

Policy on Structure and Function of the Committee on Student Promotions

I. PURPOSE

The Committee on Student Promotions is a standing faculty committee at UPSOM. It is charged to review medical student academic progress and to provide fair and consistent rulings on questions about student progress, remediation, and ultimately, awarding of the Doctor of Medicine degree.

II. SCOPE

This policy applies to:

- Medical students

III. POLICY

This policy describes the structure and function of the Committee on Student Promotions.

The sections of this policy are:

- Committee Membership
- Committee Chair Election
- Meeting and Promotion Schedule
- Decision-making Authority
- Key Aspects of Procedure
- Recusal and Preventing Conflicts of Interest
- Grading Responsibilities and Faculty Recommendations
- Communication with Students
- Academic Observation and Dismissal
- Class Standing
- Satisfactory Progress of the Student Body
- Minutes Review

Committee Membership

The Committee on Student Promotions shall consist of elected members, ex-officio members, and one representative from each of the following key portions of the Foundations, Clerkships, and Bridges curriculum segments:

Blocks and Sections of Blocks

Anatomy

Keystone Fundamentals

Patient Centered Care

Patient, Physician and Society and Evidence Discovery and Reasoning

Longitudinal Research Project

Community Alliance Program

Longitudinal Alliance Program

Cardiology, Renal, Pulmonology

Digestion and Nutrition; Rheumatology; Dermatology

Endocrinology; Reproduction, Sexual Health, and Gynecology; Musculoskeletal

Neuroscience, Psychiatry, Oncology

Clerkships

Adult Inpatient Medicine

Adult Outpatient Medicine

Anesthesiology

Family Medicine

Neurology

Obstetrics and Gynecology

Psychiatry

Pediatrics

Specialty Care (position will be sun-downed on completion of legacy curriculum)

Surgery

Each of these committee members and an alternate shall be selected by the block or clerkship faculty and the representative will have one vote at each meeting of the Promotions Committee.

The Associate Dean for Student Affairs will review and approve the representatives who are proposed to represent each block and clerkship based on the above specifications. The term of service is two years and may be renewed repeatedly.

Additional members of the Committee are selected by faculty vote. Elected members serve for two years and may run for up to one additional term.

Elected Members

Elections will be held annually for two members from the School of Medicine full-time faculty, leading to overlapping two-year terms for the elected members.

Candidates must self-nominate, following the process described in the Election Procedures.

Ex-Officio Members

The Associate Dean and Assistant Dean for Student Affairs; the Associate Deans for Student Research; the Assistant Dean for Medical Education for the Foundations Phase; the Associate Dean for Admissions & Financial Aid; the Associate Dean for Diversity, Equity and Inclusion; and the Advisory Deans, shall be ex-officio members without vote.

Committee Chair Election

The Chair and Vice Chair of the Committee shall be elected by its members annually at the final meeting of the academic year. Two-thirds of the eligible members or their alternates for an individual meeting shall constitute a quorum for the election of the Chair.

Meeting and Promotion Schedule

Meetings should be scheduled and announced at least two weeks in advance. Notices will be sent to the Primary members. It is their responsibility to notify their alternate if they are unavailable to attend and to have available at the meeting any additional material concerning student performances which they consider pertinent.

Meetings are to be held at varying times of the year for the purpose of officially promoting each class of students, based on academic performance and/or to recommend disposition of unsatisfactory students to correct their deficiencies. The usual meeting schedule includes a meeting in each of November, February, April, June, and July. Special meetings may be called at the discretion of the committee chair, or at the request of three members of the committee.

Decision-making Authority

The final decisions concerning promotion and dismissal properly rest with the faculty, as represented by the Committee on Student Promotions.

Key Aspects of Procedure

Two-thirds of the eligible members or their alternates for an individual meeting shall constitute a quorum.

Attendance will be recorded.

A Committee member must recuse themselves from voting on a student matter if they have previously submitted a failing grade about the student, whether it was in their capacity as a course director or as an individual assessor; or if they perceive that they have any other basis for a conflict of interest (for example, they serve as the student's research mentor or specialty advisor).

When a quorum is present and recused members are identified, ten (10) eligible votes are necessary for action to be taken by the Committee.

Decisions by the committee for dismissal of a student shall require approval by two-thirds (2/3) of the members of the committee present and eligible to vote.

Decisions by the committee for remediation, repeating course work, repeating the academic year, or promotion shall be passed by simple majority of the members of the committee present in voting.

The Office of Student Affairs is to set up the meetings, keep the records, and provide the necessary data to the Committee members, alternates and interested faculty at the time of the meetings and wherever possible prior to the meetings to assist them in making decisions.

Grading Responsibilities and Faculty Recommendations

The faculty of each Curriculum section or course will determine whether a student's performance in that section/course is satisfactory. Failing grades should be communicated to students and discussed with them by a representative of the faculty of that section/course.

Grades must be assigned and failing grades discussed with individual students prior to a failing student's academic progress being discussed at the Committee on Student Promotions.

This committee will uphold the Policy on Academic Remediation: Foundation Curriculum.

Communication with Students

A student who is brought up before the Committee on Student Promotions because of deficiencies should be interviewed prior to the meeting by the Associate Dean or Assistant Dean for Student Affairs. The purpose of such an interview is to gather information about the reasons for the failure, whatever extenuating circumstances exist, etc., in order to assist the committee in its decisions.

Students to be discussed at any Promotions Committee meeting, for whatever reason, must be notified by the Associate Dean for Student Affairs. The student must submit a letter to the committee prior to the meeting (which will be circulated to the members). Students must be available to meet with the committee during the time of the meeting should the student or the committee request a real time dialogue.

Students will be notified in writing by the Associate Dean for Student Affairs of the decision voted upon by the committee.

A student may elect to bring one UPSOM faculty member with them to their meeting with the Committee on Student Promotions, to support their discussions with the Committee.

Academic Observation and Dismissal

A student who is on academic observation from the previous year is removed from this status when they successfully complete their current year (i.e., has no deficiencies) unless there is a second deficiency.

A student who has failed the same Curriculum section/ course twice shall be discussed by the

Committee on Student Promotions to confirm dismissal as per UPSOM and University policies.

Satisfactory Progress of the Student Body

The minutes of the April, June, and July meetings of the Committee on Student Promotions shall indicate that all students who have not been otherwise discussed have been reviewed and found to be making satisfactory progress.

Minutes Review

The procedure for review of the minutes of the committee meetings will be as follows:

- Review of rough draft minutes by Chair
- Distribution of minutes to committee members by the Office of Student Affairs
- Approval of minutes at the subsequent meeting by full committee
- Submit a copy of the minutes to the Associate Dean for Student Affairs by the staff of the Office of Student Affairs

IV. POLICY AUTHOR(S)

- Office of Student Affairs
- Office of Medical Education
- Members of the Committee on Student Promotions

V. RELATED POLICIES AND PROCEDURES

- Policy on Academic Observation
- Policy on Academic Remediation
- Policy on Academic Remediation: Foundation Curriculum
- Policy on Appeals of Decisions by the Committee on Student Promotions
- Policy on Leave of Absence
- Policy on Requirements for Granting of the MD Degree
- Policy on Standards for Performance and Academic Progress
- Policy on Technical Standards
- Policy on Time Limitations for Completing Portions of the MD Degree Program
- Policy on USMLE Examinations

VI. REFERENCES

LCME Standard 9.9:

- Student Advancement and Appeal Process

A medical school ensures that the medical education program has a single set of core standards for the advancement and graduation of all medical students across all locations. A subset of medical students may have academic requirements in addition to the core standards if they are enrolled in a parallel curriculum. A medical school ensures that there is a fair and formal process for taking any action that may affect the status of a medical student, including timely notice of the impending action, disclosure of the evidence on which the action would be based, an opportunity for the medical student to respond, and an opportunity to appeal any adverse decision related to advancement, graduation, or dismissal.

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- LCME Standard 10.3: Policies Regarding Student Selection/Progress and Their Dissemination:

The faculty of a medical school establish criteria for student selection and develop and implement effective policies and procedures regarding, and make decisions about, medical student application, selection, admission, assessment, promotion, graduation, and any disciplinary action. The medical school makes available to all interested parties its criteria, standards, policies, and procedures regarding these matters.

VII. APPROVALS

Dean, School of Medicine, originally approved December 30, 2018. Revisions approved December 16, 2019; November 21, 2023.

Committee on Student Promotions, revision approved September 14, 2023.

Education Policy Council, revision approved October 23, 2023.

Executive Committee, revision approved November 1, 2023.

Procedure for Student Presentation

The Associate Dean for Student Affairs will present each student as followed:

- 1) Date of matriculation.
- 2) Academic Progress to date.
- 3) Issue up for discussion.
- 4) The student's photo will not be shared in the attached documentation to mitigate potential implicit bias activation.
- 5) Pre-matriculation academic performance will be presented only upon request by the committee.

Committee on Student Promotions' Election Procedure:

The Committee on Student Promotions seeks representation from a broad array of faculty, to enhance the quality of its work and to assure that multiple viewpoints are represented.

The election process will proceed every year as follows:

1. The Vice Dean will, with the help of the Chair of the Promotions Committee and the Associate Dean of Student Affairs, solicit nominations for the elected positions. Nominations will come from individual faculty members themselves, peers, or UPSOM leaders (e.g., department chairs or course directors). We will seek to recruit faculty from diverse backgrounds.
2. The Vice Dean will vet the nominations to assure that prospective members have appropriate experience:
 - a. a role in the medical school curriculum
 - b. at least one year of experience at UPSOM
3. The call for nominations will begin in the early summer (i.e., July 1) with a slate of candidates proposed to the Vice Dean by August 15.

4. The Vice Dean will conduct the election using the Pitt online system, during the late summer-early autumn (i.e., August-September).
5. Election results will be sent to the Chair of the Promotions Committee and the Associate Dean for Students Affairs; the Associate Dean for Student Affairs will inform the winners and report the new members to the full committee. This will take place by the end of September.
6. Faculty who do not win the election may put themselves forward again, either for election in two years, or as a nominee to the committee at any other time.

Remediation Guidelines (referencing the 2023 Policy on Remediation):

Reference Guidelines: The following table summarizes the usual approaches that may be selected for specific situations:

	Keystone Fundamentals	Organ Systems
Assessments Expectations	Students must attain the passing threshold on each of the 3 exams individually in order to pass the course	Students must attain the passing threshold on the summative exam in order to pass the course For twinned OS courses with a common summative exam, the grading threshold applies to content for each <u>organ system content area</u> rather than to a single score for the summative exam as a whole
Remediation Timelines	Exams must be successfully remediated by end of January	Remediation of Spring semester exams must be completed by July 15 Remediation of Fall semester exams must be completed before the start of the pre-clerkships course
Unsatisfactory, 1 exam	Student consults with Assistant Dean for Foundations Case-by-case, the student may be encouraged to remediate exam in a Flex week or later Not referred to the Committee on Student Promotions unless remediation expectations are not achieved	Same as Keystone Fundamentals
Unsatisfactory, 1 non-remediated exam plus successfully remediated exam(s)	As above	Same as Keystone Fundamentals
Unsatisfactory, 2 non-remediated exams	Student referred to the Committee on Student Promotions for consideration of the individual's	Student referred to the Committee on Student Promotions for consideration of the individual's particular circumstance and academic observation

(inclusive of Unsatisfactory scores on remediation attempts)	particular circumstance and academic observation	
Unsatisfactory, 3 exams (inclusive of remediation attempts)	<p>Student referred to the Committee on Student Promotions for consideration of the individual's particular circumstance</p> <p>Students referred to the Committee on Student Promotions for consideration of repeating Keystone Fundamentals</p>	<p>Student referred to the Committee on Student Promotions for consideration of the individual's particular circumstance</p> <p>Students referred to the Committee on Student Promotions for consideration of repeating relevant Organ Systems (Spring and/or Fall) accordingly</p>