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

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

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 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 John A. Burns School of Medicine may pursue education towards fulfilling requirements for the following degrees: BS, MD, MS, MPH, PhD and DrPH. The School also provides training and certification as the institutional sponsor of a variety of post-graduate residency and fellowship programs 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. 3 categories

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. Faculty may also hold the rank of Lecturer.
Clinical faculty may hold the rank of Clinical Instructor, Clinical Assistant Professor, Clinical Associate Professor, Clinical Professor or Librarian.

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". 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.

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, University President, the Board of Regents and the community.

The School is composed academically of Basic Sciences departments, Clinical Science departments, the Office of Public Health Studies, the Department of Medical Technology, the Department of Communication Sciences and Disorders, and such institutes and centers as shown on the organizational chart attached hereto as Appendix A. 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 with the Dean’s office.

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 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. 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.

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 faculty members of these committees; consultation will be sought from the Faculty Senate and Committee chairs. The Dean shall appoint student members of these committees in consultation with the Interclass Council. 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. The Dean shall be a member ex-officio of all committees and may vote only to break a tie. A quorum shall be a majority of the committee membership (one half of the committee membership plus one) unless specified by separate policy.

Committees shall be of three types:

- Governance Committees. Standing school-wide committees charged with recommending School policies in specific content areas. The committees will advise and recommend to the Dean and the Executive Committee changes and adoption of School policies.

- Administrative Committees. Committees considered important for continuing or frequently recurring administrative operational need. Responsible for assisting the Dean with implementation of school policies or addressing special interests (see Bylaws Appendix).

- Ad Hoc committees. Temporary committees with specific missions; committees are designed to be dissolved after completion of assigned duties. The Dean will create Ad Hoc Committees and will inform the Executive Committee and the Faculty Senate of the Committee membership and purpose, generally within 60 days of appointment.
Governance Committees. 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 senior medical school classes and a graduate student selected by the office of the graduate students services.

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. Admissions Committee

The Admissions committee is responsible for reviewing the applications for admission to the medical school and for making recommendations to the Dean of possible candidates for admission. 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.

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 students enrolled at JABSOM; and
(3) issues of academic dishonesty and/or misconduct by all students enrolled in JABSOM programs

Decisions of the Committee can be appealed to the Dean whose decision will be final.

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.

4. 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 nine (at least five at the associate or professor level) 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. Minutes will be limited to summary decisions.

5. Financial Aid committee

The Financial Aid committee is responsible for administering scholarships, awards, and loans to medical students at JABSOM. To fulfill its role the committee will:

- Determine and establish criteria for awarding financial aid
- Will match students characteristics with particular scholarships and awards

The Committee, chaired by the Director of Student Affairs, will consists of representatives from OSA Financial Aid, UHM Financial Aid, Admissions,
HMAA, a JABSOM Alumnus, two representatives each from the basic and clinical sciences faculty and a representative from a local financial or banking organization. The JABSOM development officer serves as an ad hoc member of the committee.

6. Continuing Medical Education Committee

The Continuing Medical Education Committee 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 Education are met by the education programs at JABSOM.

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 Continuing Medical Education shall serve as an ex-officio, non-voting member. Members will be appointed and serve terms as provided in the Operating Procedures of HCCME.

7. 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 Preclinical Education Committee, two representatives from the Third-Year Education Committee or Fourth-Year Education Committees, 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 Associate Dean for Medical Education, the Director of Admissions, the director of Library services 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 Medical Student Education serving as the permanent co-chair of the committee.

8. 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 in 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 and ensuring 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 to participate as non-voting members.
9. Library Advisory Committee

The Library Advisory Committee is responsible for advising the Director of the Health Sciences Library of JABSOM in matters regarding the library. To fulfill its role the committee will:

- Develop policies regarding the library functions
- Advise and consult with the Director of the JABSOM Library regarding the collection and services provided by the library

The Committee, chaired by the Associate Dean for Medical Education, will be comprised of four faculty and two students - one from the school of medicine and one from the graduate program. The Director of the JABSOM library will serve as an ex-officio, non-voting member.

10. Appointment, Promotion and Tenure Advisory Committee

The Appointment, Promotion, and Tenure Committee (APTC) is responsible for reviewing the credentials of faculty at the rank of Associate Professor or Professor (including adjunct rank appointments and other faculty series) proposed for appointment to the School with subsequent recommendation to the Dean. In addition, the APTC will provide summary assessments of faculty members being considered for promotion and/or tenure. The purpose of the APTC is to provide a resource of experienced JABSOM faculty members who can serve in an advisory capacity to Dean.

The APTC will be composed of a minimum of nine members of the JABSOM Faculty who hold the rank of Associate Professor or above. 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. 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 APTC.

APTC 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 APTC will evaluate materials with utmost discretion and maintain confidentiality wherever possible, and (d) the members have the responsibility for avoiding conflicts of roles and recusing themselves from the process when such conflicts exist, and (e) the APTC will provide the Dean with feedback on the level of consistency of criteria and qualifications used by DPCs across the School of Medicine.
APTC Procedures for developing 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, community service, and clinical practice).

11. 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 ("JABSON") 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 JABSON 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; provided that a majority of the voting members of the GMEC shall constitute a quorum; and further provided that 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.
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 in 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 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, and the Unit 7 collective bargaining agreement.

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 November 2006
Adopted by Faculty November 2, 2006
Revised November 29, 2006
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

Approved by:

February 26, 2015

Date

Jennis R. Hedges, MD, MS, MMM
Dean
BYLAWS APPENDIX . Administrative committees

Committees with continuing or frequently recurring value to the School whose purpose, membership composition and leadership will be determined by the Dean or designee.

- Administrative Operations Committee
- Awards Committee
- Dean's Administrative committee
- Dean's Executive Leadership Committee
- Global Health and Medicine
- Research Program Administration Committee
- Space committee
- Special Events Committee
- Student Recruitment committee

Final approved at the Full Faculty meeting on 5/19/11