

University of Missouri School of Medicine  
Bylaws of the Council on Evaluation  
May 2022

**Article I. Name**

This Council shall be known as the Council on Evaluation of the School of Medicine, University of Missouri—Kansas City (COE).

**Article II. Purpose**

The purpose of the COE is to provide ongoing assessment of student performance.

**Article III. Guiding Principles**

- To promote fairness and objective decisions affecting student academic success with due process according to Council policy.
- To promote competence, including professionalism, among medical students.

**Article IV. Council Responsibilities**

The COE functions as a recommending body to the Coordinating Committee and the Dean of the UMKC School of Medicine. Responsibilities of the COE are:

1. Certify that students have met School of Medicine criteria for promotion and graduation.
2. Recommend student continuation, promotion and/or separation according to Council policy.
3. Evaluate and advise on issues involving student behavior problems or performance.
4. Develop and recommend policies relevant to assessment of student performance.
5. Maintain student academic records following accreditation standards.

## Article V. Membership

### Section 1.

The voting membership of the COE shall be limited to eighteen (18) members as described in the following table:

Member	Category	Voting	Selected/Elected	Term
1	Chair	Yes	Appointed	5 yrs.
1	Chair Elect	No	Ex-Officio	1 yr.
1	Vice Chair	Yes	Appointed	2 yrs.

Member	Category	Voting	Selected/Elected	Term
1	Docent/Alternate Docent	Yes	Elected	5 yrs.
1	Humanities/ Social Sciences Faculty	Yes	Elected	5 yrs.
2	Basic Sciences Faculty	Yes	Elected	5 yrs.
2	Physician Faculty	Yes	Elected	5 yrs.
2	Medical Students (Yr. 3 – 6)	Yes	Elected	1 yr.
1	Medical Student (Yr. 2)	No	Elected	1 yr.
1	St. Luke’s Clinical Scientist	Yes	Appointed	1 yr.
3	Dean’s Appointment	Yes	Appointed	1 yr.
1	Peer Counselor	No	Ex-Officio	5 yrs.
1	Associate Dean/ Student Affairs (or designee)	No	Ex-Officio	
1	Associate Dean/ Diversity & Inclusion	No	Ex-Officio	
1	Curriculum Representative	No	Ex-Officio	
1	Council Coordinator	No		

Section 2. Members must sign a Confidentiality and Conflict of Interest agreement prior to attending their first meeting.

Section 3. Membership in the COE is not transferable. Members of the COE may not serve simultaneously on either the Council on Curriculum or the Council on Selection.

Section 4. A member may resign at any time in writing to the Chair of the COE. Vacancies shall be filled according to the process outlined in Article VI--Elections.

Section 5. Members will automatically be removed from COE after three consecutive unexcused absences. Impeachment of elected members may occur by petition, supported by 2/3 of the members of the discipline represented, to the Chair of COE. Appointees may be removed by action of the Dean.

## **Article VI. Elections**

Section 1. Election to the COE is administered by the Office of Faculty Affairs using a secret ballot. Elections are decided by simple majority of the votes.

Section 2. Elected members shall serve a term of 5 years. Dean's appointees and medical students shall serve a term of one year. Terms of all members shall begin July 1 after the election or appointment.

Section 3. The voting student members are elected by the year 3-6 medical students and the year 2 medical student member is elected by the year 2 medical students. Elections are administered by the Office of Student Affairs by ballot and decided by simple majority vote.

Section 4. Dean's appointees may be reappointed annually to serve a total of three consecutive terms.

Section 5. Faculty members of the COE serve a 5 year term with an option of re-election, but a required break of 5 years before a third term. A total of 20 years is maximal service on the COE.

Section 6. In case of vacancy of an elected member, the Office of Faculty Affairs shall contact the runner-ups in declining order of votes in the preceding election. The first runner-up to accept shall automatically succeed. If no runner-up elects to serve, the Chair of COE shall recommend a replacement member with appointment by the Dean. The member filling the vacancy shall serve until the next regular election and will then be eligible to run for election for a full term.

## **Article VII. Operations**

Section 1. The presiding officer shall be the Chair of the Council. The Chair is appointed by the Dean for a term of five years, renewable for another five years. A Vice Chair shall be appointed by the Dean to perform the Chair's duties whenever s/he is unable to do so. A Chair-Elect shall be appointed by the Dean for the final year of the presiding Chair's term.

The Chair serves as a member of the Coordinating Committee.

Section 2. Meetings will be held monthly when needed and by special session. Quorum shall consist of a majority of members. Meetings shall be governed by Robert's Rules of Order.

Section 3. COE policies and procedures are contained in the COE Policy Manual and Guidelines.

Section 4. Ad Hoc committees may be convened by the Chair as deemed necessary.