

Committee on Medical Student Promotion and Advancement (CMSPA)

Charge:

Mandate

The Committee on Medical Student Promotion and Advancement (CMSPA) is a standing committee of the Faculty of Medicine charged with the responsibility of reviewing the total performance of all medical students in the School of Medicine. By approval of this charge, the Faculty of Medicine delegates to the CMSPA the authority for decisions on student standing and student promotions. The CMSPA recommends candidates for the award of the degree of Doctor of Medicine to the Faculty of Medicine.

CMSPA is responsible for monitoring the following Liaison Committee on Medical Education (LCME) elements:

9.9 Student Advancement and Appeal Process

Specific Functions

The CMSPA will review, as indicated, a given student's total performance. The CMSPA will recommend candidates for the award of the degree of Doctor of Medicine to the Faculty of Medicine. This includes not only the usual indices of formal grades and evaluations but also the professional attitudes and behavior demonstrated by the student. The CMSPA acts on behalf of the Faculty of Medicine in disciplinary matters involving medical students and upholds the Student Code of Conduct as described in the Case Western Reserve University Undergraduate Student Handbook. In addition, the CMSPA reviews and identifies students' total performance in the attainment of all competencies of the MD program.

The CMSPA is the highest authoritative body that renders decisions on medical student promotion and advancement for both CWRU MD programs. Given the differences in the curricular structure and assessment between the two CWRU MD programs (the Lerner College Program and the WR2 University Program), the CMSPA delegates the initial review of medical students enrolled in the Lerner College Program to its subcommittee, the Medical Student Performance Review Committee (MSPRC).

The MSPRC provides a summary report of its minutes at each monthly CMSPA meeting, and the CMSPA votes to approve these minutes. In cases where dismissal of a Lerner College Program student or repetition of an entire academic year by a Lerner College Program student is recommended, the Chair of the MSPRC will present the details of these cases and the MSPRC's recommendations at the next scheduled CMSPA meeting. The CMSPA is responsible for either approving or not approving the recommendations of the MSPRC. If the CMSPA does not approve a decision of the MSPRC, the CMSPA will direct the MSPRC to take an alternative action to assure consistency in its decisions. The MSPRC also provides the CMSPA with an annual report of its recommendations for promotion and remediation for the Lerner College Program students.

Student Notification and Input

Prior to meeting with the committee, students will be notified via an e-mail from the Registrar's Office that they will be presented at the upcoming CMSPA meeting. Notification consists of the reason for the presentation, the date and time of the presentation, an outline of the right to a faculty advocate, guidelines for submitting a reflection, and a link to the CMSPA process. Prior to the scheduled CMSPA meetings, students are expected to meet with their assigned society dean/student affairs dean/physician advisor to review the reason for presentation, to develop a proposal for remediation, leave, or other request of the

committee, and to provide an opportunity to voice any additional questions or concerns.

Confidentiality and Recusal Procedure

All proceedings of the CMSPA are strictly confidential and may not be discussed outside of committee membership. At the opening of every CMSPA meeting, committee member will be asked if there is any reason for recusal from deliberating on an individual student's case. When any member of the CMSPA personally knows a student beyond the level of course director, seminar leader, has medically evaluated or treated a student, or is a course/clerkship director who has taken an action that contributes to an adverse academic action against a student, that member must recuse oneself from reviewing and decision-making capacity on that student's presentation. The Conflict of Interest (COI) Policy, as defined by the CWRU's Medical Student Admissions Committee, also applies in this context to ensure that decisions are not influenced by political or financial factors and that individuals involved do not have relevant conflicts of interest that could interfere with unbiased and objective participation. Conflicts of interest are defined as one who has one of the following relationship(s) with a student: a familial or romantic partner relationship, a significant mentorship or teaching relationship, a significant social, personal or therapeutic/clinical relationship, or a provider of a benefit in some manner (i.e., financial or political benefits, professional advancement or recognitions, or receiving favors or grant support). The recused member shall not be present for committee discussions or participate in voting procedures related to the individual student.

All members who have not recused themselves, voting and non-voting, may participate in discussions, with the exception of the Associate Dean for Student Affairs or their delegate, who serves solely as a Student Affairs content expert and representative for the Office of Student Affairs.

Communication of Decisions

All decisions of the CMSPA will be presented in writing to the student via a letter signed by the Chair of the CMSPA and copied to the student's assigned Society Dean/Student Affairs Dean (UP) or Physician Advisor (LCP) within three calendar days of the CMSPA meeting.

Reconsideration requests

Students have the right to request reconsideration (different from an appeal) of decisions made by the CMSPA when *new information* is available, according to the processes outlined in the Policy on Committee on Medical Students Promotion and Advancement Due Process.

Appeals

A student may appeal a decision of the CMSPA via a two-step tiered appeals process.

1. Appeal to the Vice Dean for Education

Appeals to the Vice Dean must be requested in writing by the student within fourteen calendar days of the final decision of the CMSPA and should be addressed to the Vice Dean. The appeal will be presented to an independent, three-member appeals panel according to the process outlined in the Policy on Committee on Medical Students Promotion and Advancement Due Process.

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The decision of the appeals panel will be according to majority vote and will be communicated to both the Vice Dean and the Chair of the CMSPA in writing within three business days of the hearing. A copy of the appeals panel's decision signed by the Vice Dean will be conveyed in writing to the student and

copied to the student's Society Dean/Student Affairs Dean (University Program) or Physician Advisor (Lerner College Program) within seven calendar days of the appeals panel hearing.

2. Appeal to the Dean

Appeals to the Dean must be requested in writing by the student within fourteen calendar days of the final decision of the Vice Dean's appeals panel and should be addressed to the Dean. The appeal will be presented to an independent, three-member appeals panel, assembled by the Dean according to the process outlined in the Policy on Committee on Medical Students Promotion and Advancement Due Process.

The decision of the appeals panel will be according to majority vote and will be communicated to both the Dean and the Chair of the CMSPA in writing within three business days of the hearing. A copy of the appeals panel's decision signed by the Dean will be conveyed in writing to the student and copied to the student's Society Dean/Student Affairs Dean (University Program) or Physician Advisor (Lerner College Program) within seven calendar days of the appeals panel hearing.

Reporting Structure

As the CMSPA is a standing committee within the School of Medicine, a summary of the actions of the CMSPA is reported to the Faculty Council annually.

Membership

The CMSPA consists of at least nine voting members, including a chairperson who is appointed by the Chair of the Faculty Council after consultation with the Dean and other committee members. Nine members are elected by the Faculty of Medicine from among its membership. The Dean of the School of Medicine may appoint four additional voting members at the Dean's discretion. At least four voting members must represent the basic science departments, and at least five voting members must represent the clinical departments. Quorum for committee meetings is defined as a majority of voting members being present. A motion made by the committee is passed when a majority of the voting member present vote in favor of the motion.

The following individuals serve as ex officio members without voting privileges: the Associate Dean of Student Affairs (WR2 University Program), the Chair of the Committee on Medical Education, the Vice Dean for Medical Education, the Associate Dean for Curriculum (WR2 University Program), the Assistant Dean for Basic Science Education (WR2 University Program), the Chair of the Professionalism Work Group, the Director of Student Assessment, the Chair of the MSPRC or designee. In accordance with the bylaws of the Faculty of Medicine, the number of CMSPA members holding the title of Dean will not exceed 40% of the total CMSPA membership. The Registrar of the School of Medicine will serve as secretary. The CMSPA Chair will invite the LCP Executive Dean to any discussions involving a LCP student but will require that the LCP Executive Dean leave the meeting prior to the CMSPA voting on any motions involving a LCP student. The CMSPA chair may choose to invite directors from combined-degree programs when their students are being presented (i.e., Director of the Medical Scientist Training Program or MSTP, Director of Oral Maxillary Facial Surgery Program or OMFS).

The term of office of voting members is five years. Elections will be staggered so that at least one member will be replaced or re-elected each year. An elected member who resigns during a term of office will be replaced through an appointment made by the Chair of the Faculty Council. An appointed member who resigns during a term of office will be replaced through an appointment made by the Dean of the School of Medicine or their designee. The Chair may terminate the term of a voting member who misses more than two scheduled meetings during an academic year.

Meeting Frequency

The CMSPA meets monthly according to a schedule set by the Chair at the beginning of each academic year. Additional meetings may be called by the Chair as needed. The presence of a simple majority of voting members is considered a quorum, and official decisions of the CMSPA require the presence of a quorum. A motion is adopted when affirmed by a simple majority of voting members present.

The Chair is responsible for creating the agenda and arranging for its dissemination to all committee members prior to the meetings. The Chair (or designee) presides over meetings, and the secretary is responsible for recording the minutes. Minutes of the prior meeting are approved and/or revised as the first order of business, followed by presentations of students and any relevant updates.

Approval of Charge

Charge prior approved by the Faculty Council November 16, 2015

Charge approved by the Faculty Council on December 16, 2024