can further subdivide based on

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[2] Departments, in general, are academic units focused on a specific academic discipline or area of study.

Organized Research Centers and Programs, in general, shall be a consolidation of multiple disciplines focused on a broader area that benefits from multiple perspectives. Academic programs which focus on education and training are not included here.

Institutes, in general, shall be areas of significant renown and stature focused on a unique area involving large-scale scientific initiatives combining several disciplines under one organizing structure with far-reaching impact.

academic program offerings or other needs as approved by the Dean and/or Executive Committee.

Each Academic Department shall be administered by a Department Chairperson, and each Program, Institute, and Center by a Director. Chairpersons/Directors serve at the pleasure of the Dean. When a vacancy occurs, the Dean shall define the process to be used in filling that vacancy.

The basic responsibilities of each Department Chairperson/Program Director/Center Director/Institute Director include, but are not limited to:

- Provide effective leadership and administration of his/her Department/Center/Institute.
- Organize the Department/Program/Center/Institute in a way that best serves the needs of the Department/Program/Center/Institute and School and provide for appropriate interaction with Department/Program/Center/Institute faculty and between its faculty and leadership.
- Hold regular meetings of the Department/Program/Center/Institute faculty and staff to present pertinent information and to discuss issues that may include, among others, Department/Program/Center/Institute or School policies, educational, research and service programs, long-range objectives, and current problems. Chairpersons of larger Departments and Directors of larger Centers/Institutes that have been divided into Divisions/Programs may elect to have regular meetings with the Division/Program Directors rather than with the entire faculty, with the expectation that the Chiefs will meet with their section/program faculty to present and discuss matters from the Section Chiefs'/Program Directors' meetings at regular intervals.
- Recruit and recommend the appointment, promotion, and tenure of faculty to the Dean.
- Ensure effective facilitation of the Department's/Program's/Center's/Institute's role in carrying out the programs that are the responsibility of School faculty.
- Prepare the Department/Program/Center/Institute budget to be submitted to the Dean annually including recommendations for compensation of both faculty, staff, and other personnel.
- Responsible for the budgetary control of his/her Department/Program/Center/Institute and for the allocation of space within his/her Department/Program/Center/Institute.
- Responsible for the annual evaluation, career development, and mentoring of faculty members in the Department/Program/Center/Institute.
- Department Chairs and Institute Directors, and Directors of Centers and Programs as appointed by the Dean, serve as members of the Executive Committee for the School.
- Department, Program, Center, and Institute Chairpersons and Directors are directly accountable to the Dean.

A list of Departments, Academic Programs, Research Centers, and Institutes can be found in ***Appendix B*** of these bylaws.

ARTICLE V: The Faculty

A. Membership

The Faculty of the School shall consist of those persons appointed by the appropriate School and University authorities who devote qualitative and quantitative effort to the affairs of the School sufficient to satisfy the Chair and needs of the department in which the appointment is made.

The Faculty shall consist of all faculty members with the rank of Research Associate, Instructor, Assistant Professor, Associate Professor, or Professor, whether full-time, part-time, or volunteer, and whether in tenured, tenure track, or non-tenure track positions.

B. Meetings

A special meeting of the Faculty may be called by the Dean or upon written request to the Dean by a simple majority of the Council. The Dean shall preside at special meetings of the Faculty.

The agenda outlining the reason for the special meeting shall be distributed to the Faculty in advance of the meeting. The special meeting shall be restricted to the consideration of the items of business for which the meeting was called.

C. Responsibilities

The responsibilities of the Faculty shall include, but are not limited to:

- Supporting and contributing to the mission of the School.
- Participating in the education, research, service/leadership, and/or clinical care programs on behalf of the School to the extent commensurate with their academic rank and terms of their appointment.
- Participating in shared governance, including by serving, after appointment or election, on committees of the faculty, the Council, or the University to include participating and voting in faculty elections for Council and standing committees.
- Maintaining professionalism standards as established by the School.
- Attending faculty meetings at the School, Department, and Institute/Center levels.

D. Faculty Grievance and Appeal Procedures

Detailed procedures are maintained by the Office of Faculty Affairs (USM Policy II-1.00(A)).

ARTICLE VI: Executive Committee

A. Purpose

The Executive Committee is designed to bring together senior leadership across all areas and functions of the School to advise the Dean on matters that are strategic, regulatory, or operational in nature. The Executive Committee also provides input to the Standing Committees and Other Academic Programs on major changes in policy. The Executive Committee recommends approval of proposed organizational changes, select APT actions, and other items as requested by the Dean.

B. Membership

The membership of the Executive Committee shall include:

1. Executive Committee Chair

The Dean shall serve as Chair of the Executive Committee.

2. Appointed Members

a. Chairs and Directors

The Chairs of all Departments and Directors of Institutes, Centers, and Programs shall be appointed by the Dean to the Executive Committee. They shall serve for the length of their service as a Chair or Director. Chairs and Directors will also be *ex-officio* members of the Council, but they will not possess voting privileges for Council actions.

b. Other Members

The Dean will appoint Vice Deans, Senior Associate Deans, Associate Deans, and/or Assistant Deans to serve on the Executive Committee. Deans who are faculty members will possess voting privileges. The Dean may select additional members to serve *ex officio* on the Executive Committee when needed, but they will not possess voting privileges.

3. Replacements on Resignation, Retirement, etc.

If a member of the Executive Committee resigns, retires, or dies, the interim replacement will fill the vacancy until such time that a permanent replacement has been appointed by the Dean.

C. Meetings

1. Regular Meetings

Regular meetings will be held monthly during the calendar year at a time and place designated by the Dean. The Dean may cancel Executive Committees with advanced notice.

The Dean shall notify each member of the Executive Committee about each regular meeting by circulating a written agenda and the previous meeting's minutes in advance of the next scheduled meeting.

2. Special Meetings

The Dean shall reserve the right to call a special meeting of the Executive Committee at any time on at least twenty-four (24) hours' notice, provided each member of the Committee is contacted. A written agenda for such special meetings shall be distributed in advance of the meeting.

3. Meeting Access

Due to the sensitive and/or confidential nature of some matters, the meetings of the Executive Committee will usually be conducted as a closed meeting (either whole or in part) for its members and any other individuals the Dean invites to attend.

With advanced notice to the Dean, a voting member may send a representative in their place if they are unable to attend.

Meetings can be scheduled using in-person, virtual, or hybrid formats.

4. Quorum

Attendance by at least half of the eligible voting members shall constitute a quorum at all meetings of the Executive Committee.

D. Responsibilities

The Executive Committee shall work with the Dean, Council and Standing Committees on all matters related to School operations, mission, and strategic planning. Specific duties include but are not limited to:

- Develop and recommend approval of policies and procedures related to the overall operations of the School.
- Provide advice to the Standing Committees and other Academic Programs on major policy changes
- Recommend approval of all nominations and recommendations for faculty appointments, reappointments, tenure, and promotions.
- Recommend approval for new departments, academic programs, centers, institutes, and other entities.
- Monitor progress toward achieving goals delineated in the strategic plan
- Review and act on matters brought to its attention by the Dean, Executive Committee members, the Council, the University President, USM Board of Regents, clinical affiliates, or other communities of interest.
- Maintain a permanent written record of its deliberations and decisions.

ARTICLE VII: School of Medicine Council

A. Purpose

The School of Medicine Council shall serve as the representative shared governance body for faculty members in the School of Medicine (per the (USM I-6.00)). The Council's focus is on academic affairs including academic programs and faculty affairs. The Council specifically provides advice to the Standing Committees, other SOM-level Committees on research, and other Academic Programs on major changes in policy. The Council also recommends approval of proposed organizational changes, APT actions, and other items as requested by the Dean.

B. Membership

The membership of the Council shall include:

1. Council Chair

Voting Council members will elect a Faculty Chair from the pool of elected SOM Council members. The Faculty Chair shall be elected for a term of two years with a maximum of two terms of consecutive service. The Faculty Chair will preside at the meeting and approve the agenda. The Dean will appoint a Vice Dean or Senior Associate Dean to serve as Administrative Chair of the Council. The Administrative Chair will manage Council meetings. If the Faculty Chair

is absent from a scheduled meeting of the Council, the Administrative Chair shall serve in their absence.

2. Appointed Members

a. Chairs and Directors

With the Chairs of all Departments and Directors of all Programs, Institutes, and Organized Research Centers serving on the Executive Committee, they will be appointed as *ex officio* members with no voting privileges for Council actions.

b. Representatives from Institutionally Affiliated Hospitals

Representatives can be selected by institutionally affiliated hospitals, including but limited to UMMC (University of Maryland Medical Center), BVAMC (Baltimore VA Medical Center) to serve on the Council. The CEO or their designee can nominate an individual to represent their organization and forward their credentials to the Dean for consideration and appointment. Each organization may have one representative who will serve a term of three years.

Representatives can be appointed to serve one additional 3-year term. Those representatives shall hold faculty appointments in the School. These Council members will have voting privileges for Council actions.

c. Medical Alumni Association

On nomination by the Board of Directors of the Medical Alumni Association, the Dean may invite two members of the Medical Alumni Association (who are also members of the faculty) to the Council for a term of two years. The two members shall have overlapping terms of office. Representatives from the Medical Alumni Association are eligible to serve two consecutive 3-year terms. These Council members will have voting privileges for Council actions.

d. Appointed Deans

The Dean may appoint Vice Deans, Senior Associate Deans, Associate Deans, and/or Assistant Deans to serve as *ex officio* members of the Council. These Council members will not have voting privileges for Council actions. Appointed Deans who have faculty appointments possess voting privileges if they are not voting members of Executive Committee.

e. UMB Faculty Senate Representatives

The UMB Faculty Senate will appoint three School of Medicine faculty members from within their elected body to serve as liaisons on the SOM Council. These individuals will be appointed by the Senate annually and will facilitate communication between the UMB Faculty Senate and the SOM Council. Faculty senators will help provide relevant updates, insights into the interests of the UMB faculty body, and information on issues or concerns that are being discussed at the institutional level.

If the UMB Senators chosen have separately been appointed to the SOM Council, they will serve as active SOM council members and have voting privileges. If they have not been appointed to the SOM Council, they will act as *ex officio* members of the Council and will not possess voting privileges.

3. Elected Members

Election of Members for the following groups shall be held annually near the transition from one fiscal year to the next:

a. Faculty

Each department shall be entitled to elect at least one member among its faculty. Departments may also elect an additional Council member for every 20 FTE faculty beyond the first 10 FTE in the department. A full-time equivalent is the collective contribution of 1900 hours per annum devoted to the affairs of that department, whether that time is contributed by one faculty member or an aggregate of part-time faculty members.

The term of office for an Elected Faculty Member from a department shall be three years. Departments may have membership slots available for election each year. Should an increase in departmental FTE allow for an additional member, that slot will be filled during the next scheduled election. Should a decrease in departmental FTE result in a reduction in membership slots, the current member may serve out their term.

All members of the faculty shall be eligible to vote for the member or members to represent the department in which the faculty member holds an appointment. Primary academic appointments will be considered for purposes of apportionment and representation.

Departments should consider the diversity of their faculty in background and discipline when nominating colleagues to serve (e.g. consider representation from Centers, Programs and Institutes in addition to core faculty members).

b. Alternates

Any voting members should designate an alternate to represent the academic department if they are unable to attend a scheduled meeting of the Council. The alternate will be permitted to vote on behalf of the regular representative for the specific meeting attended on behalf of the primary voting member.

c. House-Staff

The House-Staff (i.e., Residents) shall have two representatives, one of whom shall be the President of the House-Staff Association. The other member shall be selected as prescribed by the House-Staff Association and will serve a term of one year.

d. Replacements on Resignation, etc.

If an elected member of the Council resigns, retires, or dies, the academic unit will elect a replacement to serve out their term.

4. Members *ex officio*

The Dean may select additional members to serve as *ex-officio*, non-voting members on the School of Medicine Council when needed and appropriate.

C. Meetings

1. Regular Meetings

Regular meetings will be held monthly during the calendar year at a time and place designated by the Council Chair. There will be no regular meetings during July and August. The Executive

Committee shall discharge the responsibilities of the Council when it is in recess or, if needed, due to urgency. If actions are taken by Executive Committee on the Council's behalf, the Council will be informed of those actions at the next scheduled meeting. The Council Chair may cancel regular meetings upon proper notice.

The Recording Secretary shall notify each member of the Council about each regular meeting by circulating a written agenda and the previous month's meeting minutes in advance of the next scheduled meeting.

2. Special Meetings

The Council Chair shall have the right to call a special meeting of the Council at any time on at least twenty-four (24) hours' notice, provided each member of the Council is contacted. The Recording Secretary must present and distribute a written agenda for such special meetings.

The Council Chair shall be required to call a special meeting of the Council within five (5) days of a request in writing by at least twenty-five voting members of the Council.

The agenda for any special meeting will only focus on the topic or matter for which the meeting was requested.

Meetings can be scheduled using in-person, virtual, or hybrid formats.

3. Meeting Access

The meetings of the Council will usually be conducted as an open meeting (either whole or in part) for anyone in the School, the University, or other stakeholder communities who would want to attend.

The Council Chair reserves the right to request a motion to move into executive session when confidential and/or sensitive matters related to personnel, students, or others in the School. Executive session requires only a simple majority of the voting members in attendance to approve the motion. The agenda may also be established in advance to include open session and closed session items so others may attend the segments of the meeting open to all communities of interest.

4. Quorum

A simple majority of eligible voting members is required for action on an agenda item.

D. Responsibilities

The Council's advisory focus is on academic affairs, including academic programs and faculty affairs. The Council's responsibilities include:

- Providing advice to the Standing Committees and other Academic programs on major policy changes and annual reports. This could include recruitment, admissions, curriculum, and evaluation.
- Providing advice on and recommending approval of proposed faculty policies related to appointment, promotion, and tenure
- Providing advice on educational resources for professional development of students and faculty

- Providing advice and recommendations related to major changes to organization structure and major policy revisions unless otherwise specified by the authority of a Standing Committee
- Provide advice and counsel on any matters related to School when requested by the Dean or the Executive Committee, and
- Maintain a permanent written record of its deliberations and decisions.

ARTICLE VIII: Standing Committees

A. General Provisions

The following general conditions shall apply to all standing committees except where otherwise specified in these Bylaws or as delineated in specific charges for standing committees.

B. Establishment

Standing committees shall be established to support the governance, academic integrity, and operational effectiveness of the School. These committees shall function continuously and provide annual presentations to the Executive Committee and Council. The structure and function of standing committees shall be reviewed periodically and may be amended by a two-thirds vote of the Council, subject to approval by the Dean. Standing committees shall be created, altered, or abolished by amendment of these Bylaws.

C. Rights and Responsibilities

Standing committees, listed in ***Appendix C***, have the responsibility for presenting major policy changes or additions to the Council and Executive Committee in their areas of concern; for receiving input from the Executive Committee, and from the Council; for establishing procedures for the conduct of committee business consistent with these Bylaws. While the Dean and Executive Committee retain control over the operations of the School, the Faculty (via the Council and Standing Committees) retains the full authority for decisions related to the content and design of academic program curricula, academic policies and procedures, admissions standards and requirements, grading standards, progression and advancement standards, and educational program outcomes.

In addition to the core responsibilities defined in these bylaws for all standing committees of the Council, the Curriculum Coordinating Committee (CCC) is charged as a standing committee of the School to be fully responsible for the Doctor of Medicine program curriculum, medical student policies, and operational considerations. The CCC is not required to consult with or present all policy changes or additions to the Executive Committee or the Council prior to approval by CCC membership. Decisions of the Curriculum Coordinating Committee cannot be overridden by the Dean of the School of Medicine, the SOM Council, or the Executive Committee.

Each standing committee will:

- Have a clearly defined charge, scope of authority, and responsibilities as outlined in the committee's charter.
- Inform the Executive Committee and Council of any substantive changes.

- Inform all members of each standing committee of these Bylaws at the first meeting of the academic year, and to review and recommend any updates to the Bylaws at the end of each academic year.
- Provide an annual presentation on the work of the standing committee to the Council and Executive Committee. These presentations will be kept on file and will be made available to members of the faculty.

D. Membership

Membership of each standing committee shall include representation from faculty, administration, and, where appropriate, students or external stakeholders. Terms of service, eligibility, and voting rights shall be defined in each committee's charter. At least two-thirds of the membership of each standing committee must be members of the Faculty.

E. Voting Privileges

Each voting member of each committee shall have one vote and must be present, either in person or by contemporaneous electronic participation, to cast that vote, unless otherwise specified in the committee charge.

A quorum shall consist of a majority of the voting members of the committee. Issues shall be decided by a simple majority. In the event of a tie, the Chair shall cast the deciding vote.

All committee and Council members are subject to UMB Policy VI-4.10(A) and must recuse themselves whenever a real or perceived conflict arises.

F. Meetings

The Chair shall preside at meetings of each committee or, if absent, the chair may delegate this responsibility to another member of the committee. Each committee may elect a vice chair and establish subcommittees as needed.

The meetings of standing committees shall be open to their members and other invited guests or presenters.

Meetings may be scheduled using in-person, virtual, or hybrid formats.

Absence from three consecutive meetings of the committee may constitute grounds for removal of a member from a committee. The committee may request to replace an elected or appointed committee member for the remainder of a dismissed member's term.

Regular meetings of each committee shall be held at the cadence specified in the charge. Additional meetings may be called by the Chair, the Dean, the Council Chair, or by petition of one-third of the committee members.

The meeting agenda, minutes of the previous meeting, and supporting materials shall be distributed to committee members in advance of the meeting. Any member of the committee may have an item placed on the agenda by submitting a request to the chair in advance of the meeting. The appropriate Office of the Dean will maintain records of all minutes and supporting materials and will transfer any committee-related materials to a newly appointed Chair.

The purpose, membership, and responsibilities of each standing committee in the School can be found in ***Appendix C*** of these bylaws.

ARTICLE IX: Amendments

A. Periodic Review of Bylaws

These Bylaws shall be reviewed at least once every five years.

B. Amendments to the Bylaws

Amendment to these Bylaws may be proposed by individual faculty members or administrators. After proposed amendments have been received by the Council Chair, a vote on the proposed amendment will be scheduled for the next available Council meeting, provided notice of the proposed amendment(s) is given at least 7 days prior to such meeting. Amendments shall require a 2/3 majority vote of the Council. No vote shall be held without a quorum. The amended Bylaws become effective following approval by the Dean and the President.

The Appendices to the Bylaws will be reviewed and updated annually to ensure the accuracy of the information. Amendment of the Appendices to the Bylaws may be proposed and reviewed as described in the preceding paragraph. Both types of revisions become effective following approval by the Executive Committee, the School of Medicine Council, and the Dean.

Appendix A: Offices of the Dean

The list of offices below collectively constitutes the administrative unit for the School. The Dean has the authority to establish or eliminate offices as needed to further the mission of the School and to meet operational needs.

- Office of Academic Administration (OAA)
- Office of Undergraduate Medical Education
  - Admissions
  - Student Affairs
  - Medical Education
  - Student Research
- Office of Development
- Office of Health Strategy and Engagement
- Office of Faculty Affairs and Professional Development
- Office of Finance and Resource Management
- Office of Information Services
- Office of Postdoctoral Scholars
- Office of Public Affairs
- Office of Research Affairs

Appendix B: Departments, Programs, Organized Research Centers, and Institutes

A. Departments

- Basic Science
  - Biochemistry & Molecular Biology
  - Epidemiology & Public Health
  - Microbiology & Immunology
  - Neurobiology
  - Pharmacology and Physiology
- Clinical Science
  - Anesthesiology
  - Dermatology
  - Diagnostic Radiology & Nuclear Medicine
  - Emergency Medicine
  - Family & Community Medicine
  - Medicine
  - Neurology
  - Neurosurgery
  - Obstetrics, Gynecology & Reproductive Sciences
  - Ophthalmology & Visual Sciences
  - Orthopaedics
  - Otorhinolaryngology-Head & Neck Surgery
  - Pathology
  - Pediatrics
  - Psychiatry
  - Radiation Oncology
  - Surgery
- Other Health Professional Departments
  - Medical & Research Technology
  - Physical Therapy & Rehabilitation Science

B. Programs, Organized Research Centers/Programs, and Institutes

- Recognized Programs shall include:

- Health Equity and Population Health
- Program in Oncology
- Personalized and Genomic Medicine
- Program in Trauma

- Recognized Organized Research Centers shall include:
  - Center for Biomolecular Therapeutics
  - Maryland Psychiatric Research Center (MPRC)
  - Research on Aging
  - Shock, Trauma and Anesthesiology Research (STAR)
  - Stem Cell Biology & Regenerative Medicine
  - Vaccine Development and Global Health (CVD)
  - Vascular and Inflammatory Diseases (CVID)
- Recognized Institutes shall include:
  - University of Maryland Institute for Health Computing (UM-IHC)
  - Kahlert Institute for Addiction Medicine
  - Institute of Human Virology (IHV)
  - Institute for Genome Sciences (IGS)
  - University of Maryland – Medicine Institute for Neuroscience Discovery (UM-MIND)

C. Academic Programs

Academic programs can be fully within the School or run in collaboration with the School of Graduate Studies.

Academic programs offered by the School include:

- Doctor of Medicine (MD)
- Doctor of Physical Therapy (DPT)
- Master in Genetic Counseling (MGC)
- Master of Public Health (MPH)
- Master of Science (MS)
  - Biomedical Research
  - Cellular and Molecular Biomedical Science (CMBS)
  - Epidemiology and Clinical Research
  - Laboratory Management
  - Pathologists' Assistant
  - Genetic Counseling

- Graduate Program in Life Sciences (GPILS)
  - Biochemistry and Molecular Biology
  - Epidemiology and Human Genetics
  - Molecular Microbiology & Immunology
  - Molecular Medicine
  - Neuroscience
  - Physical Therapy and Rehabilitation Sciences
- Dual-Degree Programs
  - MD-PhD Program with PhD in
    - Biochemistry and Molecular Biology
    - Bioengineering (at UMCP)
    - Epidemiology and Human Genetics
    - Molecular Microbiology & Immunology
    - Molecular Medicine
    - Neuroscience
  - DPT-PhD in Rehabilitation Sciences Program
  - MD/Masters Programs
    - MD/Master in Bioengineering (MD/MS BIOE)
    - MD/Master in Cellular & Molecular Biomedical Science (MD/MS CMBS)
    - MD/Master in Clinical Research (MD/MSCR)
    - MD/Master in Health Administration (MD/MHA)
    - MD/Master of Public Health (MD/MPH)
    - MD/Master in Public Policy (MD/MPP)
    - MD/Master of Business Administration (MD/MBA)
    - MD/Master in Health Professions Education (MD/MHPE)

Appendix C: Standing Committees of the SOM

The charges of the following standing committees are included on the following pages of ***Appendix C***:

- Admissions Committee (Committee on Admissions)
- Advancement Committee
- Appointment, Promotions, and Tenure (APT) Committee
- Curriculum Coordinating Committee (CCC)

UNIVERSITY of MARYLAND
SCHOOL OF MEDICINE

Committee on Admissions

A. Purpose

The Medical School Committee on Admissions (Admissions Committee) is a standing committee of the School of Medicine and the institutional body responsible for the selection, recruitment and enrollment of exceptionally talented applicants who will carry out studies toward the degree of Doctor of Medicine (MD),combined MD/Master's degrees, the Rural-MD Scholars program, and for consideration and ratification of the recommendations made by the MD/PhD Committee on Admissions ("MD/PhD Admissions Committee") for prospective students s applying for the degree of MD/PhD.

The UMSOM Admissions Committee is committed to a fair selection process and does not discriminate based on race, ethnicity, national origin, religion, gender or gender identity, sexual orientation, marital status, protected veteran's status, physical or mental disability, age, or any other protected status in its selection process.

The sole authority and final responsibility for accepting students to the University of Maryland School of Medicine is the primary function and purpose of the Admissions Committee. Admissions decisions cannot be overridden by any individual or other governance entity within the School of Medicine or the university.

B. Membership

The Committee on Admissions is comprised of a broad membership including representation by second year MD students and faculty from both basic/biomedical science and clinical departments.

1. Voting Members

- SOM basic biomedical science faculty representatives (6)
- SOM clinical faculty representatives (6)
- Medical student representatives (4)

2. Non-Voting Members

- Associate Dean for Admissions
- Assistant Dean for Admissions
- Director of Admissions

3. Terms

Faculty members are invited to serve a 3-year term with option to renew at the discretion of the member and the Chair. Second year medical students are invited to serve for a 1-year term as a committee member.

4. Voting

All committee members are awarded full voting rights during their term of service whether the meeting is held in-person or virtually. The non-voting members have knowledge and perspectives on key areas of admissions and act as consultants, advisors and conduits of information to the Committee and the administration of the School of Medicine

5. Screening Subcommittee

The Screening Subcommittee is comprised of the Associate Dean for Admissions, Assistant Dean for Admissions, 2-5 selected committee members, and 5-10 selected fourth year medical students who served as either interviewers or committee members during their second year. The Screening Subcommittee electronically reviews applications and makes recommendations to interview, hold, or reject candidates from July-February. Each MD-only application is screened by at least 2 members of the Screening Subcommittee.

C. Meetings

1. Frequency and Quorum

Meetings of the full Admissions Committee are held 2-4 times a month September – March. Admissions Committee meetings may be held when at least 7 faculty members are present. Meetings can be held in-person or virtually.

The Chair of the MD/PhD Admissions Committee determines the frequency and times when the committee will meet throughout the admissions cycle. The MD/PhD applicant recommendations submitted by the MD/PhD Committee for consideration are voted on at regularly occurring meetings. The final decision of the MD/PhD applicants is made by the Committee on Admissions.

2. Recusals

Committee members are expected to recuse themselves from any discussions about applicants where they have a conflict of interest. If the meeting is in-person, the committee member is expected to leave the room until the remaining members of the committee complete their discussion and vote on the applicant. If the meeting is virtual (using Zoom or another platform), the discussion and vote for the applicant in question is deferred until the end of the meeting, at which time the committee member who needs to recuse themselves is invited to leave the meeting.

D. Committee Responsibilities

The UMSOM Admissions Committee serves to support the UMSOM and the Office of Admissions by recruiting and matriculating those individuals most likely to enhance the overall health of our local, regional, national and international communities through the development of new knowledge and the provision of exemplary patient care. The goal is to matriculate a group of talented individuals who reflect the growing ethnic and cultural diversity of present-day society, drawing on the knowledge and skills of individuals from all segments of society. Specific duties include:

- Attend the annual orientation and committee meetings.
- Review applicant files and conduct interviews with applicants in a professional manner

- Present prospective students who have completed interviews to the CoA in an organized, honest, and complete manner citing student academic qualifications, recommendations, and personal impressions of the interview.
- Vote on prospective students for acceptance or rejection, balancing the priorities of the School of Medicine mission and values and the need for a diverse student body
- Review and establish the minimum requirements for admission to the MD degree program, and other policies related to the admissions process including the technical standards for prospective and current and medical students.

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Advancement Committee

A. Purpose

The purpose of the Advancement Committee (AC) is to uphold the academic and professional standards of the medical education program by ensuring that each student progresses appropriately through the curriculum. The committee is responsible for reviewing student performance holistically, making informed recommendations regarding academic advancement, remediation, and graduation. It also monitors adherence to institutional time limits for degree completion, ensuring that students remain on track and that the integrity of the program is maintained.

Through careful evaluation of academic records, professionalism, and readiness for the next stage of training, the committee plays a critical role in identifying students who are prepared to advance, as well as those who may benefit from additional support or intervention. In doing so, the committee supports the development of competent, ethical, and compassionate physicians who are equipped to meet the demands of modern healthcare.

B. Membership

The membership of the Advancement Committee is comprised of faculty representatives representing all phases of the Renaissance curriculum. Appointments to the committee are made by the Chief Academic Officer for Medical Education by virtue of the program roles assigned to each member. Due to the nature and scope of work of the committee, there are no student representatives.

1. Voting Members

- Pre-clerkship Course Directors
- Clerkship Directors
- Director, FRCT

2. Ex officio Members

- Chair
- Vice Chair
- Senior Associate Dean for Medical Education/Chief Academic Officer
- Associate Dean for Medical Education and Student Experience
- Associate Dean for Medical Education
- Associate Dean for Admissions
- Associate Dean for Student Research
- Associate Dean for Student Affairs
- Assistant Dean for Assessment
- Assistant Dean of Pre-clerkship Curriculum (PCC)
- Assistant Dean of Clinical Curriculum
- Assistant Dean for Undergraduate Longitudinal Medical Education

- Assistant Dean for Innovation and Educational Technologies
- Assistant Dean for the UME-GME Transition
- Assistant Deans for Student Affairs
- Assistant Dean for Student Engagement and Student Life
- Assistant Dean for Student Research and Education
- Chair, Curriculum Coordinating Committee
- Director of Student Success
- Academic Support Specialists

3. Voting

Each course or clerkship may have several representatives but has only one vote. Ex officio members of the committee do not possess voting privileges.

4. Chair and Vice Chair

The chair of the Advancement Committee is a faculty member appointed by the CAO. The chair of the Advancement committee may not simultaneously serve as chair of any other standing UME committee.

A vice chair may also be appointed by the CAO. The Chair and Vice Chair are ex officio members of the committee and do not possess regular voting privileges. The Chair will be permitted to cast a deciding vote in the event of a tie.

C. Meetings

1. Frequency

The Advancement Committee is scheduled to meet monthly with at least ten meetings occurring each calendar year. Emergency meetings or votes may be called by the Chair if time-sensitive issues are identified that cannot wait until the next scheduled meeting.

2. Quorum

Attendance by at least 25% of the eligible voting members shall constitute a quorum at all meetings of the committee. At least 50% of eligible voting members must participate in the voting process. A simple majority of eligible voting members is required for action on an agenda item.

3. Recusals

Members of the AC must recuse themselves from the presentation, deliberation, and votes concerning a student with whom they have a conflict of interest, as defined in the Policy on Educational Conflicts of Interest and Recusal. AC meetings are closed, except for invitees. All deliberations are confidential.

4. Meeting Minutes

Meeting minutes will be maintained by the office of the Senior Associate Dean (Office for Undergraduate Medical Education). The committee chair will ensure distribution of the meeting minutes to committee members prior to the next scheduled meeting of the committee.

5. Guest Presenters and Attendees

The committee chair (or voting member in consultation with the chair) may invite guests to attend, but these individuals have no voting power.

D. Duties & Responsibilities

Through careful evaluation of academic records, professionalism, and readiness for the next stage of training, the committee plays a critical role in identifying students who are prepared to advance, as well as those who may benefit from additional support or intervention. In doing so, the committee supports the development of competent, ethical, and compassionate physicians who are equipped to meet the demands of modern healthcare. More specific duties and responsibilities include, but are not limited to:

- A key function is to review all students' progress at each phase to approve readiness for transition to the next curricular phase and/or graduation.
- Review assessment results and grade distribution for each pre-clerkship course.
- Review remediation plans for students who fail a course.
- Require special placement, fitness for duty, probation, dismissal, as needed per school policy.
- Review and evaluate professionalism concerns, including behavior and attendance concerns for any student.
- Review Step 1 and Step 2CK results and retake plans.
- Review results of on-campus Objective Structured Clinical Examination (OSCE) and any remedial plans for students who do not pass
- Identify returning students or repeating students and monitor their progress, including dual degree and MD/PhD students as they return to clinical rotations.
- Responsible for changes to Dual Degree status – either adding a new DD status after matriculation or removing status if the student requests removal from the program
- Monitor students' performance on clinical rotations, including Shelf exams, attendance, behavior, and proficiency.
- Ensure students meet all requirements for the degree of Doctor of Medicine within six years of their matriculation date (including leaves of absence), but excluding time spent in pursuit of a UMSOM combined degree
- Refer students of concern to OSA Deans and/or other support services including Academic Support Specialists for academic issues and clinical faculty to address clinical concerns for appropriate intervention and/or support.
- Check regularly on progress of previous students of concern.
- Review FRCT progress and requirements.

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Appointment, Promotions, and Tenure (APT)

A. Purpose

The APT Committee serves as a central faculty body responsible for evaluating and recommending actions related to faculty appointments, promotions, and the awarding of tenure. Its primary purpose is to uphold academic standards and ensure that faculty advancement aligns with the School's mission of excellence in teaching, research, clinical care, and service.

The Committee plays a critical role in maintaining the integrity and rigor of the faculty review process, ensuring that decisions are based on merit, peer evaluation, and institutional needs.

B. Membership

The APT Committee is a standing committee appointed by the Dean and consists of up to 22 voting members from the School of Medicine faculty. Key membership criteria include:

- All members must hold the rank of Professor.
- Seven members must have tenure.
- Four members must be from basic science departments.
- The remaining members must be from clinical departments.
- Up to three emeritus professors may be appointed at the Dean's discretion.
- Two members are designated as chairpersons by the Dean.

To ensure broad representation and avoid departmental bias:

- Generally, no more than one member may be appointed from any single department, based on primary appointment.
- Members must recuse themselves from deliberations involving candidates from their own department or with whom they have a personal relationship.

A quorum of five members is required for any vote. For tenure or tenure-track decisions, the quorum must consist of tenured members. Emeritus faculty do not vote on tenure decisions.

C. Responsibilities

The APT Committee is charged with the following responsibilities:

1. Review and Evaluation

- Conduct thorough evaluations of candidates' qualifications for appointment, promotion, and tenure.
- Assess documentation including CVs, publications, letters of recommendation, and departmental evaluations.

- For tenure decisions, consult external experts in the candidate's field to provide scholarly context.

2. Deliberation and Voting

- Engage in confidential discussions and vote on each candidate.
- Decisions are made by majority vote and must be accompanied by a written rationale.

3. Documentation and Reporting

- Prepare and submit formal recommendations to the Executive Committee and the Medical School Council.
- Maintain records of evaluations and decisions in accordance with School policy.

4. Recusal and Ethics

- Ensure impartiality by enforcing recusal policies.
- Uphold the School's Statement of Ethical Principles and commitment to equal opportunity.

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Curriculum Coordinating Committee

A. Purpose

The Curriculum Coordinating Committee (CCC) is a standing committee of the School of Medicine Council, and possesses the sole institutional authority designated to review, advise, and make decisions related to the design, management, monitoring, evaluation, and enhancement of the curriculum for the undergraduate medical education program culminating in the Doctor of Medicine (M.D.) degree. The CCC may also consider issues, take positions, and determine policy on any matter concerning the M.D. program, and share some of its primary responsibilities with other standing committees under its purview.

B. Membership

The membership of the CCC shall be comprised of a broad and diverse cross-section of individuals representing the various communities of interest for the M.D. program. Many committee members serve based on their position/role in Medical Education, for as long as they hold their positions, while others are elected including:

1. Voting Members

- Pre-clerkship Course Directors
- Clerkship Directors
- Director, FRCT
- Elected faculty representatives (6)
- Elected student curriculum representatives (8)
- Chair, LINCC

2. Ex Officio Members

- Senior Associate Dean for Medical Education
- Associate Dean for Medical Education and Student Experience
- Associate Dean for Medical Education
- Associate Dean for Admissions
- Associate Dean for Student Research
- Associate Dean for Student Affairs
- Assistant Dean for Assessment
- Assistant Dean of Pre-clerkship Curriculum (PCC)
- Assistant Dean of Clinical Curriculum
- Assistant Dean for Undergraduate Longitudinal Medical Education
- Assistant Dean for Innovation and Educational Technologies
- Assistant Dean for the UME-GME Transition
- Assistant Deans for Student Affairs
- Director, Medical Scientist Training Program
- Class officers (8)

- UMB FCTL Representative
- Immediate Past Chair, CCC
- University of Maryland Medical System representative
- Health Science and Human Services Library representative
- Baltimore VA Medical Center Liaison
- Director of Student Success
- Director for Quality, Compliance, and Accreditation

3. Terms

The Chair and Vice Chair both serve three-year terms and can be reappointed to a second consecutive three-year term. In the event the Chair cannot complete their term, the Vice Chair is expected to complete the balance of the Chair's term. If this occurs, the Senior Associate Dean for Undergraduate Medical Education will appoint a new Vice Chair. When the Chair completes their term(s), they will serve in an ex officio capacity on the committee in the role of Immediate Past Chair for a period of one year.

Three School of Medicine faculty representatives will be elected each year from the faculty-at-large for a term of two years, for a total of six elected members with overlapping terms. Three elected faculty members will possess interest and expertise in the pre-clerkship phase of the Renaissance curriculum, while the other three will possess interest and expertise in the clerkship and/or advanced clinical phases of the curriculum. Elected members of the CCC may serve two consecutive terms. When the two consecutive terms have been served, elected faculty members may seek another term after a two-year-year break from their previous term of service.

Each class of medical students will be represented by two elected members on the CCC. Student curriculum representatives shall be elected to a four-year term during the first year of medical school. If a student representative resigns their seat, no longer wishes to serve, or is academically ineligible to continue, a special election will be held for the appropriate class to select a new representative for the CCC. If a curriculum representative takes time off for a research year or dual degree (PhD or Master's), the Class President can appoint an ad hoc representative from their class to serve until the elected class representative returns to complete the Doctor of Medicine program.

4. Voting

Each course or clerkship may have several representatives but only one vote. All elected faculty and student representatives possess full voting privileges. Ex officio members of the committee do not possess voting privileges. The Chair will be permitted to cast a deciding vote in the event of a tie.

C. Meetings

1. Frequency

The Committee is scheduled to meet monthly with at least ten meetings occurring each calendar year. unless there is a known circumstance that would prevent a quorum from being present.

2. Quorum

Attendance by at least 25% of the eligible voting members shall constitute a quorum at all meetings of the committee. At least 50% of eligible voting members must participate in the voting process. A simple majority of eligible voting members is required for action on an agenda item.

3. Meeting Minutes

Official meeting minutes will be maintained by an individual designated by the Senior Associate Dean for Medical Education. The designated representative will ensure distribution of minutes to committee members and other communities of interest when appropriate and prior to the next scheduled meeting.

4. Meeting Guest Presenters and Attendees

The committee chair (or voting member in consultation with the chair) may invite guests to attend, but these individuals have no voting privileges.

D. Committee Responsibilities

The committee is responsible for the overall evaluation of the M.D. curriculum and the academic policies and procedures governing undergraduate medical education at the University of Maryland. Duties and responsibilities include:

- Review and approve policies concerning the undergraduate medical education program
- Review and approve new and amended educational units (courses, clerkships, pre-clerkship and clinical electives, longitudinal content, emerging topics in medicine for inclusion in the curriculum, sub-internships, and international experiences.)
- Manage the 8-year curriculum review cycle for the MD Program in partnership with the Office of Medical Education
- Regularly review curricular design and implementation to ensure sufficient content is included and appropriately placed in the curriculum relates to each of the Medical Education Program Objectives
- Review the performance and established outcomes of the medical education program (curriculum and student affairs) by assessing multiple data sources identified in the UME Data Management Plan
- Evaluate instructional formats and methods of assessment to ensure they are consistent with and designed to support the medical education program objectives
- Promote educational innovation, experimentation, and scholarship to inform the development and maintenance of a dynamic and current curriculum
- Make recommendations for continuous improvement in the Renaissance curriculum to the Medical Education Continuous Quality Improvement Committee (MECQI) when appropriate and approve recommended substantive changes to the Renaissance curriculum based on recommendations from the MECQI.
- Ensure continued compliance of the Renaissance curriculum with all LCME curricular related elements.