

**BYLAWS
OF THE
JOHN A. BURNS SCHOOL OF MEDICINE
UNIVERSITY OF HAWAI'I**

PREAMBLE

VISION STATEMENT: To be the best medical school in the world with an Asian-Pacific focus.

MISSION STATEMENT: To educate outstanding physicians, scientists, and other healthcare professionals, to conduct research, education, and community service of specific interest to our region and community, and to provide leadership for excellent patient care.

PURPOSE: To provide policies, guidelines, and procedures for the organization and governance of the John A. Burns School of Medicine of the University of Hawai'i (JABSOM or School) so that members of the faculty may understand their responsibilities and perform their duties with respect to education, research, service, patient care, and administration.

Article I: THE SCHOOL

The John A. Burns School of Medicine is in the College of Health Sciences and Social Welfare, University of Hawai'i at Manoa (University), a component of the University of Hawai'i System. The School shall be organized as described in the organizational structure approved by the Board of Regents and in accordance with these Bylaws. The duties, privileges, and responsibilities of the faculty of the School, as stated or implied herein, shall be exercised in accordance with the policies and procedures established by the Board of Regents, University of Hawai'i System. Students at the John A. Burns School of Medicine may pursue education towards fulfilling requirements for the following degrees: MD, Master or PhD in Biomedical Sciences, Master of Science in Public Health, Master of Public Health, Master of Speech Pathology, and Bachelor of Science in Medical Technology.

Article II: THE FACULTY

1. Classification

Members of the JABSOM faculty are classified in the following categories: Regular compensated faculty and non-compensated faculty. Regular faculty are further classified as either Instructional, Medical, Research, or Specialist. Non-compensated faculty are further classified as either Clinical or Adjunct.

2. Rank

Instructional and Medical faculty may hold the rank of Instructor, Assistant Professor, Associate Professor, or Professor.

Research faculty may hold the rank of Junior Researcher, Assistant Researcher, Associate Researcher, or Researcher.

Specialist faculty may hold the rank of Junior Specialist, Assistant Specialist, Associate Specialist, or Specialist.

Faculty in Allied Medical Sciences may also hold the rank of Lecturer.

Non-compensated Clinical faculty may hold the rank of Clinical Instructor, Clinical Assistant Professor, Clinical Associate Professor, or Clinical Professor.

Adjunct faculty may hold the rank of Adjunct Instructor, Adjunct Assistant Professor, Adjunct Associate Professor, or Adjunct Professor.

3. Entitlement to Vote

All regular faculty who hold a half-time (.5 FTE) or greater appointment are entitled to vote, and are referred to in these Bylaws as the "Voting Faculty". Questions of eligibility for voting shall be resolved by the Dean of JABSOM.

4. Majority

Unless otherwise specifically required by these Bylaws, where a decision requires approval of the faculty, the concurrence of a majority (>50%) of the Voting Faculty who actually vote on a decision shall be required. Dissenting votes and abstentions shall be recorded in the minutes.

5. Organization

The JABSOM Faculty Senate is a separately constituted organization of faculty representatives that operates with a separate set of Bylaws, and whose elected President and Vice-President are members of the Executive Committee of JABSOM. Minutes of the Faculty Senate meetings will be filed with the Secretary of the Faculty Senate and with the Dean's office.

Article III: STUDENTS

JABSOM students are classified in the following categories: medical students, graduate students, and undergraduate students. While the students in these categories are governed by academic policies and procedures depending on the category, all students as identified in this document have equal entitlement to vote.

Article IV: ORGANIZATION

1. The Administration

The Dean is the chief academic and administrative officer of the School and is responsible for the implementation of its policies.

The Dean shall represent the School and may transmit the views of the JABSOM Faculty to the Manoa Chancellor, University President, and the Board of Regents.

The School is composed administratively of Basic Science departments, Clinical Science departments, the Office of Public Health Studies, the Department of Allied Medical Sciences, and such institutes and centers as shown on the organizational chart attached hereto as Appendix A. The Office of Medical Education (OME), Office of Student Affairs (OSA), Facilities, Administrative Services, and Health Sciences Library are currently within the Dean's Office.

Each department has a Chairperson and each center/institute is administered by a director. All Chairs and Directors are responsible for the organization and implementation of programs of their units and report to the Dean.

2. The Executive Committee

The Executive Committee shall be composed of the Dean, the Associate Dean, the Senior Associate Dean, the Chair of the Curriculum Committee, the Department Chairs, the President and Vice President of the Faculty Senate, the Directors of Student Affairs, Medical Education, Clinical Affairs, Graduate Affairs, Faculty Development, and Clinical Research, the class presidents of the sophomore and senior medical school classes, and a graduate student selected by the Office of the Graduate Student Services.

The Executive Committee will meet once monthly. The Executive Committee will be chaired by the Dean or, in his absence, the Associate Dean. The Chair will not vote except to break a tie. The Executive Committee will be responsible for recommending School policies to the Dean. It will discuss all matters brought before it by any of its members, standing committees of the School, or by the Faculty Senate. The Executive Committee shall, by majority vote of those present, make recommendations to or advise the Dean on these matters. Members of the Executive Committee unable to attend a meeting may designate, in writing to the Dean, alternates from the Voting Faculty to represent them and vote on their behalf at that meeting. Special meetings of the Executive Committee may be called by the Dean or by written request to the Dean by five of its members. A quorum of the Executive Committee shall be a majority of its voting members or designated alternates.

Article V: ADMINISTRATIVE COMMITTEES

1. General

Administrative committees shall be responsible for assisting the Dean with implementing policies of the School. Recommendations by administrative

committees that concern changes in policies shall be referred by the Dean to the appropriate policy committee or the Executive Committee for consideration. Each administrative committee shall keep minutes of its meetings, indicating the date and time of the meeting, those in attendance, and actions taken. Copies of such minutes shall be transmitted in a timely fashion to the Office of the Dean and the Faculty Senate Secretary, where they shall be kept on file.

*Minutes of committee meetings dealing with student education information protected under the Family Educational Rights and Privacy Act (FERPA), such as the Evaluation, Review, and Remediation Committee and the Student Standing and Promotion Committee, shall be kept in a confidential file in the Office of Student Affairs, and may be released to school officials with a legitimate educational interest upon request.

Administrative committees shall be composed of Voting Faculty, unless otherwise specified herein. The Dean shall appoint faculty members of these committees in consultation with the Faculty Senate. The Dean shall appoint student members of these committees in consultation with the Interclass Council. The Dean shall also define the term of service of members of these committees unless otherwise specified herein. Terms of office shall begin on July 1 and end on June 30 of the appropriate year. The Dean shall determine procedures by which the committees implement policy. The Dean shall be a member ex-officio of all administrative committees and may vote only to break a tie. A quorum shall be a majority of the committee membership.

2. Committee on Admissions

The Committee on Admissions shall review all applications for admission to the Medical School and shall recommend to the Dean a list of candidates and alternate candidates for admission. The Committee shall also establish and publish procedures by which applicants are screened, interviewed and selected.

The Committee shall be composed of a minimum of eleven faculty members (either voting or clinical faculty) and will be chaired by the Senior Associate Dean. Committee members are appointed for staggered terms of a maximum of three years.

3. Academic Appeals Committee

The Academic Appeals Committee (AAC) shall review cases in three categories:

- (1) appeals from decisions of the Student Standing and Promotion Committee;
- (2) academic grievances filed by medical students; and
- (3) issues of medical student academic dishonesty and/or misconduct.

Decisions of the Committee can be appealed to the Dean.

The AAC shall be composed of five Voting Faculty members. The Chair shall be elected from amongst the Committee membership by the members of the Committee. Two medical student representatives from the academic program of the student involved in the case will be ex-officio, non-voting members of the

Committee. Committee members (except students) will serve staggered three-year terms.

4. Appointment, Promotion, and Tenure Committee

The Appointment, Promotion, and Tenure Committee (APTC) shall review the credentials of faculty at the rank of Associate Professor or Professor proposed for appointment to the School, review applications for promotion of faculty to the rank of Associate Professor or Professor, and review the credentials of eligible faculty being considered for tenure. Following review, the Committee shall make recommendations regarding appointments, promotions, and tenure to the Dean. Members of the Committee shall be required to absent themselves from deliberation and vote when the Committee is considering the appointment, promotion, or tenure of a faculty member from their department.

The Committee shall be composed of nine members of the Voting Faculty who hold the rank of Associate Professor or above. The chair shall be a tenured faculty member elected from amongst the membership of the Committee by Committee members. No department will have more than one representative on this committee. Members will serve staggered three-year terms.

5. Evaluation, Review, and Remediation Committee

The Evaluation, Review, and Remediation Committee (ERRC) is responsible for reviewing each medical student's evaluations at the end of each unit as well as comparing it with evaluations from previous units, assessing his/her pattern of performance, and making arrangements for remediation where appropriate.

The ERRC shall be composed of one of the co-chairs of each unit, a co-chair of the Clinical Skills Program, and chair of the Primary Care and Community Medicine Program, the Director of the Office of Medical Education, chair of the Admissions Committee, and two clerkship directors. The chair will be elected from amongst the membership of the Committee. Ex-officio members include the Director of the Office of Student Affairs, Learning Specialist from the Office of Student Affairs, and a representative from the Imi Ho'ola Program. The clerkship directors and the chair of the Committee will serve three-year terms.

6. Committee on Space

The Committee on Space (COS) shall have purview over all space owned, leased, or occupied by the School of Medicine. It shall review both existing space allocations and requests for additional space and make recommendations to the Dean. The Committee will establish criteria regarding expected productivity of those occupying School of Medicine space to assist in determining appropriate space assignments. The COS shall have the power to recommend reassignment of space not utilized up to expected productivity standards. The Committee shall be composed of the Associate Dean (Chair), the Director of Fiscal and Administrative Affairs, the Senior Associate Dean and nine faculty members. One member shall be appointed by the Faculty Senate. Two members shall be Department Chairs, one from the basic sciences and one from clinical sciences, nominated by the Executive Committee and appointed by the Dean. One of the

remaining six members shall come from the basic sciences, one from the clinical sciences, one from the Office of Public Health Studies, and one from the Department of Allied Medical Sciences. All six will be appointed by the Dean in consultation with the Faculty Senate.

Faculty members will serve staggered three-year terms. The chair will not vote except to break a tie.

7. Student Standing and Promotion Committee

The Student Standing and Promotion Committee (SSPC) will review the performance of any medical student who meets the criteria set forth in the Policy on Assessment of Student Performance for appearance before the SSPC.

The Committee will be composed of nine (at least five senior) faculty members appointed by the Dean for three-year terms, and the Chair of the Admissions Committee. Four students (one from each medical school class, elected by his/her respective class) shall serve as advisory, non-voting members of the Committee. The Director of the Office of Student Affairs shall serve as staff and an ex-officio non-voting member of the Committee. The chair will be elected by the committee from amongst the voting members of the Committee.

8. Recruitment Committee

The Recruitment Committee (RC) will coordinate all recruiting activities of JABSOM including recruiting for the M.D. Program, graduate basic sciences programs, public health programs, allied medical sciences programs and post baccalaureate programs. The Committee may, at its discretion, assign speakers, stage conferences, prepare written materials, conduct tours and engage in any other suitable activities designed to educate prospective students and the general public as to the educational programs available at JABSOM.

The Committee will be chaired by the Senior Associate Dean and will be composed of faculty and staff representative of JABSOM's educational programs and JABSOM organizations that seek to promote the School's educational programs in the community.

9. Special Events Committee

The Special Events Committee (SEC) will plan and stage special symposia and lectures, and select recipients of awards and special lectureships currently in existence or created in the future at JABSOM.

The Committee will be composed of eight Voting Faculty, one of whom will be elected Chair, and the Director of Development for JABSOM, who will be a voting member. The Voting Faculty will serve staggered three-year terms. The SEC will meet on an as-needed basis. Meetings will be called by the chair when necessary.

10. Committee on Financial Aid

The Committee on Financial Aid will administer scholarships, awards, and loans to medical students at JABSOM. The Committee may establish such sub-committees as appropriate to assist in its duties, which may include narrowing the list of applicants for particular scholarships to a group manageable for consideration by the Committee or recommending a list to be adopted by the Committee.

Members of the Committee include the Director for Student Affairs (Chair), representatives from OSA Financial Aid, UHM Financial Aid, Admissions, HMAA, a JABSOM alumnus, two basic science faculty, two clinical or community physician faculty, and a representative of the local financial or banking community. The Committee may include members who are not Voting Faculty.

The Director for Student Affairs also provides the liaison to the University of Hawai'i Foundation which manages many of these accounts and establishes new ones as the monies are received and designated.

Article VI: POLICY COMMITTEES

1. General

Policy Committees described in this section shall gather information appropriate to their charge and shall forward advice and recommendations concerning School policies to the Dean and the Executive Committee for consideration and approval.

Policy Committees shall be composed of Voting Faculty, unless otherwise specified herein. Faculty members of these Committees shall be appointed by the Dean in consultation with the Faculty Senate and shall include at least one member of the Executive Committee and one member of the Faculty Senate. Student members of these committees shall be appointed by the Dean in consultation with the Student Interclass Council and the Office of Graduate Student Academic Services. The Faculty Senate will forward its recommendations for membership on these committees to the Dean at least 30 days prior to the time positions become vacant, or as soon as possible after a vacancy occurs. All Policy Committee members shall serve a term of three years unless otherwise specified herein, with appointments made such that one-third of the committee is replaced each year. Student members will serve terms of one year which may be renewed. Terms of office shall begin July 1 and end June 30 of the appropriate year. Members of Policy Committees may be reappointed to serve on the same committee. The Chairperson of each Policy Committee shall be elected annually from among its members. All members of Policy Committees shall be voting members of that committee unless otherwise specified herein. A quorum shall be a majority of the committee membership.

Policy Committees may appoint sub-committees to assist them in their duties. Sub-committees shall report to the committee that appointed them. Chairpersons of sub-committees shall be selected by the appointing committee from among its members, unless otherwise specified herein.

Each Policy Committee shall keep minutes of its meetings, indicating the date and time of the meeting, those in attendance, and actions taken. Copies of such minutes shall be transmitted in a timely fashion to the Office of the Dean and the Faculty Senate Secretary, where they shall be kept on file.

Policy Committees shall develop and have written procedures for carrying out their charges. Reports, minutes, and operating procedures of Policy Committees shall be kept in the Office of the Dean and the Office of the Faculty Senate Secretary and shall be available to all faculty members.

2. Committee on Continuing Medical Education

The Committee on Continuing Medical Education (CCME) shall review, advise, and make policy recommendations on matters related to programs of Continuing Medical Education. The committee shall promote policies that assure the Continuing Medical Education programs of the School meet or exceed the standards of the Accreditation Council for Continuing Medical Education.

The committee shall meet in conjunction with the Hawaii Consortium for Continuing Medical Education (HCCME). The members of the JABSOM's CCME will serve as the School's representatives on HCCME. The meetings of HCCME will serve as the meetings of JABSOM's CCME. The CCME shall be composed of at least 6 representatives of Department/Divisions and Programs, as applicable, involved in continuing medical education. The officers of the committee shall be two co-chairs, one from each of the member institutions of the HCCME. The Director for Graduate Affairs shall serve as an ex-officio, non-voting member. Members will be appointed and serve terms as provided in the Operating Procedures of HCCME.

3. Committee on Curriculum

The Committee on Curriculum (CC) shall be responsible for providing coordinated and integrated institutional oversight and management of the four-year M.D. curriculum. The CC will be responsible for developing and recommending educational goals and objectives for the curriculum and for ensuring that those objectives are fulfilled. The CC will be responsible for curriculum and course evaluation and for ensuring that the curriculum remains relevant, timely, and compliant with the educational needs of our students and the Standards for Medical School accreditation. The CC will also develop and recommend standards for the evaluation of teaching.

The Committee shall be composed of 14 members. Membership of the Committee includes the Director of the Office of Medical Education, two Department Chairs, the Director of the Office of Student Affairs, the Chair of the Admissions Committee, three members of the Office of Medical Education appointed by the Director, two members from the Pre-Clinical Education Committee, two members from the Committees overseeing clinical education, the President of the JABSOM Faculty Senate, and an at-large member selected by the JABSOM Faculty Senate. The Associate Dean and a student representative from each class will serve as ex-officio, non-voting members of the Curriculum Committee. The chair will be elected from amongst the voting membership of the

Committee annually and the Director of Medical Education will serve as co-chair. Faculty members will serve staggered three-year terms.

4. Committee on Graduate Medical Education

The Committee on Graduate Medical Education shall review, advise, and make recommendations on matters related to clinical post-graduate education including malpractice insurance and other benefits pertaining to clinical trainees and post-graduate residency training programs. The committee shall promote policies that assure the residency training programs of the School conform to the general guidelines and requirements of the Accreditation Council for Graduate Medical Education.

The committee shall be composed of the Director of Graduate Affairs (Chair), the chairs of the Clinical Departments with post-graduate residency training programs, the Program Directors of each residency training program, members of the faculty, residents nominated by their peers, and the Executive Director of Hawaii Residency Programs, Inc.

5. Committee on Graduate Biomedical Sciences Education, Graduate Student Affairs and Joint Degree Programs

The Committee on Graduate Biomedical Sciences Education, Graduate Student Affairs and Joint Degree Programs shall review, advise, and make policy recommendations on matters related to graduate biomedical sciences education and joint degree programs in the School. The committee shall address School-wide entrance and performance requirements for programs leading to the Master of Science and Doctor of Philosophy degrees. The committee shall make policy recommendations regarding the distribution of tuition waivers, assistantships, and other available student financial aid. The committee shall develop School criteria for appointment to the Graduate Faculty, review the credentials of faculty members who are candidates for membership on the Graduate Faculty and make recommendations to the Dean of the Graduate School for such appointments.

The committee will also promote and coordinate the development of appropriate joint degree programs in the School of Medicine. It will work with the units providing the various components of these programs to ensure that work is sequenced in an efficient and flexible manner for students, appropriate academic standards are maintained, and communication with students is optimized.

The committee will be composed of the Associate Dean (Chair), the Senior Associate Dean, the Director for Student Affairs, the Director of Medical Education, the Assistant Dean for Graduate Student Services, Program Chairs for each entity granting MS or PhD degrees, the chair of the JABSOM Curriculum Committee, three graduate students and one joint degree student.

6. Committee on Global Health and Medicine

The Committee on Global Health and Medicine (CGHM) will develop and recommend policy for the School of Medicine in the areas of international health

and medicine, international medical education, and international basic, clinical and public health research. The CGHM will establish and maintain relationships with partner institutions, healthcare organizations, healthcare providers and health researchers to facilitate efforts of the School and its faculty in these areas.

The Committee will be comprised of one member of the faculty of OME, one representative of the faculty of the Department of Public Health Sciences, the Director of the Area Health Education Center (AHEC) and three other Voting or other Faculty members and the Senior Associate Dean (Chair).

7. Library Advisory Committee

The Library Advisory Committee will serve in a consultative and advisory capacity to the director of the Health Sciences Library of JABSOM in matters relating to policies regarding the collection and services of the library.

The Committee will be comprised of four voting faculty and two student representatives, one each from the medicine and the graduate programs. The Director of the JABSOM library will serve as an ex-officio, non-voting member.

8. Ad Hoc Committees

The Dean, with the approval of the Executive Committee, may appoint Ad Hoc Policy Committees and shall inform the Executive Committee and the Faculty Senate of the Committee membership and purpose within 60 days of appointment.

Article VII: UNIVERSITY COMMITTEES

Faculty of the School may serve as members of University committees. The Faculty Senate shall be consulted wherever possible regarding appointments to such committees.

Article VIII: FACULTY MEETINGS

1. Annual Meetings

The Annual Meeting of the Faculty shall be held during the Spring on a weekday evening. Notice of the Annual Meeting shall be e-mailed to the faculty not less than 45 days before the meeting. Such notice shall include the time and place of the meeting and a tentative agenda.

2. Other Meetings

A General Meeting of the Faculty shall be held in the Fall. Special Faculty meetings may be called by the President of the Faculty Senate or the Dean. In addition, a Special Faculty Meeting may be called by the Faculty Senate upon the request, in writing, of 25 Voting Faculty members. Notice of a Special

Meeting, specifying its purpose, shall be e-mailed to all faculty members not less than 15 days before such meeting.

3. Quorum

Ten percent of the Voting Faculty shall constitute a quorum at Annual, General or Special Meetings. Proxy votes shall be excluded from the constitution of a quorum.

4. Proxy Votes

Any member of the Voting Faculty, if unable to attend a Faculty Meeting, may vote by proxy on specific motions identified in the agenda for which a vote is required. The absent Voting Faculty member must request, in writing, that his or her vote be by proxy, stating on which motion the proxy vote is to be used and whether the proxy vote is for or against the motion. The written request must be submitted to and verified by the Secretary of the Faculty Senate prior to the Meeting at which the proxy vote is to be used. The Secretary shall hold all proxy votes at Faculty Meetings.

Article IX: FINANCES AND ASSESSMENTS

1. Support

The Dean shall provide financial and administrative support to the Faculty Senate to enable it to carry out its duties and responsibilities, including the taking and transcribing of faculty and Faculty Senate meeting minutes and the preparation and distribution of faculty directories, handbooks, newsletters, ballots, announcements and any other documents deemed appropriate by the Faculty Senate. The budget available to the Faculty Senate shall be determined annually by the Dean and shall be reported to the faculty at the Annual Faculty Meeting.

2. Assessments

Upon the affirmative vote of two-thirds of the Regular Faculty present at the Annual Meeting, assessments of a prescribed amount of money for a specific purpose may be requested of the Voting Faculty. Such assessments shall be payable in full prior to the next Annual Meeting.

3. Fiscal Year

The fiscal year of the Faculty Senate shall begin July 1 and end June 30.

Article X: RULES OF ORDER

Robert's Rules of Order (Newly Revised) shall prevail at the meetings of the faculty, the Faculty Senate, the Executive Committee and the committees of the School, unless otherwise stated in these Bylaws. The President of the faculty may appoint a Parliamentarian for the Faculty Senate.

Article XI: AMENDMENTS

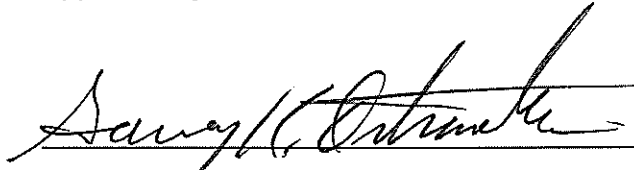
Proposals to amend these Bylaws may be initiated by the Executive Committee, or the Faculty Senate. A proposed amendment to the Bylaws must be approved by a majority vote of both the Executive Committee and Faculty Senate, ratified by a majority of the Voting Faculty responding to a mail ballot, or voting at a duly called meeting of the Voting Faculty and then approved by the Dean before it is incorporated into the Bylaws.

The Bylaws of the School shall automatically stand amended as necessary to comply with the rules, policies, and procedures of the University, Board of Regents, and State University System.

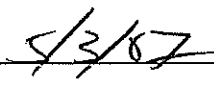
Approved by:

- Executive Committee on May 18, 2001
- Adopted by the Faculty on October 19, 2001
- Revised & Approved by the Executive Committee on March 15, 2002
- Revised November 2006
- Adopted by Faculty November 2, 2006
- Revised November 29, 2006
- Approved by the Executive Committee on January 19, 2007
- Ratified by the Faculty on May 3, 2007

Approved by:



 Gary K. Ostrander, PhD
 Interim Dean



 Date