



UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES



SUBJECT: Composition and Functions of the School of Medicine, Graduate Education Committee

Instruction 1320

MAR 17 2000

(GEO)

ABSTRACT

This Instruction establishes policy regarding the composition, procedures, and functions of the Uniformed Services University of the Health Sciences (USUHS), School of Medicine (SOM), Graduate Education Committee (GEC). The GEC is responsible for periodic review of policies and procedures governing the Graduate Education Program (GEP) in the SOM, advises the Associate Dean, Graduate Education (GEO), and recommends action regarding the GEP to the Dean, School of Medicine (DEN).

A. Reissuance and Purpose.

This Instruction reissues USUHS Instruction 1320^a to:

1. Establish policy regarding the composition, procedures, and functions of the GEC. The GEC was formed as a standing committee of the faculty on all matters pertaining to the USUHS GEP requiring faculty review at the SOM. The GEC is responsible for the periodic review of policies and procedures governing the overall GEP and of the functions of each specific Graduate Program, advising the Associate Dean, GEO, and recommending actions related to the GEP; and

2. Incorporate guidance in USUHS Instructions 1306^b, 1322^c, and 1323^d.

B. References. *See Enclosure 1.*

C. Applicability. This Instruction applies to the GEC and all Graduate Programs in the GEP of the SOM, leading to formal degrees (Master of Science, Master of Public Health, Master of Tropical Medicine and Hygiene, Doctor of Public Health, or Doctor of Philosophy).

D. Definitions. *See Enclosure 2.*

E. Policy. It is policy of the USUHS that the GEP is an essential component of the F. Edward Hébert School of Medicine. The GEC is constituted of representatives of the faculty, departmental and interdisciplinary graduate programs, graduate students, and administration.

F. Committee Membership and Terms.

1. The membership of the Committee will consist of:
 - a. One faculty member from each basic science department (with vote);
 - b. One faculty member from each interdisciplinary graduate program (with vote);
 - c. Two faculty members selected by the DEN from a list of nominees chosen by the Faculty Senate (with vote);
 - d. One graduate student representative elected by the student body (with vote);
 - e. The Associate Dean, GEO (without vote); and
 - f. The Vice President, Teaching and Research Support (TRS) (without vote).

2. All members will serve one-year terms from September 1 to August 31. Members are eligible for reappointment.

G. Responsibilities.

1. The Graduate Education Committee shall:
 - a. Develop, regularly review, and recommend to the Associate Dean, GEO, objectives and goals of the GEP;
 - b. Assess, at regular intervals, the curriculum and related academic policies in terms of meeting those goals and objectives. This responsibility includes the development and implementation of regular reviews for each graduate program;
 - c. Consider any changes in the curriculum and related academic policies that may be necessary to meet the stated objectives and make recommendations

concerning such changes, to the Associate Dean, GEO. This includes recommendations regarding the development of interdisciplinary courses and programs of study;

d. Review student records, cases of academic difficulty, misconduct, other aspects of graduate student standing, and make recommendations to the Associate Dean, GEO, in those matters;

e. Review, and recommend to the Associate Dean, GEO, changes in USUHS programs and resources that would benefit student life, including health insurance, availability of research funds, and programs that promote scientific excellence (e.g., colloquia);

f. Have primary responsibility for initial and periodic review of the Graduate Programs, and for making recommendations to the Associate Dean, GEO, concerning the objectives, policies, and procedures for those programs; and

g. Review and recommend to the Associate Dean, GEO, improvements in recruiting and retention of the most qualified graduate students, to include adequacy of level of graduate student stipends.

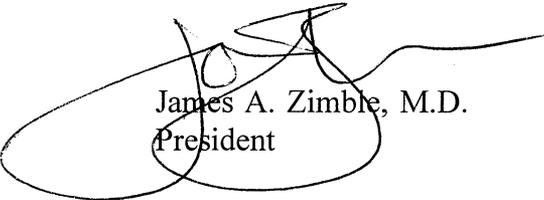
2. The Associate Dean, Graduate Education Office shall report recommendations of the GEC to the DEN for final decision.

3. The Dean, School of Medicine shall have final authority on recommendations made by the GEC.

H. Information Requirements. Minutes of the Committee shall be distributed to all members of the Committee, the Associate Dean for Graduate Education, the Dean SOM, Chairs of all Basic Science Departments, Directors of Interdisciplinary Programs and the President of the Faculty

Senate. Minutes for broad distribution will have names of students removed who have come before the Committee for reasons of misconduct or poor performance.

I. Procedures. *See Enclosure 3.*



James A. Zimble, M.D.
President

Enclosures:

1. References
2. Definitions
3. Procedures

REFERENCES

- (a) USUHS Instruction 1320, "Composition and Functions of the School of Medicine, Graduate Education Committee," dated October 21, 1997 (hereby cancelled)
- (b) USUHS Instruction 1306, "Academic Standing of Graduate Students," dated January 6, 1996
- (c) USUHS Instruction 1322, "Policy for Developing USUHS Graduate Courses," dated December 19, 1995
- (d) USUHS Instruction 1323, "Examination, Grading, and Enrollment Policies for Graduate Education Program at USUHS," dated December 19, 1995

DEFINITIONS

1. Curriculum. Designated course of instruction including all planned educational experiences of graduate students.

2. Student Life. Is meant to include aspects of graduate student experience that are not part of the curriculum, but affect the academic performance and well-being of graduate students.

PROCEDURES

1. Officers: The Committee will elect a Chair from among the voting members to serve from September 1 to August 31. Another voting member may be designated by the Chair to serve in an acting capacity in the absence of the Chair.

2. Meetings:

a. The Committee will meet not less than three times annually or at the call of the Chair or the DEN.

b. At least seven members with vote must be present to constitute a quorum. The minutes must reflect the number of members present and the number of voting members.

c. Any member may send a representative if he/she is unable to attend a meeting of the committee. A faculty member may be represented by another faculty member and the student member may be represented by another student.

3. AD HOC Subcommittees and/or Working Groups:

a. May be established by the Chair of the GEC or by Committee action.

b. The purpose, function, and procedure of ad hoc subcommittees and/or working groups will be at the discretion of the Committee, or its Chair.