

Appendix IV Bylaws, Regulations, and Procedures of the School of Medicine

Rationale for proposed changes: The following changes highlighted in red text below include changes to the membership of the CCEP.

1. A revision to the description of the ex officio voting members to be more general and inclusive of the new SJV PRIME Director in addition to the existing directors of parallel track programs and regional campuses. The more general language will eliminate the need to modify these membership bylaws again if a future regional campus or parallel track program were to be approved.
 2. The addition of the Director of Program Evaluation to the list of permanent guests (non-voting members). The Director, Arianne Teherani, PhD has been asked to attend these meetings as a permanent, non-voting guest as she often presents critical data for review and provides expertise that informs the committees discussions around the School of Medicine program.
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A. Committee on Curriculum and Educational Policy

1. Functions
 - a. The committee shall provide oversight for the continuum of medical education at the UCSF school of medicine. This includes direct oversight and accountability for undergraduate medical education. Graduate medical education (GME) and continuing medical education (CME) shall participate in the CCEP as described below and report to CCEP for informational purposes.
 - b. The committee shall establish educational policy, plan future directions for educational programs and environments, evaluate educational programs, and promote educational innovations and scholarship.
 - c. The chair of the committee shall work closely with the Vice Dean for Education to direct the continuum of medical education.
2. Membership and Voting Privileges
 - a. Members will be appointed by the Vice Dean for Education and confirmed by the School of Medicine Council of the Faculty.
 - b. Members will include
 - i. Eight at large faculty members who will be chosen to provide, so far as possible, liaison with the basic science departments, the clinical departments, and the affiliated teachings hospitals. [Am. 9/91].
 - ii. Two student representatives from the MD curriculum.
 - iii. Two graduate medical education trainees.

- c. The following shall serve as voting ex officio members:
 - i. Vice Dean for Education.
 - ii. Associate Dean for Assessment and Professional Standards, Associate Dean for Curriculum, Associate Dean for Students, Associate Dean for Admissions, Associate Dean for CME and GME, and Associate Dean for Medical Education.
 - ~~iii. Director of the Medical Student Training Program (MSTP), Director of the Program in Medical Education – Urban Underserved (PRIME-US), Director of the UCSF/UC Berkeley Joint Medical Program (JMP), and Director of the Academy of Medical Educators (AME).~~

iii. Directors of all Medical Degree parallel track programs, regional campus programs and Director of the Academy of Medical Educators (AME).

- d. The following will be permanent guests:
 - i. Dean of the School of Medicine.
 - ii. GME Director of Curricular Affairs, and GME Director of Resident and Fellow Affairs

iii. Director of Program Evaluation

- e. CCEP members eligible for the position of Chair of CCEP include any non-Dean's staff members of CCEP who have completed one term on CCEP. The Chair will be appointed by the Vice Dean for Education and confirmed by the Council of the Faculty. The Chair will serve two years as Chair and one year as immediate past chair.

3. Terms

- a. At large (non ex officio) faculty members shall be appointed for a term of three years, renewable once and staggered such that no more than half of the at large members rotate off at once. Members may be removed if they have repeated absences from meetings or fail to carry out appointed responsibilities.
- b. Student and Resident members shall be appointed for a two-year, non-renewable term.

4. Reporting Relationship

- a. The CCEP reports jointly to the Vice Dean of Education for the School of Medicine for strategic visioning and to the Council of the Faculty for curricular oversight and educational policy changes.
- b. The CCEP Chair is an ex-officio member of the Council of the Faculty and is expected to attend all meetings of the Council of the Faculty.