



Policy Title: Professionalism & Promotions Committee

Accountable Dean(s) or Director(s):

Associate Dean for Admissions & Student Affairs

Reviewed By:

Professionalism & Promotions Committee

Approval Body:

Executive Faculty

RELEVANT LCME STANDARD:

9.9 Student Advancement & Appeal

POLICY STATEMENT AND PURPOSE:

This policy outlines the charge and composition of the medical student promotions committee, as well as the recusal process for committee members who have a conflict of interest in cases involving adverse student decisions.

POLICY GUIDELINES:

The **Professionalism & Promotions Committee (PPC)** is a standing committee of the Executive Faculty as codified in the Tulane School of Medicine General Medical Faculty Bylaws. The authority of the PPC includes recommending academic standing and advancement decisions to the Dean and Executive Faculty and taking action with regards to course remediation.

I. Functions

- a. Evaluates student performance in all courses/rotations and on licensing exams.
- b. Identifies students experiencing academic challenges and is empowered to take action regarding course remediation strategies. While the remediation recommendations of the respective course/clerkship director will be the primary consideration, the PPC may recommend an improvement plan, develop more comprehensive longer-term remedial plans, or recommend appropriate disciplinary action.
- c. Reviews and makes recommendations concerning a suitable course of study following a leave of absence. Also reviews all petitions to return following a leave of absence and makes a recommendation as to whether or not the student may resume medical studies.
- d. Adjudicates student grade appeals should they move beyond the level of the course director and department chair and makes a recommendation to the Executive Faculty.

- e. Reviews alleged student breaches in professional behavior and recommends appropriate action to the Executive Faculty.
- f. Recommends the dismissal of a student from the School of Medicine for academic reasons and/or conduct violations to the Executive Faculty.
- g. Reviews and recommends policy updates and changes to academic and non-academic student performance standards to the Executive Faculty.
- h. Reviews all students for graduation and recommends award of the MD degree to qualified students to the Executive Faculty.

II. **Membership**

- a. 15 Voting members
 - i. 12 faculty (6 basic science, 6 clinical science) who are involved in the education of medical students. Four of each category are appointed by the Dean and two of each category are elected by the General Medical Faculty.
 - 1. Elected faculty serve 3-year terms.
 - 2. Appointed faculty serve 1-year terms.
 - ii. 3 student members: President of the Medical Student Government, President of the Honor Board, and President of the senior class.
- b. Non-voting ex-officio members include: the Dean for Admissions and Student Affairs, the Dean for Medical Education & Academic Affairs, the Dean for Clinical Education, the Dean for Basic Science Education, the Dean for Equity, Diversity, & Inclusion, the Director of Student Support and Wellness, Learning Specialists, Dean for Admissions, Director of Admissions, Course/clerkship directors not elected or appointed to the committee, and the Registrar. Other members may serve as invited guests as appropriate if approved by the PPC Chair.
- c. The Chair of the PPC is nominated by the Associate Dean of Admissions & Student Affairs from the pool of full-time faculty members at the SOM. The Chair is appointed for a 3-year term by the Dean.

III. **Meetings**

- a. The PPC generally meets monthly.
- b. A quorum is defined as 50% or greater of voting members.
- c. Decisions require a majority vote of those in attendance. If needed, the PPC may hold a vote by email or other electronic means.
- d. The Chair votes only in the case of a tie.
- e. If the committee chair is unable to attend, they will designate an acting chair from among the ex-officio members for that meeting only.

IV. **Recusal Policy**

All persons participating on the student promotions committee must recuse themselves for any conflict of interest regarding individual students facing an adverse decision related to advancement, graduation, or dismissal. Recused members will not participate in committee deliberations or vote on any potential administrative action.

Conflicts of interest include:

- Course/clerkship directors who have taken an action (e.g., awarded a failing grade) that contributes to the current adverse action
- Faculty who currently serve or previously served as the student's academic advisor or mentor
- Clinical faculty who have provided healthcare to a student being reviewed
- Other circumstances that the school deems as a conflict of interest

LAST REVIEW DATE/APPROVAL:

Professionalism & Promotions Committee: 10/01/24

Executive Faculty: 10/15/24

REVIEW CYCLE:

Every 3 years