BYLAWS
Of The
EMORY UNIVERSITY SCHOOL
OF MEDICINE
CURRICULUM COMMITTEE
Adopted …

ARTICLE I
Authorization

In accordance with the Bylaws of Emory University, the following Bylaws are adopted to govern the organization and procedures of the Curriculum Committee of the Emory University School of Medicine.

ARTICLE II
Officers

The Chair or Co-Chairs of the Curriculum Committee shall be those Dean(s) of Medical Education appointed by the Dean or the Dean’s designee(s). These appointive officers shall perform the duties usually pertaining to their positions.

ARTICLE III
Committees

Section 1. Curriculum Committee.

A. Jurisdiction and Functions. The Curriculum Committee is the committee responsible for the oversight, management and periodic review of the entire undergraduate medical curriculum. It may consider, take positions and determine policy on any matter concerning the undergraduate medical education program. The Curriculum Committee will consist of an Executive Committee and Standing Sub-Committees that report to the Executive Committee. In conducting its business, the Curriculum Committee may also appoint ad hoc sub-committees, which may be composed of members of the Curriculum Committee, or non-members or a combination thereof.
B. Membership.

a) Faculty. Members will be faculty members who hold regular appointments at the ranks of professor, associate professor, or assistant professor on the tenure, clinical or medical educator and service tracks in the School of Medicine and who are appointed by the Dean or the Dean’s designee(s). Calls for interested faculty members to serve on the committee will be distributed school-wide as needed.

b) Students. Student members will be those students in good academic standing in the School of Medicine who are selected from the student body by the Chair or Co-Chairs of the Curriculum Committee. New student members will be appointed following interviews of candidates drawn from a list of students who respond to calls for students interested in serving.

c) Terms. All faculty members of the Curriculum Committee shall be appointed at the discretion of the Dean. Students may serve from the time of their appointment until their graduation at the discretion of the Chair or Co-Chairs of the Curriculum Committee.

Section 2. Executive Committee.

A. Jurisdiction and Functions. The Executive Committee is the final decision-making body of the Curriculum Committee.

B. Membership. The Executive Committee shall consist of nine faculty members appointed by the Dean or the Dean’s designee(s), each of whom act as Chair of one of the Standing Sub-Committees, and one of the student co-chairs of the Student Sub-Committee selected by the members of that sub-committee. If this student is absent from Emory for valid academic reasons such as a visiting elective or residency interview they may nominate the co-chair of the Student Sub-Committee to attend in their place in a voting capacity, or another member of the Student Sub-Committee to attend in their place in a non-voting capacity. The Executive Associate Dean of Medical Education and Student Affairs (EAD - the senior appointee of the Dean charged with supervision of the undergraduate medical curriculum) and the designees of the EAD will attend meetings as ex-officio non-voting members of the committee.

C. Meetings. The Executive Committee shall schedule meetings throughout the year and meet at least 10 times per academic year. Meetings may be convened either by the Chair or Co-Chairs of the Curriculum Committee or by the Dean or the Dean’s designee(s). Members of the Committee may convene a meeting upon a petition to the Chair or Co-Chairs.

D. Voting. Voting members of the Executive Committee are the faculty and student members not including the Chair(s) and ex officio members. Any action taken by the committee will require a quorum of 50% plus one voting member, and a simple majority of the voting members present.
Section 3. **Standing Sub-Committees.**

A. **Definition and Jurisdictions.** The Standing Sub-Committees of the Curriculum Committee shall be:

a) **Foundations.** Oversight of curricular content and instructional delivery and management of educational policies in courses occurring during the Foundations phase of the curriculum.

b) **Required Clerkships.** Oversight of curricular content and instructional delivery and management of educational policies in required clerkships during the Applications & Translations phases of the curriculum.

c) **Discovery and Medical Scholarship.** Oversight of curricular content and instructional delivery and management of educational policies pertaining to the students ability to critically analyze, apply and produce medically relevant scholarship, including activities during the Discovery phase of the curriculum.

d) **Electives and Capstone.** Oversight of curricular content and instructional delivery and management of educational policies in electives and the Capstone phase of the curriculum.

e) **Transitions and Integration.** Coordinates curriculum development, instruction, assessment, and evaluation longitudinally to achieve program outcomes.

f) **Program Evaluation.** Define the evaluation process and procedures for the overall education program and its individual components.

g) **Student Assessment.** Define student assessment methods and policies for the overall education program and its individual components.

h) **Educational Development.** Organize programs related to educational development for all faculty members involved in the undergraduate medical education program.

i) **Information and Instructional Technology.** Oversight of information and instructional technology and management of policies as required in the education program.

j) **Students.** Collect and review student feedback about curricular and programmatic issues.
B. Membership. With the exception of the Transitions and Integrations Sub-Committee and the Students Sub-Committee, each Standing Sub-Committee shall consist of a Chair who is a member of the Executive Committee, seven faculty members and a student who is a member of the Students Sub-Committee. The Transitions and Integrations Sub-Committee shall consist of a Chair who is a member of the Executive Committee, eight faculty members and a student who is a member of the Students Sub-Committee. The Chair or Co-Chairs of the Curriculum Committee will be responsible for the assignment of faculty members and students to Sub-Committees. Each faulty member will serve on two Sub-Committees. A schematic of the membership structure of the Curriculum Committee, the Executive Committee and its Standing Sub-Committees is included in the addendum. In addition, a designee of the EAD will attend as an ex-officio, non-voting member of each Sub-Committee.

C. Student Sub-Committee. The Chair or Co-Chairs of the Curriculum Committee shall appoint student members. Two students will serve as Co-Chairs. One will be chosen by members of the Student Sub-Committee to sit on the Executive Committee while the other will sit on the Transitions and Integration Sub-Committee.

D. Meetings. Each Standing Sub-Committee shall have regularly scheduled meetings and meet a minimum of 10 times each academic year. The Chair shall convene meetings upon his or her own initiative, or upon petition to the Chair by voting members of the Sub-Committee.

E. Voting. Voting members of each Sub-Committee are the faculty and student members not including ex officio members. Any action taken by a Standing Sub-Committee will require a quorum of 50% plus one voting members, and a simple majority of the voting members present.

F. Functions. The functions of the Standing Sub-Committees shall be as follows:

(a) A Standing Sub-Committee will be responsible for any matter pertaining to undergraduate medical education placed before it by the Executive Committee.

(b) A Standing Sub-Committee may submit any matter pertaining to undergraduate medical education to the Executive Committee for its consideration.

(c) In the conduct of its business, any Standing Sub-Committee may appoint ad hoc subcommittees, which may be composed of members of the Standing Committee or non-members or a combination thereof.
Section 4. Ad Hoc Sub-Committees.

The Dean, his designee, or the Chair(s) of the Curriculum Committee may create ad hoc sub-committees from time to time as these may become necessary for proper transaction of business and supervision of the undergraduate medical curriculum of the Emory University School of Medicine, provided that the purpose of any such committee does not fall within the jurisdiction of an existing Standing Committee. The Dean shall consult with the Curriculum Committee concerning any ad hoc sub-committee's purpose and membership before appointing it, shall regularly inform the Curriculum Committee of its activities, and shall consult with the Curriculum Committee before taking any action based on its findings. No ad hoc sub-committee shall be appointed for a term longer than two calendar years.

ARTICLE IV

Communications and Records

The Chairs of the Standing Sub-Committees shall report any actions taken by their committees, and any recorded votes, at the next meeting of the Executive Committee.

The Chair or Co-Chairs of the Curriculum Committee and the Chairs of its Standing Sub-Committees shall be responsible for ensuring that administrative staff keep accurate records of all meetings and make available to all members of the faculty and students of the School of Medicine a brief, itemized report of the actions taken by their committees, and of any recorded votes, as soon as possible after a meeting.

ARTICLE V

Parliamentary Authority

The rules contained in Roberts' Rules of Order, Newly Revised, shall govern the Curriculum Committee and its Standing Sub-Committees, in all cases to which these rules are applicable and in which they are not inconsistent with the Bylaws of Emory.

ARTICLE VI

Amendments
ADDENDUM

A. Schematic of Committee Membership Structure.