

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

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PREAMBLE:

The purpose of these Bylaws is to provide the framework by which the Medical Faculty participates in the development and implementation of policies and procedures related to the mission of the University of Hawaii-Manoa, John A. Burns School of Medicine (JABSOM). The activities outlined in the following mission statement are accomplished through the cooperative and interdependent activities of the faculty and the administration. Effective governance is based on the open communication of knowledge, experience, history and plans between all participants of this partnership.

JABSOM SHARED VALUES:

- Collaboration: Shared accomplishments in the spirit of partnership
- Diversity and Inclusion: Respect for the entire spectrum of human experience
- Excellence: Guiding all of our efforts in research, education, and service
- Innovation and Discovery: The generation, application, and transmission of new knowledge

- *Pono*: Integrity, morality, and equity, e.g., taking action to eliminate health disparities in the spirit of social justice

JABSOM VISION STATEMENT: *Maika'i Loa*: **Attain Lasting Optimal Health for All (ALOHA).**

JABSOM MISSION STATEMENT: JABSOM, as part of the fabric of Hawaii, is a diverse learning community committed to excellence and leadership in:

- Educating current and future healthcare professionals and leaders
- Delivering high-quality healthcare
- Conducting research and translating discoveries into practice
- Establishing community partnerships and fostering multidisciplinary collaboration
- Pursuing alliances unique to Hawaii and the Asia-Pacific region
- Acting with forethought regarding right relationships, respect, and moral action (*Pono*).

Article I: THE SCHOOL

JABSOM 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 is formally organized as described in the organizational structure approved by the Board of Regents. 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 JABSOM may pursue education towards fulfilling requirements for the following degrees: BS, MD, MS, and PhD. The School also provides training as the institutional sponsor of a variety of post-graduate residency and fellowship programs largely in conjunction with the Hawai'i Residency Program.

Article II: JABSOM FACULTY

1. Classification

Members of the JABSOM faculty are classified in the following categories: Regular compensated faculty, voting faculty with compensation from JABSOM/affiliated practice plan, and non-compensated faculty. Regular compensated faculty are further classified as either Instructional, Medical, Research, or Specialist. Non-compensated faculty members 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.

Librarian faculty may hold the rank of Librarian 2, Librarian 3, Librarian 4, or Librarian 5.

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 compensated faculty members who hold a half-time (0.5 FTE) or greater appointment (JABSOM and approved faculty practice combined) are entitled to a full vote, and are referred to in these Bylaws as the "Voting Faculty". The exception to this rule relates to matters addressed in the Collective Bargaining agreement. Questions of eligibility for voting shall be resolved by the Dean of JABSOM.

4. Majority

Unless otherwise specifically required by these Bylaws, the concurrence of a majority (>50%) of the Voting Faculty who actually vote on a decision shall be required to pass the decision.

5. Collective Bargaining

Voting on decisions regarding subjects covered under the collective bargaining agreement and/or matters subject to collective bargaining shall be limited to all regular compensated faculty members who hold a half-time (0.5 FTE) or greater UH appointment and who are included in bargaining unit 7.

Article III: TRAINEES

JABSOM trainees are classified in the following categories: medical students, post doctorate students, graduate students, undergraduate students, residents and fellows. The school also offers special pipeline and community outreach programs that provide education to other groups on a more limited basis.

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, management of the School budget and other responsibilities assigned by the Chancellor, University of Hawaii-Manoa.

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

The School is composed academically of Basic Sciences departments, Clinical Science departments, the Department of Medical Technology, the Department of Communication Sciences and Disorders, and such institutes and centers as shown on the JABSOM organizational chart. The Dean will develop and oversee administrative units to further support the School's mission. Current examples include the Office of Medical Education (OME), Office of Student Affairs (OSA), Facilities, Administrative Services, Office of Global Health/Medicine and Health Sciences Library within the Dean's Office.

Each academic 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 within their units in support of the School's mission under the direction of the Dean or designee.

2. JABSOM Faculty Senate

The JABSOM Faculty Senate is a constituted organization of JABSOM faculty representatives that operates under separate Bylaws. The President and Vice-President of the faculty senate are elected by members of the JABSOM senate and 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 archived online in a timely basis.

Article V: COMMITTEES

General

Standing committees specified in the Bylaws shall be responsible for assisting the Dean with recommending and/or implementing policies of the School. Recommendations by committees that concern changes in school-wide policies shall be referred by the Dean to the JABSOM Executive Committee and the JABSOM Faculty Senate or appropriate Policy Advisory Committee for consideration. Unless otherwise indicated, each committee shall keep summary minutes of its meetings, indicating the date and time of the meeting, those in attendance, and actions taken. Each committee chair is responsible for producing and maintaining associated committee minutes. Interested faculty members may request meeting minutes from the committee chair when access is not otherwise restricted. 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.

Standing committees shall be composed of JABSOM faculty members, unless otherwise specified herein. Standing committees that deal with issues covered under the collective bargaining agreement and/or matters subject to collective bargaining shall be limited to all regular compensated faculty members who hold a half-time (0.5 FTE) or greater UH appointment and who are included in bargaining unit 7.

The Dean shall appoint individuals to these committees in consultation with the Faculty Senate and Committee chairs as appropriate. The Dean shall appoint student members of these committees in consultation with the Office of Student Affairs, Interclass Council, and graduate student leadership council as appropriate. The Dean will appoint executive and staff members to these committees as appropriate operationally. The Dean shall 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 academic year. A quorum shall be a majority of the committee membership (one half of the committee membership plus one) unless specified by separate policy. Where logistically feasible, members may "call-in" to participate, and will be counted towards the quorum, given their direct interaction with the other meeting participants is assured.

Standing School-wide Committees

1. The Executive Committee

The Executive Committee is responsible for recommending policies to the Dean and to serve as the liaison between the Dean and the faculty. To fulfill this role, the committee will discuss all matters brought before it by any of its members, standing committee of the school or by the faculty senate.

The Executive Committee is chaired by the Dean and in his absence the Vice Dean or an Associate Dean. The committee membership is comprised of the Vice Dean, Associate Deans, the Department Chairs, the President and Vice-President of the faculty senate, the chair of the curriculum committee, the Director of Research Centers/Institutes, Dean's office director posts, the class president of the sophomore and the senior medical school classes and a graduate student selected by the graduate student leadership council. Regular meetings will be held monthly and special meetings may be called by the Dean or by written request to the Dean by five of its members. A quorum shall be constituted by the majority of its voting members or designated alternates. Names of the alternates should be submitted to the Dean in writing or by email before the meeting. The Chair for the committee will not vote except to break a tie.

2. LCME Compliance Committee

The role of the LCME Compliance Committee (LCMECC) is to monitor JABSOM compliance with the LCME accreditation standards. Unlike the Self Study Task Force, which is only convened in the months prior to a scheduled LCME accreditation site visit, the LCMECC will be a standing committee. The LCMECC functions will be distinct and separate from any Self Study Task Force, and respect the formal role that the Self Study Task Force holds in formal accreditation preparation. The Committee will:

- Review JABSOM compliance with current LCME standards, standards to be implemented at an identified future date, and standards applicable to the year of upcoming JABSOM accreditation visits.
- Maintain a dashboard that reflects the current status of compliance on all standards.
- Have access to and review all materials, documents, reports, program evaluation information, admissions data, fiscal data, and human resources data that would be placed in the LCME Data Collection Instrument, Course Report Forms, and the Institutional Self-Study.
- Provide regular (generally annual) reports and recommendations to the JABSOM Executive Committee, Faculty Senate, Curriculum Committee,

and the dean and the dean's leadership team. The frequency of these reports may increase during the time leading up to an accreditation visit.

- Make recommendations to be considered for addition to the list of measurable objectives included within the school's strategic plan.

Members fulfill this role, empowered by the bylaws to work in the best interests of the institution without regard for parochial or political influences, or departmental pressures.

Members of the LCMECC shall consist of the Associate Dean for Academic Affairs (Chair), the Director of Undergraduate Medical Education, the Director of the Office of Medical Education, the Director of the Office of Student Affairs, the Director of the Office of Admissions, and a representative from the JABSOM Administrative (Fiscal and/or HR) Offices, and elected member of the JABSOM Faculty Senate and the JABSOM Executive Committee. Additional members may be added at the request of the Dean, and guests may be invited by the committee.

3. Admissions Committee

The Admissions committee is responsible for reviewing the applications for admission to the MD program at the medical school and has the dean-delegated authority to make all MD admission decisions. In order to fulfill its role, the committee will establish and publish procedures by which applicants are reviewed, interviewed and selected.

The Committee is composed of a minimum of seven faculty members who are appointed for staggered terms of a maximum of three years. The Director of Admissions serves as the chair of the committee.

Working notes will be retained during each admissions cycle. Such notes are confidential and accessible only to committee members and staff. Given confidential student information may be discussed at these meetings, the working notes of this Committee also are protected under FERPA. All meeting notes will be destroyed at the end of each admission cycle.

4. Academic Appeals Committee

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

- (1) Appeals from decisions of the Student Standing and Promotion Committee; and
- (2) Academic grievances filed by students enrolled at JABSOM.

Decisions of the Committee can be appealed to the Dean whose decision will be final. As confidential student information is discussed at these meetings, minutes of this Committee are protected under FERPA.

The AAC will be convened on an ad hoc basis and 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.

5. 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 for the Assessment of medical Student Performance for appearance before the SSPC.”

- The Committee will be composed of seven voting members, an elected Chair and six faculty members (at least three who are at the rank of associate professor or higher) appointed by the Dean for three-year terms.
- Ex-officio, advisory, nonvoting guests of the SSPC include four students (one from each medical school class, elected by his/her respective class).
- The Chair will be elected by the Committee from amongst the voting members of the Committee.
- Minutes will be limited to summary decisions, and are protected under FERPA.

6. Evaluation Review and Remediation Committee

The Evaluation, Remediation and Review committee (ERRC) is responsible for reviewing each medical student’s evaluation at the end of each course and actions such as developing a remediation plan when needed or referring a student to the Student Standing and Promotion Committee (SSPC).

Voting members of the ERRC include the course directors for MDED 551-554, 556-557, director of Clinical Skills, and two representatives from third or fourth year education programs. The ex-officio, non-voting members of the ERRC shall include the Director of Undergraduate Medical Education, Director of the Office of Medical Education, Director of the Office of Student Affairs, Director of Admissions, the school’s Learning Specialist, and a representative from the Imi Ho’ola Program. As confidential student information is discussed at these meetings, minutes of this Committee are protected under FERPA.

7. Financial Aid committee

The Financial Aid Committee provides oversight and approval on the awarding of institutional and private scholarships; including need-base and merit-based awards to medical students at JABSOM. The Committee also oversees the

administration of the Medical School's Long Term Loan Program. Bi-annual meetings will be held to confirm awards and select loan recipients.

The Committee members comprise the Director of Student Affairs (Chair), a representative from OSA Financial Aid, UHM Financial Aid, Admissions, JABSOM Alumnus, basic science faculty, clinical science faculty and one or more representative of a local financial or banking organization. The JABSOM development officer will serve as a non-voting, ex-officio member of the Committee. As confidential student financial information is discussed at these meetings, minutes of this Committee are protected under FERPA.

8. Continuing Medical Education Committee

The Continuing Medical Education Committee (CMEC) is responsible for matters related to programs of continuing medical education and functions in conjunction with the Hawaii Consortium for Continuing Medical Education (HCCME). To fulfill its role, the committee will:

- Review, advise and make policy recommendations on matters related to programs or continuing medical education
- Promote and develop policies that assure that the standards of The Accreditation Council for Continuing Medical Educations are met by the education programs at JABSOM

The committee shall meet in conjunction with the Hawaii Consortium for Continuing Medical Education. The members of the JABSOM's CMEC will serve as the School's representatives on HCCME. The meetings of HCCME will serve as the meetings of JABSOM's CMEC. The CMEC shall comprise 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 (JABSOM and Hawaii Medical Association). The JABSOM Director for Continuing Medical Education shall serve as one co-chair and as an ex-officio, non-voting member. Members will be appointed and serve terms as provided in the Operating Procedures of HCCME.

9. Curriculum Committee

The Curriculum Committee is responsible for coordinating the overall design, implementation, and evaluation of a coherent and coordinated curriculum. To fulfill this role, the Committee will:

- Define the overall objectives of its education program.
- Subject the objectives, content, and pedagogy of each segment of the curriculum, as well as for the curriculum as a whole, to periodic review and revision.
- Develop and implement policies regarding the amount of time students spend in required activities.

- Evaluate program effectiveness and whether Graduation Objectives are being achieved by outcomes analysis, including the use of national norms of accomplishment as a frame of reference.

The members of the Curriculum Committee are appointed by the Dean and consists of the following voting members: two department chairs, two representatives from the Pre-Clerkship Education Committee, two representatives from the Clerkship Education Committee, four members from the Office of Medical Education, including the Director, four at-large faculty members selected by the JABSOM faculty senate, and the Director of the Office of Student Affairs. The Director of Undergraduate Medical Education, the Director of Admissions, the Director of the Health Sciences Library and four medical students, one elected from each class, will serve as ex-officio, non-voting members of the Curriculum Committee. The chair will be elected annually by the voting committee members, with the Director of the Office of Medical Education serving as the permanent co-chair of the committee.

10. Committee on Graduate Education

The Committee is responsible for matters related to Graduate Biomedical Sciences, joint degree programs and graduate student affairs. To fulfill its role, the committee will:

- Review, advise, and make policy recommendations on issues related to JABSOM graduate biomedical sciences and joint degree programs to JABSOM administration and UH Graduate Division
- Facilitate UH Manoa Program Reviews and promote WASC Compliance, share information, and be an information resource for the JABSOM graduate programs
- Promote and coordinate the development of new graduate certificate, MS, PhD, and joint degree programs in the School of Medicine by working with the units providing the various components of these programs;
- 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 chair is selected by the voting committee members. The voting committee members are: Director for Graduate Education Programs, Director for Research, Associate Dean for Medical Education or designee, and Program Chairs for each entity offering masters or doctoral degrees. Two graduate or joint degree students will be invited by the graduate student leadership council to participate as non-voting members.

11. Dean's Advisory Committee for Appointment, Promotion and Tenure

The Dean's Advisory Committee for Appointment, Promotion, and Tenure (DACAPT) is responsible for reviewing the credentials of all faculty (compensated and non-compensated) at the rank of Associate Professor or

Professor (and their equivalent ranks) proposed for appointment to the School with subsequent recommendation to the Dean. In addition, the DACAPT will provide summary assessments of faculty members being considered for promotion and/or tenure. The purpose of the DACAPT is to provide a resource of experienced JABSOM faculty members who can serve in an advisory capacity to the Dean.

The DACAPT will comprise a minimum of nine members of the JABSOM Faculty who hold the rank of Associate Professor or above, of which at least 5 members will be tenured. The chair and vice-chair of the APTC shall be committee members elected by the membership of the Committee to serve for a period of three years with the possibility of re-election to a second term. The chair will be a non-voting member and will only vote in a case of a tie. No more than one member of a single department may be a member of this Committee at any one time. Members will serve a maximum of two staggered three-year terms. The chair may be appointed by the Dean for an additional three-year term. The Dean will not serve as a member of the DACAPT.

DACAPT procedures for appointments will include: (a) secret ballot voting of all final votes, (b) members of the committee will not vote on appointment applications from their own department, (c) the DACAPT will evaluate materials with utmost discretion and maintain confidentiality wherever possible, (d) the members have the responsibility for avoiding conflicts of interest and recusing themselves from the process when such conflicts exist, and (e) the DACAPT will provide the Dean with feedback including concerns (if any) regarding the department's proposed rank recommendation.

DACAPT summaries regarding promotion and tenure will be conveyed to the Dean. Generally, these will be "strength and weakness" summaries in each of the faculty member's applicable missions (teaching, research/scholarship, service, and clinical practice). As the function of this committee is informational to the Dean, no minutes of the DACAPT will be maintained.

12. Graduate Medical Education Committee

The Graduate Medical Education Committee ("GMEC"), in collaboration with the Designated Institutional Official ("DIO"), is responsible for matters related to Graduate Medical Education and all of the residency and fellowship programs falling within the purview of the John A. Burns School of Medicine ("JABSOM") as the Sponsoring Institution for purposes of the Accreditation Council for Graduate Medical Education ("ACGME"). To fulfill its role, the committee will perform the following:

- Review, develop and establish policies on matters related to Graduate Medical Education;
- Promote, develop and establish processes and procedures that assure that the standards of the Accreditation Council for Graduate

Medical Education are met by JABSOM as the Sponsoring Institution.

The GMEC shall be comprised and operated in accordance with the “First Amended Agreement between the University of Hawaii and Hawaii Residency Programs, Inc.,” effective December 26, 2012. Specifically, the GMEC membership shall be composed as required or permitted by the ACGME Institutional Requirements as they may exist from time to time. As of the July 1, 2007 ACGME Institutional Requirements, the GMEC voting members shall include the Designated Institutional Official, Residents nominated by their peers, representative Program Directors, and administrators.

Protocols and rules of procedure for meetings of the GMEC shall be as prescribed in writing by the GMEC. A majority of the voting members of the GMEC shall constitute a quorum. No action taken shall be that of the GMEC unless said action shall receive the affirmative vote of a majority of the voting members present at a meeting at which a quorum is present and which was duly called in accordance with any procedures adopted by the GMEC.

13. 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 a member of the faculty of the Office of Medical Education, the Director of the Area Health Education Center (AHEC), three other faculty members, and the Director of the Office of Global Health, who shall serve as the committee chair.

14. Student Recruitment Committee

The JABSOM Student Recruitment Committee (SRC) will advise on the student recruiting activities of JABSOM - including recruiting for the M.D. Program, graduate programs, Medical Technology, Communication Sciences Disorders (CSD) and post-baccalaureate programs. The Committee may, at its discretion, assign speakers, stage conferences, prepare recruitment media, 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 composed of faculty and staff members who are representative of JABSOM's educational programs and representatives of other organizations that seek to promote the School's educational programs in the community.

Article VI: FACULTY MEETINGS

1. Annual Meetings

The Annual Meeting of the JABSOM Faculty shall be held during the spring on a weekday evening. Notice of the Annual Meeting shall be provided to the faculty not less than 30 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 JABSOM Faculty shall be held – preferably the fall. Special JABSOM Faculty meetings may be called by the Dean or the JABSOM Faculty Senate President with the concurrence of a majority of the JABSOM Faculty Senate members. Notice of a Special Meeting, specifying its purpose, shall be provided to all faculty members in advance.

3. Quorum

Ten percent of the Voting Faculty shall constitute a quorum at Annual, General or Special Meetings of the JABSOM Faculty. 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 or Email 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 VII: RULES OF ORDER

Robert's Rules of Order (Newly Revised) shall prevail at the General Meetings of the Faculty, the JABSOM Faculty Senate, the Executive Committee and the Committees of the School, unless otherwise stated in these Bylaws.

Article VIII: AMENDMENTS

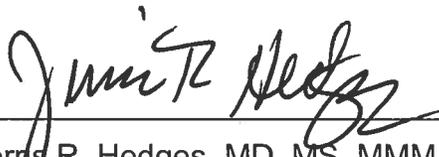
Proposals to amend these Bylaws may be initiated by the JABSOM Executive Committee, or the Faculty Senate. A proposed amendment to the Bylaws must be approved by a majority vote of both the Executive Committee and Faculty Senate, ratified by a majority of the Voting Faculty responding to a mail ballot, or approved by a majority vote 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, and the Unit 7 collective bargaining agreement.

Revisions and Approvals

Approved by Executive Committee on May 18, 2001
Adopted by the Faculty on October 19, 2001
Revised and Approved by the Executive Committee on March 15, 2002
Revised and Approved by the Faculty Senate on November 2, 2006
Revised and Approved by the Executive Committee on January 19, 2007
Adopted by the Faculty on May 3, 2007
Amended and Approved by the Executive Committee on March 20, 2009
Adopted by the Faculty on April 29, 2009
Revised and Approved by the Executive Committee on December 04, 2009
Revised and Adopted by the Faculty on April 27, 2010
Revised and Approved by the Executive Committee on January 21, 2011
Adopted by the Faculty on May 19, 2011
Approved by the Executive Committee on December 7, 2012
Adopted by the Faculty on February 6, 2013
Revised and Approved by the Executive Committee on March 15, 2013
Adopted by the Faculty on November 13, 2013
Revised and Approved by the Faculty Senate on February 24, 2016
Approved by the Executive Committee on September 16, 2016
Adopted by the Faculty on November 3, 2016
Approved by the Faculty Senate on February 22, 2018
Approved by the Executive Committee on March 16, 2018
Adopted by the Faculty on April 17, 2018

Approved by:



Jerris R. Hedges, MD, MS, MMM
Dean

April 18, 2018
Date