

A. Educational Policy Committee

The Educational Policy Committee (EPC) shall have the authority to recommend to the Dean educational policy for the T.H. Chan School of Medicine. Before recommending changes in educational policy that may impact faculty, the EPC shall consult with the T.H. Chan School of Medicine Faculty Assembly and the UMass Chan Medical School Executive Council. The EPC may consult with the faculty at Faculty meetings, as appropriate. Recommendations of the EPC will be forwarded for consideration to the Dean, who must respond within 20 working days with approval, request for reconsideration or disapproval, consistent with the “Board of Trustees Statement on University Governance” (Doc. T73-098, as amended).

1. Duties

The EPC shall have the responsibility for planning, coordinating, directing, monitoring, evaluating, and continuously revising a comprehensive program of general medical education for the undergraduate medical training of physicians. These responsibilities shall include the development of educational objectives and policies pertaining to the program leading to the MD degree, the approval of new courses or programmatic requirements, and standards for grading, student advancement, and promotion. As well, the EPC is responsible for the ongoing monitoring and review of the educational program’s content; methods of instruction and assessment; learner outcomes, quality, and overall effectiveness. The EPC shall also have the responsibility for stimulating and supporting scholarship and innovation in medical education. The members will be responsible for organizing specialized subcommittees as needed and as defined in the EPC’s bylaws.

2. Membership

- a. Voting members of the EPC shall consist of the following:
 - i. One member from each ~~UMass Chan Medical School basic science and~~ UMass Chan – UMass Memorial Health clinical science department, each as selected by the Department Chair, in consultation with the departmental faculty. A department may choose to defer representation on the EPC, with approval by the Dean.
 - ii. Up to three faculty representatives from each of the T. H. Chan School of Medicine Regional Campuses, selected by the Dean after consultation with the Regional Campus Executive Dean.
 - iii. ~~Up to three~~One faculty representatives from a major affiliated teaching hospitals selected by the Dean, in consultation with the Senior Associate Dean for Educational Affairs and Associate Dean of the respective affiliated teaching hospital. Terms will be for one year and representation will rotate among affiliate sites on an annual basis.
 - iv. Voting student membership shall consist of four students from the T.H. Chan School of Medicine (including one specifically from each Regional Campus). One alternate may be designated and shall have voting rights in the absence of a student voting member. Student representatives may be selected from any of the medical school classes and are appointed by the Student Body Committee.
 - v. One alumnus representative selected by the T.H. Chan School of Medicine

Alumni Council.

- vi. Two basic science, one medical education (non-clinical), and one additional clinical for a total of four Faculty-at-Large members selected by the Dean. Reappointment of Faculty-at-Large members for successive terms will occur at the discretion of the Dean.

b. Terms for voting members

i. Terms for student voting members shall be for one academic year. Student members may be reappointed for successive consecutive terms at the discretion of the Student Body Committee.

ii. Terms for faculty voting members shall be for three academic years. Terms shall be staggered so that approximately one-third of the members are appointed annually. Faculty members shall generally serve for a maximum of two consecutive terms. Faculty members may serve additional consecutive terms upon review and approval by the Senior Associate Dean of the School of Medicine, in consultation with the Dean of the School of Medicine.

iii. In the event of an unexpected vacancy, a new student or faculty representative to the EPC shall be selected by the standard processes.

~~b.c.~~ Non-voting membership shall consist of the following: The Dean, Senior Associate Dean for Educational Affairs, Associate Deans, Assistant Deans, and other representatives or administrative officials as may be designated annually by the Dean. ~~Additional non-voting members may be added and shall be appointed annually by majority vote of the EPC and may include members of the subcommittees and Faculty-at-Large.~~

3. Officers

The Dean shall appoint the following officers from the voting membership:

- a. Chair who shall:
 - i. Preside at all meetings.
 - ii. Serve as Chair of the Rules Committee.
 - iii. Serve as a voting member of the Executive Council.
- b. Vice Chair who shall:
 - i. Preside at all meetings in the absence of the Chair.
 - ii. Serve as a member of the Rules Committee.

4. Rules Committee

The Rules Committee shall be comprised of the Chair, Vice Chair, leadership team Chair of each subcommittee of the EPC comprised of a Chair, Faculty Co-Vice Chair and Student/Resident Co-Vice Chair, the Senior Associate Dean for Educational Affairs, Associate Deans, Assistant Deans, and ~~for Admissions, Associate Dean for Student Affairs, Associate Dean for Undergraduate Medical Education, Associate Dean for Allied Health and Interprofessional Education and the Associate Dean for Education from each~~

Regional Campus Executive Deans. Additionally, other representatives and administrative officials may be invited to attend. Its duties shall include:

- a. Preparation of the agenda for EPC meetings. The Rules Committee shall review all requested agenda items submitted by the Dean, Senior Associate Dean for Educational Affairs, the Chair of any of the subcommittees, and any EPC committee member. If the proposed agenda item is within the EPC's stated duties, it shall be placed on the agenda of the meeting date requested or, if that request cannot be accommodated, on the agenda of the earliest next meeting date.
- b. Other duties as assigned by the Dean, Senior Associate Dean for Educational Affairs or the Chair.

5. Meetings

- a. The EPC shall meet on a regularly scheduled basis during the academic year.
- b. One half of the voting members shall constitute a quorum. Members may attend and vote (participate) by teleconference, video conference, or any other technology that allows full participation.
- c. Recommendations of the EPC shall require a simple majority vote of those participating provided that:
 - i. A quorum is present.
 - ii. The agenda and notice of the meeting were distributed to the members at least three business days in advance of the meeting and only topics listed on the agenda are acted upon.
- d. An emergency meeting may be called by the Dean or by simple majority vote of the Rules Committee. In the event of an "emergency", the written notification of such a special meeting to all members shall be within three (3) working days of the planned meeting.

6. Bylaws

The EPC shall regularly review its bylaws at a minimum of every 5 years.