I. PURPOSE

Purpose

The Medical Student Promotions Committee (the Committee) is a standing committee of the School of Medicine and an institutional body responsible for oversight of all medical students’ progress and promotion throughout all years of the medical curriculum with the explicit interest of the public trust in mind. It will consider issues regarding students forwarded by the Preclerkship and Clerkship Student Assessment and Formational Committees. Students may also be discussed without prior consideration at the Student Assessment and Formational Committee level if warranted. Such cases can be forwarded by course directors or educational administrators. The Committee is responsible for making decisions that include but are not limited to whether a student needs to repeat a year, to take a leave of absence from medical studies, or to be separated from the School of Medicine. The Committee may also institute academic and professional probation or other statuses detailed in Medical Student Promotions Policy (MSPP015). Finally, the Committee will review each student’s records at the end of their four year curriculum, including required and elective work. Those who have satisfactory records and are judged by the Committee to have demonstrated evidence of personal fitness for a career in medicine will be recommended to the Advisory Board of the Medical Faculty for the degree of Doctor of Medicine.

II. MEMBERSHIP

Membership

The Committee is constituted of both voting members and non-voting, ex-officio members. Voting members will include one individual each from the following departments: Internal Medicine, Surgery, Pediatrics, Obstetrics and Gynecology, Neurology, Psychiatry, and Emergency Medicine. In addition, representatives from three basic science departments and one clinical department not listed above will be appointed by the Vice Dean for Education and serve for three-year terms. Course directors of required courses are not eligible to serve on the Committee. The Committee may invite guests as appropriate to provide information.

Ex-officio, non-voting members are:

- Vice Dean for Education—Chair of the Committee (votes only to break a tie)
- Associate and Assistant Deans for Undergraduate Medical Education
• Associate and Assistant Deans for Medical Student Affairs
• Associate Dean and Registrar
• Director and Associate Director, Colleges Advisory Program
• Director, M.D./Ph.D. Program

III. RECUSAL

Recusal

There may be circumstances where a conflict of interest exists such that a voting member’s ability to consider a student’s promotion may be influenced, or may give the appearance of potentially being influenced, by a relationship between the voting member and the student or other circumstances.

Voting members must make the Vice Dean for Education (Chair) aware in writing of any real or potentially perceived conflict of interest, specify the nature of the conflict, and indicate whether or not they believe that they can evaluate the student impartially. The Chair will review the reported conflict or potential for a perceived conflict and decide whether the voting member can sit on the Committee for student promotions or whether the Committee member must be recused and replaced with an alternative from that department.

IV. MEETINGS

Meetings

The Committee will hold regular standing meetings quarterly beginning in the fall of each academic year. Regular meeting dates will be established and distributed prior to the beginning of each academic year. In addition, special meetings of the Committee may be called if there are issues relating to student promotions that require urgent attention before the next scheduled meeting. Fifty percent of voting members must be present in order to conduct a meeting.

The names of all students to be discussed will be distributed at least one week prior to the meeting in which they will be discussed. Prior to the meeting, the Office of Medical Student Affairs will notify each student that they will be discussed and informed of the reason for that discussion. Students will be asked to appear before the Committee if they are possibly facing an adverse action and may be accompanied by a faculty advisor. Students and advisors may not be present for any other portion of the meeting including discussions of other students, deliberations, and votes.

The Director of the Colleges Advisory Program (CAP) will notify the CAP advisor of each student who will be discussed.

V. VOTING PROCEDURES

Voting Procedures

Vote will be by a show of hands. A simple majority is required to pass any motion. In the event of a tied vote, the Vice Dean for Education will vote to break the tie.

VI. MINUTES

Minutes

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The Associate Dean and Registrar or a designee will take minutes at the meeting which will be reviewed by the Associate Dean and Registrar and the Associate Dean for Medical Student Affairs. Typed minutes shall be kept in the Registrar’s Office. All Committee discussions and minutes are confidential.

VII. DECISIONS

Decisions

Decisions of the Committee will be communicated to students by the Associate Dean for Medical Student Affairs or a designee. The decisions available to the Committee are described in the Medical Student Promotions Policy.

VIII. APPEALS

Appeals

Any student whose standing or continuation in the school is affected by an adverse decision of the Committee may appeal the decision to the Dean of the School of Medicine in written form within 15 business days after being notified of the decision. The Dean’s decision will be based upon a review of the integrity of the process and their decision will be final.

IX. CHANGES TO THESE BYLAWS

Changes to These Bylaws

From time to time, it may be found necessary to change these bylaws in order for the Committee to better fulfill its charge. Any proposed changes to the bylaws will be presented as an information agenda item at a regular meeting of the Undergraduate Medical Education Policy and Curriculum Committee, and presented as an action item requiring a vote at the next regular meeting of said committee. If the vote results in changes to these bylaws, this will be reflected in the meeting’s minutes and a revised copy of the bylaws will be made available.