

# **UC DAVIS** *SCHOOL OF MEDICINE*

## **Bylaws and Regulations**

Revised  
February 18, 2017

Abbreviations:  
Am = Amended  
En = Enacted

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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 Academic Senate Faculty of the School of Medicine. (Am. 12/31/94, 11/19/10)
- 2.5 Faculty of the School of Medicine in all other series. (Am. 12/31/94, 6/22/01, 11/19/10)

### 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 Promotions.
  - 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  
Orthopaedic 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 Health Care System. (Am. 12/31/94, 11/19/10)

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, Quorum, and Voting. (Am. 11/19/10)

- 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. (Am. 12/31/94, 6/22/01, 11/19/10)
- 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)
- 4.214 All members of the Standing Committees of the Faculty and Ad hoc Committees appointed by the Executive Committee, unless otherwise indicated in these Bylaws, may vote on questions that will be referred to the Faculty Executive Committee for approval and on questions that will be referred for final Academic Senate action to another Academic Senate agency. Voting rights are extended to Faculty who are non-members of the Academic Senate to the fullest degree permitted by Legislative Ruling 12.75 of the Academic Senate of the University, which states that “Only members of the Academic Senate may vote in Senate agencies when those agencies are taking final action on any matter for the Academic Senate, or giving advice to University officers or other non-Senate agencies in the name of the Senate. Persons other than Senate members may be given the right to vote on other questions, such as those that involve only recommendations to other Senate agencies, but only by explicit Bylaw provisions.” (En.11/19/10)

### 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 UC Davis 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 Acts 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)

4.22127 Approve for the Faculty all questions voted on by the Standing Committees of the Faculty and Ad hoc Committees appointed by the Executive Committee, and to submit the approved questions to the Dean of the School of Medicine and/or his/her proxy as indicated in the Bylaws. (En.11/19/10)

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** (En. 2/27/13)

4.2231 Membership

4.22311 The Committee shall be chaired by an Academic Senate faculty member.

4.22312 All appointments to the Committee shall be carried out by the Committee on Committees, in consultation with the senior Dean-level administrative officer with the most appropriate portfolio and the Chair of the Committee.

4.22313 Members of the Committee shall be members of the faculty of the School of Medicine or UC Davis medical Trainees. Unless serving ex officio, membership shall be for a term of three years, with an option of reappointment by the Committee on Committees. Members shall represent the diversity of the School of Medicine faculty and trainees. Such representation is defined as including faculty from the

basic and clinical sciences, Senate and non-Senate faculty, volunteer clinical faculty and trainees.

- 4.22314 A Ranking Subcommittee shall consist of at least twenty members of the faculty and represent the diversity of the School of Medicine faculty and trainees. The Subcommittee shall be chaired by an Academic Senate faculty member.
- 4.22315 A Steering Subcommittee shall consist of at least seven members of the faculty, including one voting member of the Faculty Executive Committee serving ex officio. The faculty shall represent all phases of the admissions process, including screening, interviews, ranking, selection, and School of Medicine Programs. Deans with appropriate portfolios shall serve ex officio and without vote. Voting faculty shall constitute a majority of the Subcommittee. The Subcommittee shall be chaired by the Chair of the Committee.
- 4.22316 A Selection Subcommittee shall consist of at least seven Academic Senate Members of the Admissions Committee, and shall be chaired by the Chair of the Committee.
- 4.2232 Duties and Responsibilities
- 4.22321 The Committee shall evaluate the credentials of applicants for admission to the School of Medicine. The Committee shall provide an annual report to the Faculty Executive Committee.
- 4.22322 The Committee and Subcommittees shall meet as necessary to ensure timely disposition of their responsibilities. A quorum at any Committee or Subcommittee meeting shall include at least four members of the UC Davis faculty and the faculty members must constitute a majority of the voting members.
- 4.22323 The Ranking Subcommittee shall review all data available from the admissions process and submit ranked lists of applicants to the Steering Subcommittee.
- 4.22324 The Steering Subcommittee shall provide oversight and integration of all phases of the Committee processes, and develop policies necessary to govern the process, including School Of Medicine admissions criteria. The Steering Subcommittee shall make recommendations regarding admissions and submit their recommendations for admissions to the Selection Subcommittee. Proposed changes to School Of Medicine admissions criteria shall be voted on by Academic Senate members of the Steering Subcommittee only.
- 4.22325 The Selection Subcommittee shall review the recommendations of the Steering Subcommittee and make final decisions regarding offers of admission to the School of Medicine.

## 4.224 **Committee on Educational Policy**

### 4.2241 Membership

- 4.22411 The Committee shall consist of at least twelve faculty members who are current or past Instructors of Record of required courses at the School of Medicine or who have demonstrated expertise in the School of Medicine curriculum. The membership should represent a broad spectrum of educational expertise, and should be composed of at least four representatives of basic science courses, and at least four representatives of clinical courses. At least one member shall also be a member of the Faculty Executive Committee. (Am. 12/31/94, 3/20/98, 6/22/01, 11/19/10, 11/16/13, 7/7/14)
- 4.22412 One or two Dean-level administrative officers whose portfolios include medical education and the curriculum, and a Health Sciences librarian to serve *ex officio* and without vote. (Am. 1/19/79, 12/31/94, 11/30/07; 3/11/2016)
- 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, 11/19/10)
- 4.22414 Faculty membership on the Committee and its Subcommittees normally shall be for a term of three years. The Chair of the Committee shall be a member of the Academic Senate and will be selected by the Committee on Committees in consultation with Dean-level administrative officer whose portfolio includes medical education and the curriculum for a term of three years. The Chair of the Committee shall serve on all Subcommittees of the Committee. The Chairs of the Subcommittees and the members of the Subcommittees shall be nominated by the Chair of the Committee for approval by the Committee on Committees. The performance of the Chair will be reviewed annually by the Faculty Executive Committee and the performance of the Chairs of the Subcommittees will be reviewed annually by the Chair of the Committee. (Am. 12/31/94, 11/16/13, 7/7/14)
- 4.22415 The Fourth Year Oversight Subcommittee of the Committee shall be composed of at least five Instructors of Record or faculty members with expertise in the third and fourth year curriculum. The Chair of the Subcommittee shall be selected from the membership of the Committee as described in Section 4.22414. One faculty member who serves on the Committee on Student Promotions shall be appointed by the Chair of the Committee on Student Promotions to serve on the Subcommittee. One Dean-level administrative officer whose portfolio includes medical education or student affairs shall also serve on the Subcommittee *ex officio* and without vote. (Am. 2/23/09, 2/17/13, 11/16/13, 7/7/14)
- 4.22416 The Level Two Course Evaluation Subcommittee will be composed of at least four faculty members familiar with the curriculum, at least one each from Basic Science and Clinical

Science courses. The Chair of the Subcommittee shall be selected from the membership of the Committee as described in Section 4.22414. The Subcommittee shall include at least one medical student representative from each medical school class, if feasible. (Am. 2/23/09, 11/16/13, 7/7/14)

4.22417 The Block Council shall be composed of an Instructor of Record representing each curricular block from the first two years, the Chair of the Fourth Year Oversight Committee, and at least one Instructor of Record representing the Doctoring curriculum, and one representing the required clerkships. One Dean-level administrative officer whose portfolio includes medical education or student affairs shall also serve on the Subcommittee as *ex officio* and without vote. The Chair of the Block Council shall be selected from the membership of the Committee as described in Section 4.22414. (Am. 2/23/09, 11/16/13, 7/7/14)

4.22418 The Curriculum Review Subcommittee shall be composed of at least two members of the Committee, one member of the Fourth Year Oversight Subcommittee, and at least one Instructor of Record from each of the first three curricular years. A Dean-level administrative officer whose portfolio includes medical education shall serve *ex officio* and without vote. A faculty representative of the School of Nursing and an extramural faculty member with expertise in medical education shall serve in an advisory capacity and without vote. In addition, the Subcommittee shall include two medical student representatives selected by the Chair. The Chair of the Subcommittee shall be selected from the membership of the Committee as described in Section 4.22414. (En. 6/15/13; Am. 11/16/13, 7/7/14)

#### 4.2242 Duties and Responsibilities

4.22421 To identify the library resources, technology, and information literacy needed to meet educational and curricular goals To define and implement, with the consent of the Faculty Executive Committee acting on behalf of the Faculty of the School of Medicine and pursuant to 4.22425, the goals, objectives, and structure of the curriculum including the competencies, attitudes, skills, and knowledge expected of each student to ensure compliance with external licensing bodies. (En. 3/20/98; Am. 7/7/14; 3/11/2016)

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 Executive Committee 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, 11/16/13)
- 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)
- 4.22430 The Fourth Year Oversight Subcommittee is responsible for the fourth year curriculum including approval of fourth year programs submitted by students and their advisors, evaluation of fourth year courses and making recommendations for changes to the Committee in fourth year requirements. (Am. 2/23/09, 7/7/14)
- 4.22431 The Level Two Course Evaluation Subcommittee is an advisory subcommittee responsible for periodic, in-depth evaluation of required courses and clerkships. (Am. 2/23/09, 7/7/14)
- 4.22432 The Block Council is an advisory subcommittee responsible for vertical and horizontal integration of the curriculum. (Am. 2/23/09, 7/7/14)
- 4.22433 The Curriculum Review Subcommittee is an advisory subcommittee responsible for a comprehensive review of the curriculum for the medical degree every two years to evaluate the coherence, coordination and effectiveness of the curriculum. (En. 6/15/13)

#### 4.225 **Committee on Student Promotions**

##### 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 the basic science departments. Additionally, up to two non-Academic Senate faculty may be appointed. (En. 3/20/98, Am. 6/22/01, 11/19/10, 2/17/13)

- 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 Promotions shall have served on the Committee for at least one year and will be selected annually by the Committee on Committees. (En. 3/20/98, 3/26/07, 2/17/13)
- 4.2252 Duties and Responsibilities (Am. 3/20/98)
- 4.22521 The Committee on Student Promotions 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). (Am. 2/17/13)
- 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 experiencing academic difficulty and/or professional competence challenges. 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, 2/17/13)
- 4.22525 The Committee shall provide an opportunity for the student with performance deficiencies to bring a School of Medicine faculty member for personal support and the student’s career advisor to meet with the Committee prior to a decision as to remediation or dismissal. (Am. 3/26/07, 11/19/10, 2/17/13)
- 4.22526 The Committee shall have the authority in accord with Regulation 80 to: 1) place a student on academic probation or warning, 2) establish the duration of warning or probation, 3) prescribe appropriate steps for the remediation of a student's performance deficiencies, 4) remove a student from academic probation or warning, and 5) recommend dismissal of a student to the Vice Dean or equivalent of the School of Medicine. The Committee shall have the authority, in accord with Regulation 70(G), to hear grade change appeals. (Am. 3/26/07, 11/19/10, En. 2/17/13, Am 8/28/15)

- 4.22527 Only if the majority of the Academic Senate members of the Committee on Student Promotions vote to dismiss, will the recommendation for dismissal be considered to have passed. (En. 2/17/13)
- 4.22528 The Vice Dean or equivalent shall notify the student of the Vice Dean's or equivalent's decision regarding dismissal within 10 working days of receiving recommendation for dismissal from the Committee on Student Promotions. (Am. 3/26/07, 11/19/10, 2/17/13, Am 8/28/15)
- 4.22529 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 may require the student to modify his/her curriculum to ensure a greater chance of success. (Am. 2/17/13)
- 4.22530 Annually, the Committee shall recommend to the Executive Committee the candidates for the degree of Doctor of Medicine. (Am. 11/19/10, 2/17/13)
- 4.22531 In the case of a successful appeal of dismissal from the School of Medicine or a reversal of the Committee's dismissal recommendation by the Vice Dean or equivalent, the Committee shall determine and approve the course of study required of the student in order to graduate from the School of Medicine. (Am. 3/26/07, 2/17/13, Am 8/28/15)
- 4.22532 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, 2/17/13)

#### 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. The term of office normally shall be for three years. (Am. 12/31/94, 6/22/01, 11/19/10)
- 4.22612 The Dean-level administrative officer or officers (up to two) whose portfolios include research affairs and a Health Science librarian to serve *ex officio* and without vote. (Am. 12/31/94; 11/30/07; 3/11/2016)

##### 4.2262 Duties and Responsibilities

- 4.22621 To review applications for research support awarded within the School of Medicine and UCDMC. (Am. 12/31/94)
- 4.22622 To advise the Executive Committee on matters relating to research, including but not limited to the setting of policy for allocation of research space to the Faculty of the School of

Medicine as well as complaints and appeals of individual faculty members with regard to intradepartmental assignment of research space. (Am. 12/31/94; 11/19/10; 2/18/2017)

4.22623 To review and recommend to the Executive Committee candidates from any of the medical classes or from the medical faculty for research awards. (Am. 12/31/94, 11/19/10)

#### 4.227 **Committee on Rules, Jurisdiction and Organization**

4.2271 Membership: Three or more members of the Academic Senate. (Am. 12/31/94; 3/11/2016)

4.2272 Duties and Responsibilities (Am. 2/17/13; 3/11/2016)

4.22721 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; 3/11/2016)

#### 4.228 **Committee for Honors and Awards**

4.2281 Membership

4.22811 Two or more members of the Academic Senate and one or more members of the non-Senate faculty. (Am. 12/31/94, 11/19/10; 3/11/2016)

4.22812 Two student representatives, preferably from the third and fourth year medical classes, to be selected by the Chair and appointed by the Committee on Committees, to serve without vote. (Am. 12/31/94, 6/22/01, 2/23/09; 3/11/2016)

4.2282 Duties and Responsibilities

4.22821 To develop and maintain an effective system for the distribution of honors and awards to students. (Am. 12/31/94; 3/11/2016)

4.22822 To select as recipients of awards those students in the senior class who have demonstrated consistent excellence. To recommend to the Executive Committee the distribution of such awards. (Am. 12/31/94, 11/19/10; 3/11/2016)

4.22823 To select and recommend to the Executive Committee recipients from any of the medical classes or medical faculty for specifically defined awards. (Am. 11/19/10; 3/11/2016)

4.22824 To advise on criteria for the establishment of new awards and guidelines for selecting recipients. (En. 8/22/80; 3/11/2016)

#### 4.229 **Committee on Faculty Affairs**

4.2291 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. The term of office normally would be three years. (Am. 6/22/01, 11/19/10; 3/11/2016)

#### 4.2292 Duties and Responsibilities

- 4.22921 To act as an ombudsman. (Am. 3/11/2016)
- 4.22922 To advise the Executive Committee on publication matters such as plagiarism, censorship and right of authorship. (Am. 11/19/10; 3/11/2016)
- 4.22923 To advise the Executive Committee in matters involving academic freedom, including issues related to discrimination. (Am. 11/19/10; 3/11/2016)
- 4.22924 To consider appeals and special problems relating to faculty appointments and promotions. (Am. 3/11/2016)
- 4.22925 To consider other matters pertinent to faculty welfare. (Am. 6/14/96, 11/22/96; 3/11/2016)

#### 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 Academic Senate Faculty, but all actions and/or decisions regarding substantive issues, including changes in Bylaws or Regulations and changes in the medical curriculum, shall be determined by a ballot of the Faculty. On those occasions when the Faculty vote on any matter for the Academic Senate or advising in the name of the Academic Senate, votes of Academic Senate and non-Academic Senate members shall be recorded separately. The specific votes of Academic Senate members will be transmitted, together with the overall approval or disapproval of issues by the non-Senate members of the Faculty. (Am. 12/31/94, 11/19/10)
- 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 members of the Faculty. (Am. 11/19/10)

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 Amendments of Bylaws and Regulations

6.1 These Bylaws and Regulations may be amended by a two-thirds vote of the Academic Senate Faculty casting ballots. Any proposed changes to these Bylaws and Regulations must be transmitted to each member of the Faculty at least two weeks prior to a Faculty Executive Committee meeting scheduled to take place and at least five days prior to the General Faculty Meeting for faculty comments and input. The proposed changes will be discussed at the Faculty Executive Committee meeting just prior to the General Faculty Meeting, and the proposal will be modified as needed taking into consideration the comments and input of the Faculty. Written notice of the modified proposal must be transmitted to the Faculty at least five calendar days before the General Faculty Meeting at which the change is to be considered. Comments and input from the Faculty at the General Faculty Meeting regarding the proposal will be taken into consideration at the next regularly scheduled meeting of the Faculty Executive Committee and the proposal may be modified again based on the Faculty comments. The proposal must then be transmitted to the Davis Division Committee on Elections, Rules and Jurisdiction (CERJ) for review. Voting shall be by ballots transmitted by the Secretary of the Faculty within five calendar days after notification by the CERJ. Voting shall close 14 calendar days after transmission of the ballot. (En. 6/5/78; Am. 12/31/94, 11/19/10, 2/21/2014)

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) Students are expected to adhere to a schedule that will result in graduation within 4 years after matriculation. Requests for exception to this 4-year rule require approval by the Committee on Student Promotions. Standing exceptions include dual degree programs and research tracks approved by the Dean-level administrative officer whose portfolio includes student affairs. The Committee on Student Promotions' recommendations that involve/require extensions of the 4-year rule are de facto approval of the extension of time. (Am. 11/5/85, 12/31/94, 3/26/07, 11/19/10, 2/17/13, 8/28/15)
  - (2) The candidate must have completed and successfully passed the "Pre-Clerkship Curriculum" before beginning the "Required Clinical Curriculum." The candidate must have taken and passed Step I of the United States Medical Licensing Examination before continuing the courses of the "Required Clinical Curriculum" unless a specific exception is granted by the Committee on Student Promotions for extenuating circumstances. 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, 2/17/13)
  - (3) The candidate must have satisfactorily completed the "Required Clinical Curriculum", including clerkships and courses. Exceptions to this require specific approval by the Committee on Educational Policy. Standing exceptions include approved dual degree programs and clinical tracks which require a modified curriculum. (Am. 8/22/80, 12/31/94, 3/26/07, 2/17/13, 11/16/13)
  - (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, and life-long learning skills. (En. 7/1/82, Am. 11/5/85, 3/26/07, 2/17/13)
- (B) Prior to graduation the Committee on Student Promotions 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, 2/17/13)

70. Grades and Grading.

- (A) The Instructor of Record of each course shall on or before the first 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, 6/19/09)
- (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. With the prior approval of the Committee on Educational Policy, an Instructor of Record may exercise the option of not assigning H (Honors) grades. (Am. 12/2/88, 1/7/92, 12/31/94, 6/14/99, 11/20/00, 3/26/07, 2/20/08, 8/28/15)
- (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 Promotions, the Instructor of Record will submit an F grade. (Am. 7/1/83, 12/31/94, 3/26/07, 02/20/08, 2/17/13)
- (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. Failing the remediation of an F grade will result in a 2<sup>nd</sup> F grade. (Am. 7/1/83, 12/31/94, 3/20/98, 6/14/99, 11/20/00, 3/26/07, 2/20/08, 2/17/13)
- (1) 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. Students who fail a Credit Examination are not eligible to receive a Y mark (see 76(D) (c)). (Am. 6/27/03, 3/26/07, 2/20/08, 2/17/13)
  - (2) For courses in the “Pre-Clerkship Curriculum,” with the exception of Doctoring 1 and 2, a student will be assigned a Y if they otherwise would have received an F grade following the completion of all required examinations. Unless otherwise specified by CSP, this student must take a reexamination within 30 days after grades are available to the student and 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. Failure of the student to follow the above directions will result in an F grade. (Am. 6/27/02, 3/26/07, 2/20/08, 2/17/13, 7/7/14)

- (3) For “Required Clerkship Curriculum” and the Doctoring 1, 2 and 3 courses, the student is to be assigned a Y mark if: a) he/she fails at least one graded component of the course, but not all; b) he/she fails to successfully complete at least one required element of the clerkship, but not all; or c) he/she receives a composite numeric score less than the passing threshold prescribed by the clerkship. An F grade is to be assigned directly by the Instructor of Record if the student fails all graded components of the clerkship. Receipt of an F grade for failing all graded components of a clerkship means the student is 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, 2/17/13, 7/7/14)
- (4) For “Additional Courses” (4<sup>th</sup> year electives), a Y mark is to be assigned if there is an academic deficiency in part but not all components of the course and an F grade is to be assigned when the student fails all components of the course. (En. 2/17/13)
- (5) When a student receives an F because the student has 3 prior Ys, then for purposes of remediation, the student does not necessarily have to repeat the course in its entirety. (En. 11/19/10, Am. 2/17/13)
- (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) All grades are final when filed by the Instructor of Record. A student may appeal a Y mark or an F grade, per the procedures outlined in the Committee on Student Promotions’ policies and procedures (see CSP section of the “Medical Student Policies” on the UC Davis School of Medicine website). Students who decide to appeal will not be considered to have a deficiency until the appeals process has been completed. (En. 2/17/13)

76. Courses and Credit Units.

(A) 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 A (3) below regarding students eligible for dismissal. (Am. 12/31/94, 3/20/98, 11/20/00, 3/26/07, 2/17/13)
- (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. (Am. 2/17/13)
- (3) The Committee on Student Promotions 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, 2/17/13)

(B) Course Credit Units

- (1) 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, student-patient contact time, other learning activity, and additional study time). (Am. 2/17/13)
- (2) For clinical clerkships, one week of full-time clerkship shall equal 1.5 credit units. (Am. 2/17/13)
- (3) 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)(1) or 76(B)(2) is not an integer or half-integer value, the course is to be assigned the next lowest such value. (Am. 2/17/13)

(C) Drop Policy

- (1) Per Regulation 60(A)(1), the Committee on Student Promotions, in consultation with the relevant course IOR(s), will make the final determination about allowing students to drop a required medical school course. (Am: 8/28/15)

(D) Credit by Examination

- (1) Credit by Examination is available to students registered in the School of Medicine under the following rules:
  - (a) 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. (Am . 2/17/13)
  - (b) 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, 2/17/13)
  - (c) 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, 2/17/13)
  - (d) 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, the Department Chairperson, the Dean-level administrative officer whose portfolio includes curricular affairs and the Committee on Student Promotions. 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, 2/17/13)

80. Deficiencies, Remediation, Academic Warning, Probation, Dismissal and Appeal. (Am. 2/17/13)

(A) Deficiency

- (1) A deficiency is a failure of a course or USMLE Step exam or a lapse in professionalism that is deemed significant enough by the Committee on Student Promotions to warrant placing a student on academic warning or probation status. (Am. 2/17/13, 8/2/2016)

(B) Remediation

- (1) The term “remediation” shall be taken to mean converting a Y mark to a P grade, retaking and passing a course for which an F grade has been received, or passing a previously failed USMLE I or II (either component) by following the directives of the Committee on Student Promotions. The Committee on Student Promotions’ directives incorporate recommendations of Instructors of Record (if appropriate) and/or school policy for remediation of course failures. (Am. 3/26/07, 2/20/08, 2/17/13)
- (2) 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 set by the Committee on Student Promotions. (Am. 6/14/99, 3/26/07, 11/19/10, 2/17/13)
- (3) The Committee on Student Promotions may require the student to modify his/her curricular pace, if judged necessary to increase probability of academic progression. (En. 7/1/98, Am. 2/17/13)
- (4) The Committee may recommend assessment and remediation of study skills, test-taking skills, or

clinical skills, or may recommend evaluation for learning, or other disability. The Committee may also recommend psychiatric evaluation and/or counseling/psychotherapy. The Committee may require a written clearance from a Committee-approved, qualified professional before the student is allowed to return to duty. (En. 7/1/98, Am. 3/26/07, 11/19/10)

- (5) A student who has an unremediated F grade or Y in a required clinical course, or who is on academic warning or academic probation, may not participate in rotations outside of UC Davis unless approved by the Committee on Student Promotions. (Am. 12/31/94, 3/20/98, 6/14/99, 3/26/07, 2/20/08, 2/17/13)

(C) Academic Warning and Academic Probation: (En. 7/1/98, Am. 2/17/13)

- (1) A candidate for the degree of Doctor of Medicine will be placed on academic warning or probation by the Committee on Student Promotions for academic (includes required USMLE Step exams) or professional deficiencies as outlined in the Committee's policies and procedures published on the School of Medicine website. (Am. 11/19/10, 2/17/13)
- (2) Students who are placed on academic warning or probation will be informed in writing of the specific deficiency (ies) for which warning or probation is being imposed, the specific steps to be taken to remediate the deficiency (ies), and the duration of academic warning or probation, within two weeks of notification of warning/probation. (En. 3/20/98, Am. 06/19/09, 2/17/13)
- (3) Promotion While on Academic Warning and Academic Probation

If, in the judgment of the Committee on Student Promotions, a student on academic warning or 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 warning or probation until all deficiencies have been corrected. (Am. 3/26/07, 2/17/13)

(D) Academic Dismissal:

- (1) Dismissal of a student from the School of Medicine may be recommended by the Committee on Student Promotions to the Executive Committee of the faculty for one or more of the following reasons: (Am 8/28/15, 8/2/2016)
  - (a) Academic reasons
    - i) Receipt of a 2<sup>nd</sup> and all subsequent F grades.
    - ii) Receipt of a deficiency while on academic warning or probation; A student who is placed on warning or probation 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.
    - iii) Receipt of a deficiency while on a modified curriculum for academic deficiencies.
    - iv) Failure to pass a USMLE step exam within 3 attempts.
    - v) Failure to pass USMLE step 1 exam within 1 year of the end of the 2<sup>nd</sup> year Curriculum.
  - (b) Professional lapses
    - i) A professional lapse that is considered egregious enough by the Committee on Student Promotions to warrant placement of the student on Academic Probation. (See Committee on Student Promotions section of the "Medical Student Policies" on the UC Davis School of Medicine website for the Academic Warning and Probation Criteria).
    - ii) A second and all subsequent professional lapses brought to the attention to the Committee on

Student Promotions that, in the Committee's judgment, warrant placement of the student on Academic Warning or Probation status.

- (c) Failure of any student to meet the requirements and expectations developed by the Committee on Student Promotions within the time frame specified.
- (d) Engagement of student in egregious violation or being found in disciplinary action to have engaged in misconduct in violation, of University Campus, or School of Medicine rules governing student conduct.

(E) Dismissal Appeal

Any student who has been dismissed by the Faculty Executive Committee may appeal in writing to the Dean of the School of Medicine explaining why their dismissal should be overturned. The student must submit his/her appeal to the Dean within 30 days of receiving notification of the dismissal. The Dean must, within 21 days of receipt of the appeal, determine whether the student should remain dismissed or be reinstated (Am 2/17/13, Am 8/28/15, Am 8/2/2016)

- (1) There are only two grounds for a student to appeal a dismissal decision by the Faculty Executive Committee: 1) Factual errors in the record that were not identified by either the Committee on Student Promotions or the Faculty Executive Committee, and 2) Failure of the Committee on Student Promotions or the Faculty Executive Committee to follow procedure set forth in these regulations.
- (2) If the Dean decides to reinstate the student, the Dean will inform the Committee on Student Promotions of the reasons for not upholding the decision to dismiss.

Students readmitted after dismissal by the Faculty Executive Committee must remediate the outstanding deficiencies which led to the dismissal, and their course of study shall be solely determined by the decision of the Committee on Student Promotions. (Am. 1/7/82, 7/1/83, 12/31/94, 3/20/98, 3/26/07, 2/17/13, Am 8/28/15, Am 8/2/2016)