



LCME Newsletter #16 – April 2021

Message from Faculty Accreditation Lead

In preparation for Baylor College of Medicine Fall 2021 LCME Site Visit (Sept. 26-29), three consultants virtually conducted a mock site visit with staff, faculty, residents and students Feb 28-March 2, 2021. The outcome went well as we were able to receive feedback on our materials and progress toward compliance for our fall 2021 visit.

While the visit went well, we have a lot of work to do in just a couple months' time, but we will do it. We have already communicated with committee chairs and co-chairs next steps needed to clean up the DCI based on feedback received from the mock site visit.

A huge thank you to all those that participated in the mock visit as well as various committees for all that you do and all that you did and all that you will do.

Jennifer G. Christner, M.D.
Dean, School of Medicine



Elements of the Month

- **Element 1.3 — Mechanisms for Faculty Participation**
- **Element 1.5 — Bylaws**
- **Element 4.6 — Responsibility for Medical School Policies**

Element 1.3 — Mechanisms for Faculty Participation

Element 1.3 states that a medical school ensures that there are effective mechanisms in place for direct faculty participation in decision-making related to the medical education program, including opportunities for faculty participation in discussions about, and the establishment of, policies and procedures for the program, as appropriate.

BCM faculty have a voice in academic and governance matters of BCM. Faculty selected or nominated to serve on a BCM governance committee remain engaged in the development, implementation, and oversight of administrative activities required to achieve BCM's missions.



What are some of BCM's governance committees that faculty participate in?

The Faculty Senate is the governing body with authority to review new educational programs (e.g. new degree granting programs) and evaluate and approve or endorse general academic and student affairs policies that apply to two or more schools before these policies are sent to the Provost for review, approval or rejection and the Board of Trustees for final ratification. The Faculty Senate functions as the official coordinating body of faculty views relating to BCM's academic mission and, consistent with principles of shared governance, advises. The Faculty Senate participates in institutional governance by acting upon petitions, resolutions or recommendations submitted by the faculty of any academic unit, BCM's President, BCM's Provost, the its own members, and its own committees.



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...Continuation of Element 1.3 — Mechanisms for Faculty Participation

Along with the Faculty Senate, the Academic Council is another important governing body responsible for the formal review and approval of institution-level policies impacting BCM's academic mission and educational character. The Academic Council serves in a key advisory role in BCM's strategic planning, participates in the formulation of institutional policies, facilitates communication among leadership, is the governing body responsible for evaluating faculty affairs policies with the goal of maintaining a culture of excellence that fosters clear communication, scholarly achievement, innovation, ethical behavior and high productivity among BCM educators.

Institutional Policy Committee is another important governing body. The IPC serves as the primary gatekeeper to the governance process and through the selection of its members ensures faculty input into BCM policies. Institutional academic policies are reviewed by the Institutional Policy Committee ("IPC") before presentation to Academic Council and the Faculty Senate for review and approval.

SOM committees advise the SOM dean or designee (such as associate deans or program directors) on matters of importance to the function of SOM. They also develop and review SOM policies, develop, monitor and evaluate SOM academic curriculum, set technical standards, select students for admission, and determine student promotion, graduation, and adverse actions.

How does the medical school obtain input from faculty on proposed changes to policy and on other issues of importance?

The primary way faculty provide input to changes in policy is through the Faculty Senate. The very purpose of the Faculty Senate is to give the faculty a voice in proposed changes to policy and other issues of importance to the faculty. Therefore, the Faculty Senate is empowered to make recommendations to BCM executive administration on issues deemed to be important to the faculty. It develops, evaluates, and endorses petitions, makes recommendations, or formulates and votes on resolutions concerning faculty issues. It appoints members to the BCM Institutional Policy Committee, a committee that plays a critical, obligatory role in the composition of institutional policies.

In addition to expressing their voice through the Faculty Senate, the faculty also provide input on policy changes and issues of importance through their voting membership on both BCM institutional committees and SOM committees as described in detail above. Additionally, the BCM faculty can meet at minimum, annually with the President during town halls, and during those meetings the faculty are empowered to make recommendations about issues of importance. In addition to this annual meeting with the President, faculty input is solicited through various faculty townhalls with other leaders, faculty newsletters, faculty surveys, and via e-mail.

Element 1.5 — Bylaws



Element 1.5 states that a medical school promulgates bylaws or similar policy documents that describe the responsibilities and privileges of its administrative officers, faculty, and committees.

Consistent with the BCM Corporate Bylaws and Faculty Bylaws, and other institutional documents (such as the Faculty Senate Constitution), the BCM faculty have a voice in academic and governance matters of the College.



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...Continuation of Element 1.5 — Bylaws

The BCM Faculty Bylaws do not include charges to major standing committees. However, the Bylaws do establish both the Faculty Senate, which has its own constitution, and the Academic Council. The Bylaws also grant the faculty the privilege of participating on institutional committees and allows each school, such as the School of Medicine, to constitute its own committees with faculty participation. School Committees are created at the discretion of the School Dean or Designee, who is responsible for working to ensure school compliance with relevant accreditation standards.

The Faculty Handbook contains information about BCM organization and leadership, including a link to Standing Committees intranet site, where charges and membership of all standing institutional and School of Medicine (SOM) committees are kept. The Faculty Handbook also includes links to the Faculty Bylaws, the Faculty Senate and its governing documents and meeting minutes, and the Institutional Policy Committee. In addition, the charges of the SOM Curriculum Committee, Admissions Committee, and the M.D. Committee on Student Promotions and Academic Achievement can be found on the BCM public website.

The Faculty Bylaws establish the responsibilities and privileges of the following administrative officers of BCM: the President, CEO, and Executive Dean as the chief executive officer of BCM, who has ultimate authority for and oversight of the educational, research, and clinical missions of the institution; the Provost as BCM's chief academic officer, who serves as the official spokesperson concerning the academic affairs of the College, including the SOM; the SOM Dean as the chief administrative officer of the SOM, who has the authority and responsibility for the conduct and the quality of the medical education program; and department chairs and center directors as chief administrative officers of their academic units within BCM.

The Faculty Senate participates in institutional governance by acting upon petitions, resolutions or recommendations submitted by the faculty of any Academic Unit, by the President or Provost, by its own members and its own committees. The Faculty Senate is authorized to appoint faculty from among its membership to serve on the Institutional Policy Committee. The Faculty Senate is also authorized to nominate faculty to serve on faculty committees.

Faculty Bylaws, Policies and Procedures, and Committee Charges are made available to the faculty on the [BCM public page](#). Some information is linked to the [BCM intranet](#). Information can be accessed through either the "Inside BCM" or "Faculty" tabs on the BCM's home intranet page.

Element 4.6 — Responsibility for Medical School Policies



Element 4.6 states that at a medical school, the dean and a committee of the faculty determine the governance and policymaking processes within their purview.

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...Continuation of Element 4.6 — Responsibility for Medical School Policies

BCM has processes for administrators and faculty representatives to determine the governance and policy-making processes at both the level of the institution (by participation in the Academic Council and Faculty Senate, institutional committees, and the Institutional Policy Committee), and at the SOM-level (by participation in the Dean's Cabinet and via leadership and participation in the School of Medicine committees).

School committees are the mechanism by which School Deans hold their faculty accountable for fulfillment of school activities and other responsibilities related to accreditation. In keeping with this framework, School of Medicine committees are authorized to develop, implement and review policies pertaining to school-level admissions processes, standards for promotion (to ensure skills and competency), and curriculum development, refinement, and effectiveness. School-level policies require approval by the appropriate School of Medicine committee as well as the Board of Trustees. To assure consistency with institutional policies and to enhance communication across the College, school-level policies are also reviewed and endorsed by both the SOM Dean's Cabinet and Institutional Policy Committee.

The Dean's Cabinet includes faculty and staff leaders across the continuum of SOM divisions who can give input to the strategic plan of the school and provide feedback on SOM policies that are brought forth. While the Dean's Cabinet can not rebuke a Curriculum Committee policy, good discussions occur such that there can be continuity, where appropriate, across UME and GME policies. The committee meets at least every other month to 1) provide input and feedback for School of Medicine policies and procedures and 2) formulate and provide guidance for high-level planning for the school (e.g. SOM Strategic Planning).

All SOM committees include faculty representation and these faculty have been both appointed and elected to these committees. Additionally, policies drafted by the SOM committees require input from subject matter experts, including at-large faculty, as appropriate. The priorities of the School Committees, as relates to drafting, editing, or reviewing SOM policies, are set by the committee members, with oversight of the Dean of the School of Medicine, and as appropriate for the committee charge and to fulfill accreditation requirements.

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In our next LCME Newsletter ...

In the May newsletter we will look at Elements 3.1 and 9.1. You will also be provided with any other LCME information as it pertains to our upcoming site visit. For more information please visit our LCME website at www.bcm.edu/lcme.

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Resources

BCM Self-Study Website:
www.bcm.edu/lcme

LCME: <https://lcme.org/>

Policies & Procedures: (intranet)

<https://intranet.bcm.edu/index.cfm?fuseaction=Policies.Policies>

SOM Student Handbook

<https://www.bcm.edu/education/schools/medical-school/md-program/student-handbook>

SOM Teaching Faculty Handbook:
<https://www.bcm.edu/education/school-of-medicine/m-d-program/teaching-faculty-resources>

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