

## **School of Medicine Graduate Council Bylaws**

### **Article I. Name**

This Council shall be known as the Council on Graduate Studies of the School of Medicine, University of Missouri-Kansas City.

### **Article II. Object**

The object of the SOM Council on Graduate Studies shall be to carry out the following responsibilities:

Section 1. Review and formulate appropriate recommendations relevant to policies regarding student admissions, curriculum, and student assessment, graduation, dismissal, and discipline of each program to assure quality, adherence to regulations of UMKC's School of Graduate Studies, and appropriate consistency across programs.

Section 2. Review and formulate appropriate recommendations relevant to decisions taken by a program's faculty regarding admission of individual students, curriculum, and progress and discipline of individual students to assure compliance with policy and due process where needed.

Section 3. Review and evaluate quality assurance findings and initiatives for program improvement.

Section 4. Review and formulate, as needed, medical school policy for faculty appointment to UMKC's Graduate/Doctoral Faculty, in accordance with the Operating Procedures for Graduate Education at UMKC<sup>1</sup>.

Section 5. Evaluate applications of medical school faculty for appointment to the Graduate/Doctoral Faculty.

Section 6. Assist in the development of new programs and assessment of existing programs in graduate studies and formulate appropriate recommendations concerning the new and existing programs.

Section 7. Review policies of the UMKC Graduate Council and recommend strategies and procedures for implementation.

### **Article III. Powers**

Section 1. The Council will review and may make recommendations to the Dean of the School of Medicine to approve or disapprove policies and/ or actions described above as the Council responsibilities.

<sup>1</sup>Operating Procedures and Structure for Graduate Education at the UMKC revised March 24, 2023.

Section 2. The Council makes final determinations regarding individual student academic progress.

Section 3. The Council may remand an item back to a program committee or faculty member for further consideration.

Section 4. The Dean of the School of Medicine, or the Dean's designee, will submit school decisions to the School of Graduate Studies, as appropriate, for final action according to policies of the School of Graduate Studies.

Section 5. Form standing or ad hoc committees to study matters related to graduate education at the School of Medicine.

## **Article IV. Council Membership & Structure**

Section 1. Members on the Council shall be medical school faculty who are actively involved with the graduate degree programs at the medical school and who are members (or are eligible and plan to be within one year) of the UMKC Graduate or Doctoral faculty. Graduate faculty from other UMKC units that contribute to the medical school's graduate programs may also be eligible for Council membership.

Section 2. All members on the council will be appointed by the Dean of the Medical School.

Section 3. The voting membership will consist of a chair and at least five medical school faculty; the Council roster should represent each graduate program. No more than one Graduate faculty from other UMKC units are eligible for Council membership.

Section 4. The Council members will serve three year terms, with an option for renewal of the same appointment for a consecutive three year term. The chair of the Council shall serve for a 7 year term renewable for an additional 7 years.

Section 5. Council membership shall not be transferable, vacancies will be filled through appointments by the SOM Dean.

Section 6. A member may at any time file his/her resignation from the Council by writing to the Council Chairperson.

## **Article V. Officers**

Section 1. The Officer shall be the Chairperson. The Chairperson shall be the Dean's representative on the Council. The Chairperson of the Council shall preside at all meetings. An Acting Chairperson shall perform the duties of the office of Chairperson whenever the Chairperson shall be unable to do so.

Section 2. The Chairperson shall serve as a member of the School of Medicine Coordinating Committee.

Section 3. The Chairperson shall serve on the UMKC School of Graduate Studies Graduate Officers Committee.

## **Article VI. Committees**

Section 1. The Chairperson shall appoint necessary committees.

Standing committee 1: Medical school doctoral faculty committee.

1. This subcommittee may operate in the absence of a specific IPhD discipline doctoral faculty committee.
2. The committee may evaluate and recommend doctoral faculty criteria for the SOM and IPhD disciplines to the Council and the SOM Dean. The SOM Dean makes recommendations to the Dean of School of Graduate Studies and UMKC Graduate Council.
3. This subcommittee may evaluate applications from medical school faculty or affiliated departments for membership in UMKC's Doctoral faculty and recommend appointment/reappointment, or not, to the Council and the SOM Dean. The SOM Dean makes recommendations to the Dean of School of Graduate Studies and UMKC Graduate Council.
4. This subcommittee may serve as the SOM Doctoral Faculty Nomination Committee. The committee membership includes at least 1 member who is also a member of the Graduate Council and may include non-council members in order to have at least 4 members who are doctoral faculty members. The membership may represent the unit's IPhD disciplines and will be elected by the doctoral faculty. Under extenuating circumstances there may be 3 members who are doctoral faculty and 1 graduate faculty member. The subcommittee will meet as needed to deliver its recommendations at the next regular scheduled meeting of the SOM Graduate Council.

Standing committee 2: Student professional conduct committee:

1. This subcommittee shall be concerned with incidents of alleged violations by graduate students of the University of Missouri student standard of conduct.
  - a. This does not apply to M.S. Anesthesia or M.M.S. Physician Assistant students and alleged violations of the Standards of Professional Conduct, which will be referred to the School of Medicine Honor Council.
2. The Chair of the Graduate Council will investigate alleged violations and make recommendations regarding sanctions as indicated. The chair may select a subcommittee to assist with the investigation and making a recommendation.
  - a. Members of such a committee will be selected by the chair, will include 2 graduate faculty members, whom may or may not be members of the SOM Graduate Council, and will include a graduate student.
3. Recommendations will be made to the Dean of the School of Graduate Studies.

## **Article VII. Meetings**

Section 1. The Graduate Council will meet three times per year and more frequently as needed.

Section 2. A special Graduate Council meeting may be called by the Chairperson to conduct the business of the Council. Except in cases of emergency a notice of at least three days shall be given.

Section 3. A quorum of the Graduate Council members is not necessary for a meeting to proceed. However, when the Council wishes to take formal actions or make specific recommendations a quorum of voting members must be present and shall consist of at least 50% of the voting members.

Section 4. An agenda will be prepared prior to each meeting. Items may be placed on the Graduate Council agenda by the Council Chairperson, other council members, or graduate faculty.

Section 5. Minutes will be prepared following each meeting and copies will be distributed to Council members and the School of Medicine Coordinating Committee.

## **Article VIII. Parliamentary Authority**

Section 1. The rules contained in the current edition of "Robert's Rules of Order Newly Revised" shall govern the Council in all cases to which they are applicable and in which they are consistent with these bylaws and any special rules of order the Council may adopt.

## **Article IX. Amendment of Bylaws**

Section 1. These bylaws may be amended by a process similar to that by which they were adopted - amendments may be proposed by the Council on Graduate Studies in formal business meetings and adopted amendments may then be transmitted to the Dean for review. Amendments become effective when approved by the Dean for the School of Medicine.