

## MEDICAL STUDENT PERFORMANCE COMMITTEE

### Description and Charge:

The Student Performance Committee (SPC) is charged with the responsibility and authority to:

1. evaluate academic performance and professional conduct of all students;
2. determine adherence to school performance expectations;
3. determine the ability of the student to meet the Essential Technical Standards;
4. make decisions about remediation, and decide eligibility for promotion and graduation.

All information pertaining to student performance, including information of a non-academic and personal nature, which is discussed at the committee meetings, and all deliberations and details of committee voting are strictly confidential and are not discussed outside the SPC. On an annual basis committee members are required to complete Family Educational Rights and Privacy act (“FERPA”) training.

### Membership

1. The Committee Chair is appointed by the Vice Dean for Medical Education. An open call is made to the faculty at large for participation as a member of the committee. To be considered for membership, faculty must submit a CV and a statement of interest.
2. Voting members of the SPC include:
  - a. 6 faculty members self or peer nominated and elected by the faculty council.
  - b. 6 faculty appointed by the Senior Associate Dean for Medical Education based on expertise and their ability to serve the needs of the SPC.
  - c. No department can have more than two (2) voting members on the committee.
  - d. The SPC Chair can vote in the event of a tie.
3. Terms of Service
  - a. The chair serves a one-year term and can serve up to three consecutive terms.
  - b. SPC members serve three-year terms and may serve two consecutive terms.
  - c. One-third of the membership (4 members) will rotate off the committee or be reappointed each year.
  - d. Unanticipated vacancies are addressed by the Senior Associate Dean for Medical Education.
4. Ex officio, non-voting members include:
  - a. The Associate Dean for Student Affairs
    - i. The Associate Dean for Student Affairs has no formal role in Student Performance Committee processes other than to provide student advocacy and support.
  - b. The Senior Associate Dean for Medical Education.
  - c. The Associate Dean for Diversity and Inclusion
  - d. Staff may be present to support the operations of the committee.

### Actions

1. The SPC meets regularly throughout the year to monitor students’ academic performance and student professional conduct.
2. The SPC monitors the academic progress of all students and reviews any requests for extensions of time to meet the graduation requirements.

3. Special meetings may be called as needed to ensure timely attention to SPC matters.
4. A student whose record will be considered at a special meeting will be given notice of the meeting at least five (5) business days before it is held. The SPC gives special attention to students who are, or appear likely to become, deficient in graduation requirements.
5. The SPC makes one (or more) of the following decisions on promotion for each student on at least an annual basis:
  - a. Satisfactory progress is being made
  - b. Requires remediation to make up a deficiency
  - c. Promotion to the clerkship phase
  - d. Promotion to the post-clerkship phase
  - e. Eligibility for graduation
  - f. Placement on Academic or Professional Behavior Probation
  - g. Must repeat part, or the entirety of, a year of instruction (this may include a repeat of modules, courses or clerkships in which the prior performance was satisfactory)
  - h. Placement on Administrative or Academic Remediation Leave of Absence
  - i. Other action, as indicated by a student's circumstances
  - j. Dismissal
6. All members of the SPC will be asked to disclose any actual or potential conflicts of interest with cases that are to be discussed. Any committee member who has a conflict of interest in a case will recuse themselves from the action under consideration.

All members of the SPC will be asked to disclose actual or potential conflicts of interest with cases that are to be discussed. Conflicts of interest include, but are not limited to, family members (genetic or by marriage), friends of the committee member's family, mentorship or ongoing advisory relationship, people with a business relationship with the member or their family, a doctor-patient relationship, supervising or assessing the student, or interest in the outcome other than the fair and equitable application of the policies of the KSOM. All SPC members will sign the SPC Code of Conduct and Conflict of Interest Declaration form at the start of each academic year.
7. For regular business of the SPC, a quorum shall consist of a simple majority of the membership and a simple majority vote is required for any motion to pass. In cases of potential dismissal of a student, two thirds of the membership is required to constitute a quorum and a two thirds affirmative vote is required to pass a recommendation for dismissal.
8. The SPC reports to the Senior Associate Dean for Medical Education.
9. The Associate Dean for Student Affairs is responsible for executing the decisions of the Committee.
10. All decisions of the SPC are reported to the Vice Dean for Medical Education (or other responsible administrator designated by the Dean).

[Appeal Process](#)

Medical Student Performance Committee

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