

Holy Spirit University of Kaslik (USEK)
School of Medicine and Medical Sciences

Rules and regulations

ARTICLE 1 - BACKGROUND	5
ARTICLE 2 - PURPOSE	6
ARTICLE 3 - THE SCHOOL OF MEDICINE AND MEDICAL SCIENCES	6
ARTICLE 4 – MISSION, VISION, AND VALUES OF THE SCHOOL OF MEDICINE AND MEDICAL SCIENCES.	7
a) Mission	7
b) Vision	7
c) Values	7
ARTICLE 5 - FACULTY MEMBERS OF THE SCHOOL OF MEDICINE AND MEDICAL SCIENCES.....	7
d) Faculty Membership.....	7
e) Faculty’s Categories.....	7
f) Faculty Bylaws	8
ARTICLE 6 - GOVERNANCE.....	8
a) The Dean.....	8
1. Appointment	8
2. Duties.....	8
b) The Associate Dean	9
1. Appointment	9
2. Duties.....	9
c) The Associate Dean for Medical Affairs	10
1. Appointment	10
2. Duties.....	10
d) Other Associate Deans	11
e) Head of Department.....	11
1. Appointment	11
2. Duties.....	11
ARTICLE 7 - DEPARTMENTS OF THE SCHOOL OF MEDICINE AND MEDICAL SCIENCES	11
a) Department of Basic Health Sciences Studies.....	12
b) Department of Medical Sciences	12
c) Department of Doctoral Studies	12
d) Department of Postdoctoral Studies.....	12
e) Department of Research	12
f) Hospitalo-University Department	13
ARTICLE 8 - COUNCIL OF THE SCHOOL OF MEDICINE AND MEDICAL SCIENCES	13
a) Composition	13
b) Mission and duties	13

c) Meetings and Agenda.....	14
d) Quorum and Voting privilege	15
e) Minutes of Meeting.....	15
ARTICLE 9 - COMMITTEES AND COMMISSIONS	15
a) Standing Committees/Commissions	15
b) Other committees and Commissions	16
c) Committee/Commission membership	16
d) Committee/Commission Process	16
ARTICLE 10 - ADMISSION COMMITTEE	17
a) Purpose.....	17
b) Membership	17
c) Meetings.....	17
d) Conflict of Interest Policy	18
ARTICLE 11 - CURRICULUM COMMITTEE	18
a) Purpose.....	18
b) Functions	18
c) Membership	19
d) Meetings.....	19
ARTICLE 12 - MEDICAL EDUCATION COMMITTEE	19
a) Purpose.....	19
b) Functions	20
c) Membership	20
d) Meetings.....	21
ARTICLE 13 - STUDENT AFFAIRS COMMITTEE	21
a) Purpose.....	21
b) Functions	21
c) Membership	21
d) Meetings.....	22
ARTICLE 14 - ETHICS COMMITTEE	22
a) Purpose.....	22
b) Functions	22
c) Membership	23
d) Meetings.....	23
ARTICLE 15 – DOCTORAL COMMISSION.....	23
a) Purpose.....	23
b) Functions	23

c) Committee Chair	24
d) Membership	24
e) Meetings.....	24
ARTICLE 16 - STUDENTS COUNCIL	24
a) Purpose.....	24
b) Functions	24
c) Membership	25
d) Governance	25
e) Meetings.....	26
ARTICLE 17 - GENERAL FACULTY MEETINGS	26
ARTICLE 18 - FACULTY APPOINTMENTS, PROMOTION, AND GRANTING OF TENURE	26
ARTICLE 19 - SMMS ACADEMIC POLICIES AND PROCEDURES	26
ARTICLE 20 - AMENDMENT OF THE RULES AND REGULATIONS	27
ARTICLE 21 - ENTRY INTO FORCE AND APPLICATION.....	27
Appendix 1: Organizational chart.....	28

ARTICLE 1 - BACKGROUND

The Holy Spirit University (hereafter referred to as “USEK”) was founded in 1938 as an independent private catholic institution, by the Lebanese Maronite Order (hereafter referred to as the “OLM”) who serves Higher education in monasteries since the 18th century.

Since the 1980s, the higher authorities of the OLM have been working towards the establishment of a School of Medicine and Medical Sciences at USEK, thus consolidating a three-hundred-year-old tradition of deeply rooted commitment to the Lebanese society.

In April 2001, the Lebanese government authorized USEK, under the decree number 5294, to establish a School of Medicine and Medical Sciences (hereafter referred to as “SMMS”).

The SMMS launched the 7-year Medical Doctor program in August 2002 and students were admitted in this program for the academic year 2002-2003.

In September 2005, the SMMS signed an agreement with the Hôpital Notre-Dame des Secours (founded by the OLM in 1978) for the clinical training of its students. The hospital is henceforth recognized as a University Hospital by the Ministry of Public Health, and was renamed *Centre Hospitalier Universitaire Notre-Dame des Secours* (hereafter referred to as CHU-NDS).

In 2008-2009, the SMMS established residency programs with the collaboration of the School of Medicine of the University of Sherbrook in Canada.

In July 2009, the first cohort of MD graduates participated in the USEK’s Commencement Ceremony.

In July 2009, the SMMS launched the residency programs and Medical Doctor graduates were admitted in eight (8) different specializations. Since, the number of residency programs has increased up to twenty-five (25).

The SMMS expanded the clinical training grounds of its students by signing agreements with specialized national university hospitals (Hospital de la Croix - 2011, Eye and Ear Hospital - 2011, National Institute of Pathologies - 2012) and many national affiliated hospitals and dispensaries.

In 2010, the SMMS Council reviewed the curriculum of the diploma in medicine and made major changes to its structure and courses contents. The 7-year program was divided into 2 programs: The Bachelor of Science in Fundamental Health Sciences (3-year program) and the Doctorate in Medicine (4-year program). However, admission to the Doctorate in Medicine was restricted to SMMS bachelor graduates. The implementation of the new curriculum required the restructuring of the departments within the SMMS.

In 2010 the OLM higher authorities decided the construction of a new building for the SMMS near the CHU-NDS in Jbeil. The construction was completed in 2016 and the inauguration is planned for the academic year 2017-2018.

In 2014, the SMMS established a Training Centre on Gastroenterology, Urology, and Laparoscopic Surgery in collaboration with G-MEA.

In 2017, the SMMS council reviewed the admission policy and a new admission track to the Doctorate in Medicine program was created to admit graduates of Science programs who passed the MCAT exam.

Since 2003, the School has entered into agreements with European and North American universities for the purpose of collaborating on exchanges of teachers, students and the establishment of joint research projects.

ARTICLE 2 - PURPOSE

The current rules and regulations are in compliance with the existing regulation as defined by the university bylaws and governance structure. They shall henceforth constitute the rules and regulations governing the conduct and procedures of the School of Medicine and Medical Sciences (SMMS) in the performance of its duties and in the exercise of its authorized powers as specified by the bylaws of the Holy Spirit University of Kaslik (USEK).

Moreover, the SMMS shall collaborate with the different structures of the USEK central administration to allow an efficient synchronization of administrative university work.

ARTICLE 3 - THE SCHOOL OF MEDICINE AND MEDICAL SCIENCES

In accordance with article XXXI of USEK's bylaws, the School of Medicine and Medical Sciences is an academic unit that meets the following four functional criteria:

- (i) it has a tenured and tenure-track faculty directly and specifically appointed to it or to its departments by the President;
- (ii) its Council establishes degree requirements; authorizes the conferral of degrees; proposes and reviews courses and programs; actively participates in decisions concerning the creation and reorganization of programs;
- (iii) it has an instructional budget that includes funds for the payment of its faculty's salaries as well as funds for resources and services in support of its academic programs and other activities; and
- (iv) its chief administrative officer is a Dean who reports directly to the President or his designee.

- (v) It includes undergraduate and postgraduate medical programs.
- (vi) It includes also health sciences programs managed by Associate deans.

ARTICLE 4 – MISSION, VISION, AND VALUES OF THE SCHOOL OF MEDICINE AND MEDICAL SCIENCES

a) **Mission**

Anchored in the values of the Catholic Church, the School of Medicine and Medical Sciences aims to prepare the current and future generation of leaders in the medical field and health professions to become key contributors to improving the well-being of the Lebanese community. The School's mission is to provide the next generation of medical doctors with high knowledge in basic sciences, world-class medical skills and high ethical standards, who are driven by undebatable sense of service and who strive to continuously improve their capabilities through continuous education and research.

b) **Vision**

The vision of the School of Medicine and Medical Sciences is to become a reference in Lebanon and the region for medical and healthcare education and scientific research, and a main actor in the promotion of public health in Lebanon.

c) **Values**

The School of Medicine and Medical Sciences will achieve its mission and vision based on a set of key values: Ethics, Integrity, Transparency, Collegiality, Teamwork, and Excellence.

ARTICLE 5 - FACULTY MEMBERS OF THE SCHOOL OF MEDICINE AND MEDICAL SCIENCES

d) **Faculty Membership**

The School shall consist of Tenured, Tenure-Track, Clinician Educator, Lecturer, Instructor, Researcher, Visiting, Emeritus, Adjunct, and Clinical faculty members.

The latter two appointments are used for volunteer faculty members for clinical education at the *Centre Hospitalier Universitaire Notre-Dame des Secours* (CHU-NDS) and other SMMS' affiliated hospitals and health organizations.

e) **Faculty's Categories**

Faculty members are divided into two categories, according to the nature and the duration of their engagement: full-time faculty members and part-time faculty members. Full-time faculty members are either fully-engaged or partially-engaged.

Full-time and part-time faculty members are classified into five academic grades: assistant, teaching assistant, assistant professor, associate professor or professor.

Full-time faculty members shall be entirely devoted to their work at USEK or at the affiliated university-hospital centers and refrain for any other remunerated academic activity, unless otherwise authorized by the President.

f) **Faculty Bylaws**

SMMS faculty members shall abide to USEK regulations as defined in the “USEK Faculty bylaws” and “USEK Disciplinary Bylaws” and their amendments.

ARTICLE 6 - GOVERNANCE

The governance of the SMMS shall be subject to the Bylaws and Regulations in force at USEK. The organizational chart of the SMMS is detailed in Annex 1. It is composed of the following officers.

a) **The Dean**

1. Appointment

In accordance with article XXXVIII of USEK’s bylaws, the Dean shall be appointed by The President of USEK, after consultation of the full-time faculty members of the SMMS. The Dean of the School should hold an MD degree and the rank of Associate Professor or Professor.

The Dean is appointed to serve for a term of three years that can be renewed only for two consecutive terms following the same process of nomination.

During his/her term, the Dean serves at the pleasure of the President.

2. Duties

The Dean shall be the chief administrative officer of the SMMS. Hence, all the officers and structures of the SMMS shall report to the Dean or to his/her designee.

The Dean shall direct all matters relating to the finance and budget of the SMMS, the management of its human resources, and the supplying and operation of its facilities according to the USEK bylaws.

The Dean ensures the development of the SMMS academic programs in accordance with the general policy of the University.

The Dean recommends to the President the recruitment of faculty, the nomination of Associate Deans, Head of Departments, and Council members.

The Dean recommends to the President the promotion of a faculty member according to the evolving need of the SMMS and in compliance with USEK's regulations and strategic orientations.

The Dean appoints the members of SMMS' Committees and Commissions after the administrative approval of the President. The functioning of these committees and commissions shall be governed by specific (or ad hoc) policies and procedures not in conflict with the rules and regulations of the SMMS nor the Bylaws of the University.

The Dean shall hold the responsibility of granting approval for the conferral of degrees and shall sign the diplomas of the graduates.

The Dean shall hold the authority for negotiating agreements with local or international medical schools, hospitals, and healthcare organizations. He/She shall recommend to the President signing such agreements.

The Dean shall approve the cross-registration and transfer of SMMS students in other local or international medical schools, hospitals, and healthcare organizations based on the recommendation of the SMMS Council.

The Dean shall preside over general faculty meetings.

The Dean shall be an ex-officio member of the Board of Directors of the *Centre Hospitalier Universitaire Notre-Dame des Secours* (CHU-NDS) (article 8 of the CHU-NDS General bylaws).

The Dean shall be an ex-officio member of the Directors Committee of the *Centre Hospitalier Universitaire Notre-Dame des Secours* (CHU-NDS) (article 26 of the CHU-NDS General bylaws).

The Dean shall be an ex-officio member of the Academic and Research Council of the University.

b) **The Associate Dean**

1. **Appointment**

The Associate Dean is appointed by the President, upon the recommendation of the Dean, from among current or newly appointed full-time Faculty.

2. **Duties**

The Associate Dean shall coordinate the Community Life inside the School, according to the University policies and procedures.

The Office of the Associate Dean shall serve as a communication liaison between the SMMS community and constituents, and USEK administrative units that are under the authority of the Vice President for Community Life.

The Associate Dean shall ensure the coordination of various events within the SMMS; such as: registration, events, lectures, colloquiums, seminars, conferences, academic and cultural ceremonies as well as formal occasions.

The Associate Dean shall maintain the archives of the SMMS.

The Associate Dean shall establish and maintain the minutes of the SMMS Council.

The Associate Dean shall maintain the minutes of the SMMS Committees, Commissions and Departments meetings.

The Associate Dean shall be an ex-officio member of the SMMS Council.

The Associate Dean shall complete all tasks assigned to him/her by the Dean.

The Associate Dean shall act as Dean during the absence of the latter.

c) **The Associate Dean for Medical Affairs**

1. Appointment

The Associate Dean for Medical Affairs is appointed by the President, upon the recommendation of the Dean, from among current or newly appointed full-time Faculty.

2. Duties

The Associate Dean for Medical Affairs shall coordinate the Community Life of the Faculty and the students within the *Centre Hospitalier Universitaire Notre-Dame des Secours* (CHU-NDS) and other SMMS affiliated hospitals and health organizations, according to the University policies and procedures.

The Associate Dean for Medical Affairs shall oversee the Medical and Clinical education within the SMMS and the *Centre Hospitalier Universitaire Notre-Dame des Secours* (CHU-NDS) and other SMMS' affiliated hospitals and health organizations according to the University policies and procedures.

The Associate Dean for Medical Affairs shall be an ex-officio member of the SMMS Council.

The Associate Dean for Medical Affairs shall complete all tasks assigned to him/her by the Dean.

d) **Other Associate Deans**

In addition to the Associate Dean and the Associate Dean for Medical affairs, the Dean shall recommend to the President the appointment of additional Associate Deans as he/she deems necessary, in order to help him/her manage the SMMS and to entrust certain tasks.

e) **Head of Department**

1. Appointment

The Head of Department is appointed by the President, upon the recommendation of the Dean, from among full-time faculty members.

2. Duties

The Head of department shall act according to the University policies and procedures.

The Head of Department shall ensure that the relevant academic regulations are applied and shall guarantee the smooth running of courses, practical work, and clinical training offered by the department, from course offering to final exams.

The Head of Department shall control the academic level of the students, shall give advice about petitions, shall request to revise a certain grade, and shall notify about probationary situations leading to obligatory repetitions of a course, or to a modification in the curriculum.

The Head of Department shall be an ex-officio member of the SMMS Council.

The Head of Department shall complete all tasks assigned to him/her by the Dean.

ARTICLE 7 - DEPARTMENTS OF THE SCHOOL OF MEDICINE AND MEDICAL SCIENCES

In accordance with Article XXXII of the University bylaws, the SMMS shall be organized into Departments.

The establishment of Divisions within a Department shall be at the discretion of the Department Chairperson with the concurrence of the Dean.

The Department Chairperson shall form a Department Council with the approval of the Dean.

The Department Council shall meet at least once a month or when convened by the Chair or by the Dean.

The business of the Department Council shall be recorded in minutes and circulated to all members. The proceedings of the Council shall be confidential.

The original copy of the Minutes of Meetings shall be sent to the Associate Dean for archiving.

The SMMS is organized into the following departments:

a) **Department of Basic Health Sciences Studies**

The Department of Basic Health Sciences Studies shall supervise and administer the various aspects of the first three years of study of the Medical Program leading to the undergraduate diploma entitled "Bachelor of Sciences in Health Fundamental Sciences".

b) **Department of Medical Sciences**

The Department of Medical Sciences shall supervise and administer the various aspects of the pre-clinical studies of the Medical Program (year 4 and year 5 - designated respectively by MED 1 and MED 2). It shall ensure the organization and the logistics of the clinical education at the CHU-NDS Hospital and other affiliated Hospitals and Health organizations.

c) **Department of Doctoral Studies**

The Department of Doctoral Studies shall supervise and administer the various aspects of the clinical studies of the Medical Program (year 6 and year 7 - designated respectively by MED 3 and MED 4). It shall ensure the organization and the logistics of the clinical education at the CHU-NDS Hospital and other affiliated Hospitals and Health organizations

The Department shall collaborate with the College Doctoral at USEK.

d) **Department of Postdoctoral Studies**

The Department of Postdoctoral Studies shall supervise and administer all aspects of residency programs and postgraduate medical education. It shall ensure the organization and the logistics of the clinical education at the CHU-NDS Hospital and other affiliated Hospitals and Health organizations.

e) **Department of Research**

The Department of Research shall:

- coordinate research projects within the SMMS;
- propose initiatives to encourage research within the SMMS;
- maintain the Medical Library resources and the SMMS research archives;
- recommend to the Dean ad-hoc committees to evaluate SMMS research studies;

– collaborate with the Higher Center of Research at USEK;

f) **Hospitalo-University Department**

The Hospitalo-University Department shall be chaired by the Medical Director of the *Centre Hospitalier Universitaire Notre-Dame des Secours* (CHU-NDS).

The Chair shall act as a liaison officer between the SMMS and the CHU-NDS, both institutions being affiliated to the Lebanese Maronite Order.

The Hospitalo-University Department shall manage the logistics of clinical trainings at the CHU-NDS according to the needs of the SMMS.

ARTICLE 8 - COUNCIL OF THE SCHOOL OF MEDICINE AND MEDICAL SCIENCES

a) **Composition**

The members of the School Council are appointed by the President and serves at his pleasure upon recommendation of the Dean.

The SMMS Council is composed of the following:

1. Dean;
2. Associate Dean;
3. Associate Dean for Medical Affairs;
4. Head of the Department of Basic Health Sciences Studies;
5. Head of the Department of Medical Sciences;
6. Head of the Department of Doctoral Studies;
7. Head of the Department of Postdoctoral Studies;
8. Head of the Department of Research;
9. Head of the Hospitalo-University Department;
10. Other Associate Deans or Head of Departments if existing.

b) **Mission and duties**

The SMMS Council shall assist the Dean to promulgate and implement policies and procedures to direct the various operations of the SMMS and activities of its faculty, staff and students to assure that those operations and activities are carried out in an orderly fashion, in accordance with the policies of the University and the requirements of applicable laws and regulations and the requirements of applicable accrediting bodies.

More specifically, the SMMS council shall:

- ensure the implementation of the academic rules and regulations of the University;
- ensure the implementation of the academic rules and regulations of the SMMS;
- establish the admission requirements of diverse SMMS programs;
- review and approve the propositions of amending curricula, program educational objectives (PEOs) and student outcomes;
- approve proposals for the creation of new programs;
- review and approve the propositions of amending the academic rules, regulations and policies;
- review and approve the propositions of amending of the SMMS rules and regulations;
- review and approve the Mission and Vision of the SMMS;
- approve proposals of agreements with local and foreign universities, hospitals, and health care organizations;
- approve proposals for the creation of new research centers;
- approve the development status of research projects and programs;
- approve the principles and guidelines for membership and operations of the SMMS Committees and Commissions;

SMMS Council decisions shall be subject to institutional policies and procedures and may require the approval of USEK institutional authorities when needed in accordance with USEK bylaws.

c) Meetings and Agenda

The SMMS Council shall meet at least four times per year or when convened by the Dean under his/her chairmanship.

The SMMS Council shall also meet when convened by the University President.

The agenda for each meeting shall be prepared by the Dean and sent to each member of the Council at least ten days prior to the scheduled meeting.

Members of the council may request the Dean to have an item placed on the agenda. It's at the discretion of the Dean to add such items to the agenda of the next Council meeting or to request a majority vote of the Council in order to add them on the agenda of future Council meetings.

Any member of the SMMS Community (faculty, student body, or administration) may petition the Dean to have an item placed on the agenda. Adding such items shall be at the discretion of the Dean.

d) **Quorum and Voting privilege**

The quorum required for the meeting of the Council is the two thirds of its members.

The Council shall strive to reach decisions by consensus. Where time constraints limit the ability of the Council to reach consensus before specified deadlines, a vote shall be taken.

Each member of the Council shall have one vote and must be present in order to exercise this vote and otherwise participate in the Council meeting.

Unless specified otherwise in the rules and regulations, a motion shall stand if fifty percent plus one (50% +1) of the attending members vote in favor.

The Dean counts toward quorum but it's at his discretion to vote in the case of a tie, or to decide to report the item under discussion on the agenda of a future meeting.

e) **Minutes of Meeting**

The business of the Council shall be recorded in minutes and circulated by the Associate Dean to all members. The proceedings of the Council shall be confidential.

The original copy of the Minutes of Meetings shall be sent to the Vice President for Community Life for archiving.

ARTICLE 9 - COMMITTEES AND COMMISSIONS

a) **Standing Committees/Commissions**

Committees and Commissions are appointed by the Dean. Their functioning is governed by specific (or ad hoc) policies and procedures not in conflict with the rules and regulations of the SMMS nor the bylaws of the University.

The Standing committees of the SMMS are:

1. Admission Committee;
2. Curriculum Committee;
3. Medical Education Committee;
4. Student Affairs Committee;
5. Ethics Committee;
6. Doctoral commission.

b) **Other committees and Commissions**

The Dean shall establish other committees and commissions (including ad hoc committees, auditing committee, and executive committees) as he/she deems appropriate.

c) **Committee/Commission membership**

Committees/Commissions shall be formed by members of the SMMS community appointed by the Dean after consultation with the SMMS Council.

Committee/Commission chair shall be appointed by the Dean among from the committee/commission's members.

Medical student members shall be appointed by the Dean upon the recommendation of the Students Council.

The members of each Committee/Commission shall serve to the pleasure of the Dean and shall be recalled by the Dean for not adequately carrying out responsibilities.

The principles and guidelines for membership and operations of these committees shall be approved by the SMMS Council.

d) **Committee/Commission Process**

The Dean shall designate a member to act as Chair in the absence of the Committee/Commission appointed chair.

The Chair and two-third of the members (67%) shall be required for quorum.

The agenda for each meeting shall be prepared by the Chair and sent to each member of the Committee/Commission at least ten days prior to the scheduled meeting.

Commissions/Committees shall act as an advisory body for the Dean. Hence, Commissions/Committees shall strive to reach decisions by consensus. Where time constraints limit the ability of a Commission/Committee to reach consensus before specified deadlines, all opinions shall be recorded in the minutes and reported to the Dean.

The business of the Committee/Commission shall be recorded in minutes and circulated to all members. The proceedings of the Committees/Commissions shall be confidential.

ARTICLE 10 - ADMISSION COMMITTEE

a) **Purpose**

The Admission Committee is charged by the Dean to admit or decline students to the various programs offered by the SMMS, following guidelines and procedures defined by the SMMS Council and approved by the USEK Academic and Research Council.

More specifically, the Admission Committee shall:

- apply the admission policies set by the SMMS Council;
- apply the pro rata requirement to all SMMS programs;
- coordinate the BS in Health Fundamental Sciences Entrance Exam logistics;
- coordinate the MD Program Entrance Exam logistics;
- coordinate the Residency Programs Entrance Exam logistics;
- review admission files of applicants to the Postdoctoral Studies;
- act on requests regarding student transfers from other Universities or USEK Faculties. Transfer rules and procedures shall abide to the SMMS academic rules and procedures and to the rules set by the Lebanese Ministry of Education and Higher Education and the Ministry of Public Health. The decisions of the committee regarding the courses transfer is final and irrevocable;
- gather statistics over the years in order to review the admission policy and make recommendation to the Dean on admission policy requirements and procedures.

b) **Membership**

The Admission Committee shall be composed of the following members:

- The Associate Dean (Chair);
- Three (3) ad-hoc members acting as a sub-committee to study the Admission by Transfer;
- Five (5) ad-hoc members acting as a sub-committee to prepare the Entrance exams.

c) **Meetings**

The Admission Committee meets once a semester and as needed when called by the committee chair or the Dean.

The business of the committee shall be recorded in minutes and circulated to all members.

The proceedings of the Admission committee shall be confidential.

d) **Conflict of Interest Policy**

Faculty members whose family members or relatives may be applying to the SMMS at USEK shall not be eligible to be members of the Admission Committee for two years preceding and the year of their family members' potential application.

ARTICLE 11 - CURRICULUM COMMITTEE

a) **Purpose**

The Curriculum Committee shall ensure that students learn the requisite knowledge, clinical skills, attitudes and behaviors in full compliance with the program educational objectives (PEOs), the mission, and the vision of the School of Medicine and Medical Sciences, and USEK's mission.

b) **Functions**

The Curriculum Committee ensures that students receive the most effective and up-to-date curriculum for the practice of medicine. More specifically, the Curriculum Committee shall:

- periodically re-evaluate the curriculum as a whole to assess program educational objectives (PEOs);
- review the outcomes of every course and clinical training at least every year;
- review the structure and integration of the entire curriculum once every 3 years with attention to gaps and unintended overlaps in the curriculum and the ability of the curriculum to assure attainment of the Program Educational Objectives (PEOs) by the students;
- use data to identify and/or evaluate weaknesses in the curriculum and recommend specific targeted improvements;
- review for action new and revised course syllabi. Upon the recommendation of the department concerned, the Committee shall recommend creating new courses, discontinuing existing courses, and modifying existing courses as to their length, content and number of credits assigned;
- review, develop, formulate, and recommend policies regarding the educational program;
- recommend the modifications to graduation requirements;
- act in an advisory capacity to the Dean on matters concerning programs and courses;

- form task forces and subcommittees as needed to address curricular needs or initiatives.

c) **Membership**

The committee shall be composed of the following members:

- The Associate Dean for Medical Affairs (Chair);
- At least two (2) Faculty members representing Basic Sciences;
- At least two (2) Faculty members representing Pre Clinical Sciences;
- At least two (2) Faculty members representing Clinical Sciences;
- One (1) Student (2nd or 3rd year - Basic Sciences);
- One (1) Student (4th or 5th year - Pre Clinical);
- One (1) Student (6th or 7th year - Clinical);
- Ad-hoc invited experts (not counted for quorum).

At least three (3) Faculty members shall hold the rank of Associate Professor or Professor.

d) **Meetings**

The Curriculum and Medical Education Committee meets once a semester and as needed when called by the committee chair or the Dean.

The business of the committee shall be recorded in minutes and circulated to all members.

The proceedings of the Curriculum and Medical Education Committee shall be confidential.

ARTICLE 12 - MEDICAL EDUCATION COMMITTEE

a) **Purpose**

The Medical Education Committee shall explore and promote innovative teaching methods, learning opportunities, students' assessments to enhance teaching and learning effectiveness in order to better comply with the program educational objectives (PEOs).

b) **Functions**

The role of the Medical Education Committee is to ensure high academic standards in medical education and good practice within the teaching, learning and assessment processes at the SMMS. The Medical Education Committee is also responsible for the development of policies and practices in relation to such processes. More specifically, the Medical Education Committee shall:

- explore and promote innovative teaching methods and learning opportunities to enhance teaching and learning effectiveness;
- develop medical teaching standards and guidelines;
- recommend curriculum-related educational policy that applies to courses and hospital trainings;
- analyze data about course or clinical training syllabi and teaching materials, student evaluations of a course or clinical training, and overall student performance in a course or clinical training;
- act in an advisory capacity to the Dean on matters Medical Education issues;
- form task forces and subcommittees as needed to address Medical Education needs or initiatives;
- foster the development of the Faculty members through the organization of workshops on medical education.;
- coordinate with the Quality Assurance and Institutional Effectiveness Office to Conduct internal monitoring of the courses and clinical training through:
 - the development of various evaluation questionnaires to collect feedbacks from the SMMS Community;
 - conducting and collecting faculty members and students’ feedbacks at the end of each semester/summer session;
 - conducting and collecting Faculty Peer Reviews, on a regular basis for newly appointed faculty members, and randomly for the others.

c) **Membership**

The Medical Education Committee shall be composed of the following members:

- The Associate Dean for Medical Affairs (Chair);
- Six (6) Faculty members;
- One (1) Student (2nd or 3rd year - Basic Sciences);
- One (1) Student (4th or 5th year - Pre Clinical);

- One (1) Student (6th or 7th year - Clinical).

At least three (3) Faculty members shall hold the rank of Associate Professor or Professor.

d) **Meetings**

The Medical Education Committee meets once a semester and as needed when called by the committee chair or the Dean.

The business of the committee shall be recorded in minutes and circulated to all members.

The proceedings of the Medical Education Committee shall be confidential.

ARTICLE 13 - STUDENT AFFAIRS COMMITTEE

a) **Purpose**

The role of the Student Affairs Committee of the SMMS is to foster an environment where all students achieve their academic and personal goals.

b) **Functions**

The Student Affairs Committee shall:

- seek collaborative partnerships and cultivate opportunities that promote lifelong learning, academic success, leadership and personal development of the students.
- provide opportunities for students to be active and responsible members of the SMMS community.

c) **Membership**

The Student Affairs Committee shall be composed of the following members:

- At least three (3) Faculty members;
- One (1) Student (2nd or 3rd year - Basic Sciences);
- One (1) Student (4th or 5th year - Pre Clinical);
- One (1) Student (6th or 7th year - Clinical).
- One (1) Student (Postgraduate medical program).

d) **Meetings**

The Student Affairs Committee meets once a semester and as needed when called by the committee chair or the Dean.

The business of the Student Affairs Committee shall be recorded in minutes and circulated to all members.

The proceedings of the Student Affairs Committee shall be confidential.

ARTICLE 14 - ETHICS COMMITTEE

a) **Purpose**

The Ethics Committee is an advisory committee that deals with ethical issues of health care education and research within the framework of the teachings of the Catholic Church.

The mission of the Ethics Committee is to formalize and specify both OLM's and USEK's commitment to promotion of high ethical standards in all educational programs, research activities, and behaviors within the SMMS.

Its purpose is to cultivate a pluralistic and democratic exchange of Catholic ethical values and concerns and to critically analyze that discussion for opportunities to enhance the ethical integrity of the SMMS.

b) **Functions**

The Ethics Committee of the SMMS shall:

- meet on an ad hoc basis prior to the initiation of a medical research study proposed by an investigator member of the SMMS community. It shall determine whether a conflict with the Catholic Church doctrine and beliefs or a reportable financial interest exists, which reasonably appears to affect the design, conduct or reporting of the research, service or educational activities. The Ethics Committee shall recommend what conditions or restrictions should be imposed upon the investigator to manage, reduce or eliminate such conflicts of interest.
- identify, understand, coordinate and facilitate essential ethical principles and their practice throughout various courses and clinical trainings within the SMMS. To that end, the Ethics Committee shall work to coordinate and integrate current initiatives in medical ethics in the Medical program.
- act as an advisory Committee to the Dean in matters related to disciplinary issues.

c) **Membership**

The Ethics Committee shall be composed of the following members:

- At least three (3) Faculty members;
- One (1) member of the Ethics Committee of USEK (recommended by the chair of that Committee);
- One (1) member of the Ethics Committee of the CHU-NDS (recommended by the chair of that Committee);
- One (1) member of the Medical Liaison Committee at the CHU-NDS (recommended by the chair of that Committee);
- Ad-hoc Faculty member(s), experts in the subject under study;
- Ad-hoc invited external expert(s) in the subject under study.

d) **Meetings**

The Ethics Committee meets once a semester and as needed when called by the committee chair or the Dean.

The business of the Ethics Committee shall be recorded in minutes and circulated to all members.

ARTICLE 15 – DOCTORAL COMMISSION

a) **Purpose**

The role of the Doctoral Commission is to guide students through the proposal, research and analysis, and ultimately the final oral presentation of their Thesis in Medicine.

b) **Functions**

The Doctoral Commission of the SMMS shall:

- ensure that the academic and administrative procedures of the Thesis of Medicine are applied;
- recommend modification to the academic and administrative procedures of the Thesis of Medicine;
- provide guidance to students with their thesis;
- approve the research proposal and the Thesis director. To that end, the Committee shall submit the proposals to the Ethics Committee if needed;
- assess the quality and progress of the research;

- organize workshops on research methodology in collaboration with the Department of Research;
- organize the "MD Thesis Student Day";
- ensure that students' manuscripts are checked for originality via a specialized software;
- form the juries of the theses and submit them to the FMSM Council for approval;
- organize the theses defense schedule.

c) **Committee Chair**

The Head of the Doctoral Studies Department shall serve as Chair of the Doctoral Commission.

d) **Membership**

The Doctoral Commission shall be composed of the following members:

- Head of Doctoral Studies Department (Chair);
- Head of Research Department;
- Three (3) Faculty members holding the title of Associate Professor or Professor.

e) **Meetings**

The Doctoral Commission shall meet twice a semester and as needed when called by the commission chair or the Dean.

The business of the Doctoral Commission shall be recorded in minutes and circulated to all members.

ARTICLE 16 - STUDENTS COUNCIL

a) **Purpose**

The Students Council shall be the representative body for medical students of the SMMS.

b) **Functions**

The Students Council of the SMMS shall:

- recommend students to be members of SMMS' committees and commissions;
- submit to the Dean items to add to the Faculty Council agenda;

- participate in the policy-implementing processes at SMMS;
- participate in the orientation of prospective and new students;
- promote reciprocal and constructive communications between Alumni and current students;
- organize and/or participate to academic, cultural, and social events;
- promote and encourage the involvement of students in the SMMS community life.

c) **Membership**

The Students Council shall be composed of eleven (11) members, one for each year of study.

- Three (3) members will represent the BS in Fundamental Health Sciences program;
- Four (4) members will represent the MD program;
- Four (4) members will represent the postgraduate medical programs.

Members shall be appointed by the Dean according to the following procedure:

- Students wishing to stand for candidacy must submit a candidacy letter to the SMMS secretariat before the end of the second week of September of each academic year. They should state in the candidacy letter, their name, their USEK ID, the position for which they are applying, and a short personal statement supporting their candidacy (250 words).
- Eligible candidates are full time students registered at the SMMS, in good academic standing, and not subject to ongoing or preceding disciplinary proceedings.
- By the end of September, the Dean shall appoint the members of the Students Council for the ongoing academic year.
- The term of office shall start on October 1st and shall end on September 30 of the next year, and can be renewed on yearly basis.

d) **Governance**

The Students Council governance shall be organized as follows:

- One (1) Chairperson;
- One (1) Vice Chairperson;
- Two (2) Treasurers;
- Seven (7) Students' delegates.

The Chairperson and the Vice Chairperson shall be appointed according to their seniority.

e) **Meetings**

The Students Council meets twice a semester and as needed when called by the Council chair or the Dean.

The business of the Students Council shall be recorded in minutes and circulated to all members.

ARTICLE 17 - GENERAL FACULTY MEETINGS

All full time and part time faculty members (as defined in the SMMS rules and regulations, Article 3, Section a) are members of the General Faculty.

Regular meetings of the General Faculty are held at least one time each semester. Special meetings are called upon the request of the Dean, or the Provost, or the President.

The agenda is prepared by the Dean in consultation with the SMMS Council and, when appropriate, with the Provost or the President. The agenda shall be distributed to all members at least one two weeks in advance of regular meetings and at least two days in advance of special meetings.

Any member of the General Faculty may request that items be included on the agenda of a regular meeting if that request is sent to the Dean one week prior to the meeting. It's at the discretion of the Dean to add such items to the agenda.

ARTICLE 18 - FACULTY APPOINTMENTS, PROMOTION, AND GRANTING OF TENURE

Qualifications and standards for faculty appointments, reappointments, promotions, and granting of tenure shall be as stated in the Faculty bylaws of the Holy Spirit University of Kaslik (USEK).

ARTICLE 19 - SMMS ACADEMIC POLICIES AND PROCEDURES

The Academic Policies and Procedures of the School of Medicine and Medical Sciences shall be published each academic year in the "Students' Handbook".

This handbook shall be intended to inform students of their academic commitments and responsibilities, to enable students to gain the greatest benefit from their course of study, and to make certain that they satisfy all requirements for graduation.

The SMMS Council shall review the Academic Policies and Procedures on a yearly basis, or upon the request of the Dean. Proposed amendments shall be discussed by the SMMS Council and shall require a majority vote of the two third (2/3) of its members.

The amendments ratified by the SMMS Council shall be submitted to the Provost by the Dean and will follow the procedures in force at USEK for final approval and implementation.

ARTICLE 20 - AMENDMENT OF THE RULES AND REGULATIONS

The SMMS Council shall review the foregoing bylaws at least once every five years, or upon the request of the Dean, or USEK President, or Board of Trustees Chair.

Proposed amendments of the bylaws shall be discussed by the SMMS Council and shall require a majority vote of the two third (2/3) of its members.

The amendments ratified by the SMMS Council shall be submitted to the Provost by the Dean and will follow the procedures in force at USEK for final approval and implementation.

Any amendments of the institutional rules and regulations shall automatically amend the SMMS rules and regulations.

ARTICLE 21 - ENTRY INTO FORCE AND APPLICATION

The present Rules and regulations enter into force when approved by the Board of Trustees.

The Board of Trustees and/or the Supreme Council of the OLM may, for major reasons, partially or totally suspend the present Bylaws.

Appendix 1: Organizational chart

