



**Policy Title:** Professionalism & Promotions Committee

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**Accountable Dean(s) or Director(s):**

Associate Dean for Admissions & Student Affairs

**Approval Body:**

Professionalism & Promotions Committee

**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 PPC is charged with monitoring student progress from matriculation to graduation and is the decision-making entity with regards to student promotion, remediation, and dismissal.

**I. Functions**

- a. Evaluates student performance in all courses/rotations and on licensing exams.
- b. Identifies students experiencing academic challenges and takes action regarding course remediation strategies. While the remediation recommendations of the respective course/clerkship director will be the primary consideration, the PPC may decide to develop a more comprehensive remedial plan or take disciplinary action.
- c. Reviews and makes decisions concerning a suitable course of study following a leave of absence.
- d. Adjudicates student grade appeals should they move beyond the level of the course director and department chair.
- e. Reviews alleged student breaches in professional behavior and takes appropriate action.
- f. Makes decisions regarding the dismissal of a student from the School of Medicine for academic reasons and/or conduct violations.
- g. Reviews and approves policies relating to academic and non-academic student performance standards.
- h. Reviews all candidates for graduation and approves award of the MD degree to qualified students.

## 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 Academic Excellence and Community Engagement, 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, the Registrar, and the Records coordinator. 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: 07/01/25

**REVIEW CYCLE:**

Every 3 years