

**BYLAWS OF THE  
JOHN A. BURNS SCHOOL OF MEDICINE  
UNIVERSITY OF HAWAI‘I AT MĀNOA**

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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 Hawai‘i at Mānoa (UHM), 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 Hawai'i, 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 Hawai'i 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, UHM, a component of the University of Hawai'i (UH) System. It is formally organized as described in the organizational structure approved by the UH Board of Regents. The duties, privileges, and responsibilities of the faculty, as stated or implied herein, shall be exercised in accordance with the policies and procedures established by the UH Board of Regents. Enrolled students may pursue education towards fulfilling requirements for the following degrees: BS, MD, MS, PhD, and Graduate Certificates. JABSOM also provides training as the institutional sponsor of a variety of post-graduate physician residency and fellowship programs mainly in conjunction with the Hawai'i Residency Programs, Inc. (HRP).

## **Article II: JABSOM FACULTY**

### **1. Classification**

Members of the faculty are classified according to the following categories: Regular, or compensated, faculty, who are voting faculty with compensation from JABSOM/affiliated practice plans, and non-compensated faculty.

Regular, compensated faculty in the following categories who were hired before August 1, 2024 retain their current classification (Instructional (I), Clinical Medicine (M), Researcher (R), Librarian (B), or Specialist (S)). New faculty hires after August 1, 2024 will be classified per UH Regents Policy 9.202 as either Academic (F), Clinical Professor (H), Researcher (R2 only), Librarian (B), or Instructor (I). Non-compensated faculty are further classified as either Clinical, Adjunct, Affiliated Graduate Faculty, Clinician Educator, or Volunteer (H1B) Visa faculty. Clinician Educators and Volunteer Visa faculty are only expected to perform clinical teaching of JABSOM learners; there are no expectations for research, service, or administration.

### **2. Rank**

Compensated, non-clinical faculty may hold appointments as Instructor (I2), Assistant Instructor (I3), Assistant Professor (F3), Associate Instructor (I4), Associate Professor (F4), Senior Instructor (I5), or Professor (I5 or F5).

Compensated clinical faculty (with a health professions degree) may hold the rank of Clinical Instructor (M2 or H2), Assistant Professor (M3 or H3), Associate Professor (M4 or H4), or Professor (M5 or H5).

Non-compensated clinical faculty may hold the following appointments as affiliate faculty: Clinical Assistant / Assistant Clinical Professor, Clinical Associate / Associate Clinical Professor, Clinical Professor

Librarian faculty may hold the rank of Librarian II (B2), Librarian III (B3), Librarian IV (B4), or Librarian V (B5).

Researcher faculty may hold the rank of Junior Researcher (R2), Assistant Researcher (R3), Associate Researcher (R4), or Researcher (R5).

Specialist faculty may hold the rank of Junior Specialist (S2), Assistant Specialist (S3), Associate Specialist (S4), or Specialist (S5).

Other temporary adjunct appointments may include Lecturer (L), or Visiting Faculty (V).

Clinician Educators and Volunteer Visa faculty do not hold a rank.

**3. Entitlement to Vote**

All regular, compensated faculty who hold a half-time (0.5 FTE) or greater appointment (JABSOM and/or affiliated faculty practice plans 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 specifically addressed in the most current version of the Collective Bargaining Agreement. Questions of eligibility for voting shall be resolved by the Dean of JABSOM. An affiliated faculty practice plan is a faculty practice covered by a formal UH academic practice agreement. As of November 1, 2021, such practice plans include the University Health Partners of Hawai'i, Hawai'i Pacific Health Medical Group, and Queen's University Medical Group.

**4. Majority**

Unless otherwise specifically required by these Bylaws, the concurrence of a majority (>50%) of the Voting Faculty who attend the general faculty meeting and vote on a motion shall be required to pass the motion.

**5. Collective Bargaining**

Voting on motions 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 eligible for Bargaining Unit 07 membership.

### **Article III: TRAINEES**

JABSOM trainees are classified according to the following categories: undergraduate students, post-baccalaureate students, medical students, physician residents and fellows, graduate students, and post-doctoral fellows. Unique pathway and community outreach programs that provide education to other groups are provided on a more limited basis.

### **Article IV: ORGANIZATION**

#### **1. The Administration**

The Dean is the chief academic and administrative officer who is responsible for the implementation of JABSOM policies, management of its budget, and other duties and responsibilities as assigned by the UHM Provost.

The Dean or her/his designee shall represent the School and may transmit the views of the faculty to the UHM Provost, the UH President, the Board of Regents, and to the community.

JABSOM is composed academically of departments, institutes, and centers, as shown on the organizational chart. These units include Academic Affairs departments, offices, programs and resources, the Fundamentals of Health Sciences or "basic sciences" departments, Clinical Science departments, and the Administration, Finance & Operations offices and units. The departments of Medical Technology and Communication Sciences and Disorders fall under the auspices of Academic Affairs.

The Dean will develop and oversee administrative units to further support JABSOM's missions. Current examples include, but are not limited to, the Associate Dean for Academic Affairs: Office of Admissions, Office of Student Affairs (OSA), Office of Medical Education (OME), Office of Graduate Medical Education (GME), Office of Faculty Affairs, Office of Global Health and International Medicine, and the Health Sciences Library. Under the Associate Dean for Research (ADR): The Pre-Award Office. Under Clinical Sciences, the Office of Risk and Clinical Affairs, and the offices listed under the Associate Dean for Administration, Finance, and Operations.

Each academic department has a Chair(person), and each center/institute or office is administered by a Director. All Chairs and Directors are responsible for the organization and implementation of programs within their units in support of JABSOM's mission under the direction of the Dean or her/his 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 senate and serve as 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 on a timely basis.

## **Article V: COMMITTEES**

### **General**

Standing committees specified in these Bylaws shall be responsible for assisting the Dean with recommending, and/or implementing approved, policies. Recommendations by committees that require changes in school-wide policies shall be referred by the Dean to the Executive Committee and the Faculty Senate, and to an appropriate policy advisory committee for additional input if needed, for consultation. Unless otherwise stated in these Bylaws, each committee shall keep summary minutes of its meetings, indicating the date and time of such meetings, those in attendance, and actions taken. Each committee chair is responsible for producing and maintaining associated committee minutes. Interested faculty may request meeting minutes from a committee chair, when such access is not otherwise restricted due to reasons of confidentiality, or as provided for under Federal or State law. 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 OSA and may be released to school officials with a legitimate educational interest upon request.

Standing committees shall be composed of JABSOM faculty 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 who hold a half-time (0.5 FTE) or greater UH appointment and who are eligible for Bargaining Unit 07 membership, as referenced earlier in these Bylaws.

The Dean shall appoint individuals to these committees in consultation with the Faculty Senate and the appropriate Committee chair(s). The Dean shall appoint student members to these committees in consultation with the OSA, Interclass Council, and Graduate Student Leadership Council as appropriate. The Dean will appoint executive and staff members to these committees, as appropriate, operationally. Executive and staff members appointed to standing committees, except for the Executive Committee, serve as ex officio, non-voting members.

Committee members will serve two-year terms unless otherwise specified by their role or by the committee description below. 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 members plus one) unless otherwise specified in these Bylaws or by a separate committee charge. Where logistically feasible, members may "call in" (via phone or video conferencing technology) to participate, and such participation will be counted towards the attainment of quorum, given that their direct interaction with the other meeting participants is assured.

Unless otherwise specifically required by these Bylaws, the concurrence of a majority (>50%) of the voting committee members present who attend a committee meeting and vote on a motion shall be required to pass the motion.

### **Standing School-wide Committees**

#### **1. The Executive Committee**

The Executive Committee is responsible for recommending policies to the Dean and serving 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, any standing committee, or the Faculty Senate.

The Executive Committee is chaired by the Dean and in her/his absence an Associate Dean. The committee membership is comprised of the Associate Deans, the Department Chairs, the President and Vice-President of the Faculty Senate, the Chair of the Curriculum Committee, the Directors of Research Centers/Institutes, Dean's office Director posts, the class presidents of the M2 and M4 medical school classes, a graduate student selected by the Graduate Student Leadership Council, and a representative of the Administrative Staff, as appointed by the Dean. The Dean may, from time to time, and as appropriate for certain matters that come before the committee, invite guests in an ex officio, non-voting capacity to provide their expertise and input into such matters to assist the committee in its governance function.

Regular meetings will be held approximately on a monthly basis 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 before the convening of the meeting. The Chair of 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's compliance with the LCME accreditation elements and standards. Unlike the Self Study Task Force, which is only convened in the months prior to a scheduled LCME accreditation survey 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 compliance with current LCME elements and standards, elements to be implemented at an identified future date, and elements applicable to the year of an upcoming JABSOM accreditation survey visit.
- Maintain a dashboard that reflects the status of compliance with all elements and standards.
- Have access to and review all materials, documents, reports, program evaluation information, admissions data, fiscal data, and human resources data that would be applicable for use in completing the LCME Data Collection Instrument, Status Reports, and the Institutional Self-Study.
- Provide regular (generally annual) reports and recommendations to the JABSOM Executive Committee, Faculty Senate, Curriculum Committee, the Dean, and the Dean's leadership team. The frequency of these reports may increase during the time period leading up to an accreditation survey visit.
- Make recommendations to be considered for addition to the list of measurable objectives included within JABSOM's strategic plan.

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

- Members of this committee shall consist of the ADAA (Chair), the Director of Faculty

Affairs, the Director of the OME, the Director of the OSA, the Director of the Office of Admissions, and representatives who are appointed by and from JABSOM's Administration, Curriculum Committee, Faculty Senate, and the Executive Committee. Additional members may be appointed by the Dean, and guests may be invited from time to time by the committee, to provide additional content expertise and/or input.

- The committee comprises at least ten voting members, inclusive of those who are members of the committee based upon their leadership roles in the medical education program as noted, and those additional members of the faculty who may be appointed by the Dean for a two-year term, which can be renewed based upon determined need by the Dean. The Dean is a permanent voting member of this committee.

### **3. Admissions Committee**

The Admissions Committee is responsible for reviewing the applications for admission to the MD program at JABSOM and this committee has the Dean-delegated final authority to make all admission decisions independent of any political or financial factors. 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 who are appointed to staggered three-year terms. Faculty can be reappointed to additional terms, based upon their engagement and discussion between the Chair of the committee and the Dean. 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 assigned to support the work of the committee. Given that confidential student information may be discussed during 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 medical student cases in two categories, as covered under the Medical Student Academic Appeals Policy:

- (1) Student appeals of decisions rendered by the Student Standing and Promotion Committee; and
- (2) Academic grievances initiated by medical students enrolled at JABSOM.

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 comprise five voting faculty. The Chair shall be elected from among the committee members by members of the committee. Committee members will be appointed to serve staggered three-year terms. Faculty can be reappointed to an additional term, based on their engagement and discussion between the Chair of the committee and the Dean. Two medical student representatives will serve as ex-officio, advisory, non-voting members of the committee. The two student representatives will be elected for one-year terms; one student will be elected by the M2 medical student class and one by the M3 medical student class. As confidential student information is discussed at these meetings, the minutes of this committee are protected under FERPA.

## **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 for the appearance before the SSPC, as covered under the Policy for the Assessment of Medical Student Performance.

- The committee comprises seven voting members, an elected Chair, and six faculty who are appointed by the Dean.
- Committee members serve for a three-year term. Faculty can be reappointed to an additional term, based on their engagement and discussion between the Chair of the committee and the Dean.
- Ex-officio, advisory, non-voting members 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, Remediation and Review Committee**

The Evaluation, Remediation and Review Committee (ERRC) is responsible for reviewing each medical student's evaluation at the end of each course, assessing patterns of performance, developing remediation plans for students when needed, or referring a student to the SSPC.

Voting members of the ERRC include the course directors for MDED 551-554, 556-557, 581-584, the Director of Clinical Skills, and the Clerkship Course Directors from M3 and M4 required clinical clerkships, including the Longitudinal Director. The ex-officio, non-voting members of the ERRC shall include the ADAA, the Director of the OME, the Director and Assistant Director of the OSA, the Director of Admissions, a Learning Specialist, one of the Learning Community Directors, and a representative from the 'Imi Ho'ōla Program. Committee members will be appointed to serve staggered three-year terms. The Chair shall be elected from among the committee members by members of the committee. Faculty can be reappointed to an additional term, based on their engagement and discussion between the Chair of the committee and the Dean. Individual students' learning community mentors may also be asked to join specific ERRC meetings in a non-voting capacity if their students are being discussed. As confidential student information is discussed during these meetings, the minutes of this Committee are protected under FERPA.

## **7. Financial Aid Committee**

The Financial Aid Committee provides oversight for, and approval of, the awarding of institutional and private scholarships, including need-based and merit-based awards to medical students. The committee also oversees the administration of JABSOM's Long-Term Loan Program. Bi-annual meetings will be held to confirm awards and select loan recipients.

The committee members include the Director of the OSA (Chair), a representative from the OSA Financial Aid team, UHM Financial Aid, Office of Admissions, a JABSOM alumnus, Fundamentals of Health Science faculty, clinical science faculty, and one or more representatives from 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 during these meetings, the minutes of this committee are protected under FERPA.

## **8. Curriculum Committee (MD Program)**

The Curriculum Committee is responsible for coordinating the overall design, implementation, and evaluation of a coherent and coordinated curriculum. This committee has the Dean-delegated final authority to make all curriculum-related decisions. To fulfill this role, the committee will:

- Define the overall objectives of the medical education program;
- Subject the objectives, content, and pedagogy of each segment of the curriculum and the curriculum as a whole to periodic review and revision;
- Develop and implement policies regarding the amount of time students spend in required activities; and
- Evaluate program effectiveness and whether graduation objectives are being achieved by outcomes analyses, including the use of national norms of accomplishment as a frame of reference.

The members of this committee consist of the following voting members who are appointed by the Dean: two department chairs, two representatives from the Pre-Clerkship Education Committee, two representatives from the Clerkship Education Committee, four members from the OME (including the Director) four at-large faculty members selected by the Faculty Senate, the Director of the OSA, the Director of Admissions, the Director of the Health Sciences Library, the Director of Clinical Competency-Based Medical Education, and medical student representatives elected from each class. Each medical student class has one vote, with the representatives from each class sharing this one vote. The ADAA and the Designated Institutional Official (or designee) are non-voting members of the committee. Committee members will be appointed to serve three- year terms. From time to time, as determined by need, the Dean may appoint additional members to serve on a limited basis. One co-chair shall be elected from amongst the committee membership by voting members of the committee for a two-year term. Faculty can be nominated to an additional term, based upon their engagement and discussion between the co-Chairs of the committee and the Associate Dean for Academic Affairs. The Director of the OME serves as a permanent co-chair of the committee. Committee minutes will be maintained by the OME, and may be used for accreditation-related purposes, but will not be posted publicly.

## **9. 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 the UH Graduate Division;
- Facilitate UHM 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 certificates, MS, PhD, and joint degree programs by working with the JABSOM units providing the various components of these programs; and
- Ensure that work is sequenced efficiently and flexibly for students, appropriate

academic standards are maintained, and communication with students is optimized.

The Associate Dean for Research serves as committee chair. The voting committee members include the Associate Dean for Research, Associate Dean for Academic Affairs or designee, and program chairs for each unit offering master's or doctoral degrees. Two graduate or joint degree program students will be invited by the Graduate Student Leadership Council to participate as non-voting members. Minutes for this committee will not be kept.

#### **10. 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 JABSOM and providing a subsequent recommendation to the Dean. In addition, the committee will provide summary assessments of faculty members being considered for promotion and/or tenure. The purpose of the committee is to provide a resource of experienced faculty who can serve in an advisory capacity to the Dean.

The committee will comprise a minimum of nine faculty who hold the rank of Associate Professor or higher, of which at least five members will be tenured. The chair and vice-chair of the committee will be elected by, and from, the membership of the committee to serve for a three-year term, with the possibility of re-election to a second term. The chair will be a non-voting member and will only vote in the case of a tie. No more than one member of a single department may be a member of this committee at any 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 committee.

Committee 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 committee will evaluate materials with utmost discretion and maintain confidentiality wherever possible, (d) members have the responsibility for avoiding conflicts of interest and recusing themselves from the process when such conflicts exist, and (e) the committee will provide the Dean with feedback, including concerns (if any) regarding the department's proposed rank recommendation.

Committee summaries regarding promotion and tenure will be conveyed to the Dean. Generally, these will be "strengths and weaknesses" 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 committee will be maintained.

#### **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 JABSOM as the Sponsoring Institution as required by 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; and
- Promote, develop, and establish processes and procedures that assure that the standards of the ACGME 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. (UH-HRP), effective December 26, 2012, and any subsequent amendments to the UH-HRP agreement. Specifically, the GMEC membership shall be comprised as required, or permitted, by the most current ACGME Institutional Requirements. As of the July 1, 2022, ACGME Institutional Requirements, the GMEC voting members shall include the DIO, residents nominated by their peers, program directors, program administrators, and a quality improvement or patient safety officer or designee. The GMEC also includes the deputy and assistant DIO and department chairs of clinical departments that have GME programs. Protocols and rules of procedure for meetings of the GMEC shall be as prescribed in writing by the GMEC or the ACGME. 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. Minutes of the GMEC will be kept by the ODIO and may be made available for ACGME accreditation review or related purposes, but will not be posted publicly.

## **12. Committee on Global Health and International Medicine**

The Committee on Global Health and International Medicine (CGHIM) will develop and recommend improved processes to enhance coordination and collaboration in the areas of international health and medicine, international medical education, and international basic, clinical, and public health research. This committee will establish and maintain relationships with partner institutions, healthcare organizations, healthcare providers, and health researchers to facilitate the efforts of JABSOM and its faculty in these areas.

The members of the committee consist of the following voting members who are nominated by the Department, Program, or group they represent and are appointed by the Dean: a representative from the Office of Medical Education involved in international medical education, the Director or designee of the SimTiki Program involved in international simulation education, the Director or designee of the Area Health Education Center (AHEC), one representative each from departments with international or global health activities (i.e., Anatomy, Biochemistry and Physiology, Family Medicine, Internal Medicine, Pediatrics, Psychiatry, Tropical Medicine, Microbiology, and Pharmacology), a faculty or staff member from the Office of Global Health and International Medicine, and the Director of the Office of Global Health and International Medicine, who shall serve as the committee chair. An annual report will be prepared, but no meeting minutes will be posted publicly.

## **13. Student Outreach Committee**

The JABSOM Student Outreach Committee (SOC) aims to bring together individuals and offices whose concern is the development of a diverse and vibrant medical and scientific workforce that meets the needs of the local communities of Hawai'i and the Pacific Basin. Membership of the SOC may include but is not limited to those nominated by the Department, Program, or group they represent and are approved by the Dean: the Area

Health Education Center; the JABSOM Office of Admissions; the 'Imi Ho'ola Post Baccalaureate Program; the Native Hawaiian Center of Excellence; Medical Technology; the JABSOM Graduate Programs (Developmental Reproductive Biology, Cell and Molecular Biology, Tropical Medicine, Quantitative Health and Clinical Research, Speech-Language Pathology); and representatives of other JABSOM STEM-focused offices and programs such as IDeA Networks of Biomedical Research Excellence (INBRE); the Pacific Center for Genome Research; and the Pathways for the Advancement of Pacific Islanders (PAPI). A representative of the University of Hawaii Pre-Health Advising Center will also be included on the committee.

Programs and activities of the JABSOM SOC may include community outreach and pathway activities that seek to raise awareness of the MD Program, graduate programs, Medical Technology, Communication Sciences Disorders, and other post-baccalaureate programs. The committee may, at its discretion, assign speakers, stage conferences, prepare informational media, conduct tours, and engage in other activities meant to educate prospective students as well as the general public about the programs available at JABSOM. No minutes will be publicly posted.

#### **14. Professionalism Advisory Committee**

The JABSOM Professionalism Advisory Committee (JPAC) reviews and recommends processes and curricula that will enhance the attainment of the professionalism philosophy by all learners, staff, and faculty. The committee is advisory to the Associate Deans, Dean, Directors of the OME, OSA, GME, and Faculty Affairs. The committee does not investigate, rule upon, or discipline employees or learners. Committee recommendations will be reviewed by the relevant leadership and committees for any further action or changes to curriculum, policies, or processes. The committee will:

- Promote the JABSOM Professionalism Philosophy.
- Work in synergy with other initiatives to promote psychological safety to achieve the JABSOM mission areas and promote diversity, opportunity, and equity within all programs.
- Evaluate feedback and recommend actions using a framework of quality improvement and patient safety.
- Acknowledge and highlight best practices or examples of professionalism in individuals or groups.
- Respect and not duplicate or influence existing processes for professionalism assessments, appeals, or grievances.
- Incorporate a community and/or patient perspective into discussions and recommendations.
- Communicate recommendations to the ADAA, who will then engage other appropriate leadership and committees for further review and action. Meet at a minimum twice a year and on an ad hoc basis.

The Committee comprises peer-selected student Professionalism Officers from each medical school class, self-nominated/peer-nominated or peer-selected representatives of undergraduate and graduate students, staff, undergraduate program faculty, graduate program faculty, and MD program faculty including a pre-clerkship course director, clerkship course director, admissions representative, non-compensated clinical faculty, problem-based learning tutor, and learning community mentor. In addition, the Ombudsman, Director of

Organizational Resiliency, and a representative from the Office of Risk and Clinical Affairs will be members of this committee. Ad hoc members may include a resident or fellow representative, social work representative, pharmacy representative, nursing representative, department chair, and retired physician, as well as any guest deemed necessary by the committee. Quorum is reached with a minimum of six faculty and two student members.

Ex-officio members include the ADAA, faculty representative of the OSA, and a representative from Human Resources. Committee members (except students) will serve staggered three-year terms. Faculty can be reappointed to additional terms, based upon their engagement discussion between the Chair of the committee and the ADAA. The Chair of the committee will be determined by the ADAA. The Chair of the committee will be determined by the ADAA. Minutes are taken but will not be posted publicly.

#### **15. Coordinating Committee on Opportunity, Diversity, and Equity (C-CODE)**

The Coordinating Committee on Opportunity, Diversity, and Equity (C-CODE) supports institutional strategic priorities relevant to ODE and provides enhanced coordination, communication, and recommendations for initiatives and activities related to diversity and inclusion.

- The committee reports to the ADAA, who will then engage other appropriate leadership and committees for further review and action.
- This institution-wide committee is co-chaired by the JABSOM Diversity Officer and a faculty member designated by the ADAA.
- Members include both appointed and self-nominated/peer-nominated/peer-selected faculty, staff, and student or resident representatives from fundamentals of health science and clinical departments as well as units and programs within JABSOM.
- The Committee comprises eight voting members for a quorum: Co-Chairs and six faculty members (at least three who are at the rank of associate professor or higher).

C-CODE subcommittees are focused on the following priority areas:

- 1) Community Engagement and Improving Patient Care to Diverse Populations
- 2) Curricular Innovations for ODE - non-clinical and clinical learners
- 3) Professional Development/Training in ODE for Faculty & Staff
- 4) Recruitment and Retention of Diverse Students

The committee convenes at a minimum every quarter to provide learning opportunities, share progress, and evaluate and endorse best practices and national standards that will assist JABSOM with achieving its ODE goals and objectives. Minutes are taken but will not be posted publicly.

## **Article VI: 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 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 faculty shall be held - preferably in the fall. Special faculty meetings may be called by the Dean or the Faculty Senate President with the concurrence of a majority of the Faculty Senate members. Notice of a special meeting, specifying its purpose, shall be provided to all faculty in advance of such a meeting.

### **3. Quorum**

Ten percent of the voting faculty shall constitute a quorum at annual, general or special meetings of the 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 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/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 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 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 JABSOM 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 07 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 the Faculty Senate on March 19, 2020  
Approved by the Executive Committee on March 20, 2020  
Adopted by the Faculty on April 2, 2020  
Approved by the Faculty Senate on December 6, 2021  
Approved by the Executive Committee on December 6, 2021  
Adopted by the Faculty on December 8, 2021  
Approved by the Faculty Senate on April 27, 2023  
Approved by the Executive Committee on April 21, 2023  
Adopted by the Faculty on May 5, 2023  
Approved by the Faculty Senate on February 26, 2024  
Approved by the Executive Committee on March 15, 2024  
Adopted by the Faculty on May 6, 2024

Approved by:

  
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Lee Ellen Buerconsejo-Lum, MD, FAAFP  
Interim Dean and Professor  
Barry and Virginia Weinman Endowed Chair

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May 14, 2024  
Date