

Policy Title: Committee on Student Promotions and Evaluation Membership

CSPE Membership

Committee Chair:

- Full-time Professor or Associate Professor, nominated by other faculty or self-nominated, appointed by the Associate Dean of Students, and approved by a simple majority of voting faculty of the Curriculum Committee, to a 4-year term (term can be renewed once), and may not concurrently serve as the Associate Dean of Students, Dean of Admissions, or a Phase I or II course director.

Faculty:

- Phase I faculty
 - Four Phase I faculty, elected by the Phase I Block Chair Committee will serve as active delegates for a three-year term. The Phase I faculty members must teach in either the first or second year blocks or be the Chair of the Phase I Block Chairs Committee.
 - In addition, two Phase I faculty alternates will be elected by the Phase I Block Chair Committee. There is no term of service for alternates, so elections will only be held as necessary to replace alternates who withdraw, become unable to serve, or are elected to a full-term or partial term as an active delegate.
 - Four Phase I faculty members are expected attend each CSPE meeting. In the event an active delegate cannot attend the meeting, s/he will ask an alternate to attend, with a goal of four Phase I delegates attending each meeting.
 - Term of service is three years as an active delegate. Alternate delegates do not have a term of service.
 - Term limits: Following a three-year term as an active delegate, the faculty member must either leave the committee or serve as an alternate for at least one calendar year. Following the one-year absence from active membership, the faculty member is eligible for re-election by the Phase I Block Chair Committee to a partial term. An active delegate is also eligible for election to a full three-year term if he/she has immediately completed serving a partial term as an active delegate for less than two years in length. The absolute maximum continuous period of service for an active delegate is five years (two years of a partial term followed by three years for a full term).

- Phase II/III faculty
 - Four Phase II/III faculty, elected by the Clerkship Directors Committee, will serve as active delegates for three years. The Phase II/III faculty must teach in either Phase II or Phase III clerkships or be a Phase II Clerkship Director or Phase III Rotation Director.
 - In addition, two Phase II/III faculty alternates will be elected by the Clerkship Directors Committee. There is no term of service for alternates, so elections will only be held as necessary to replace alternates that withdraw, become unable to serve, or are elected to a full term or partial term as an active delegate.
 - Four Phase II/III faculty members are expected to attend each CSPE meeting. In the event an active delegate cannot attend the meeting s/he will ask an alternate, with the goal of four Phase II/III delegates attending each meeting.
 - Term of service is three years as an active delegate. Alternate delegates do not have a term of service.
 - Term limits: Following a three-year term as an active delegate, the faculty member must either leave the committee or serve as an alternate for at least one calendar year. Following the one-year absence from active membership, the faculty member is eligible for re-election to a partial term by the Clerkship Directors Committee. An active delegate is also eligible for election to a full three-year term if s/he has immediately completed serving a partial term as an active delegate less than two years in length. The absolute maximum continuous period of service as an active delegate is five years (two years of a partial term followed by three years for a full term).

Students:

- Two members from each class (Phases I-2, II, and III). One member from each class will be the Delegate and one will be the Alternate.
- Phase I-1 students self-nominate in the spring of Phase I-1. The student applicant must be in good academic standing with a GPA ≥ 3.0 ($\geq 85\%$) in the following Phase I-1 courses to be eligible to serve on the Committee: FMS, MSCT, Hematology, Neuroscience, and CVPR and must submit a letter of interest. The Associate and Assistant Deans of Medical Students select a Delegate and an Alternate from each class at the end of the students' first year. The students' term begins when they return for Phase I-2, after they successfully complete the Practical Immersion Experience.

Ex officio members

- Director of Assessment and Learning
- Assistant Director of Assessment and Learning
- Assistant Dean of Students
- UNM HSC Registrar
- OMSA Staff (as necessary for recording minutes and room set up)

Attendance and voting members:

The following will attend and vote at meetings:

- Four Phase I delegates
- Four Phase II/III delegates
- Three student delegates
- The Chair and the *ex-officio* members do not vote.
- There will be a total of six student representatives (a voting delegate and a non-voting alternate for Phase I-2, Phase II, and Phase III) but only a maximum of three student votes per meeting. If the delegate is not present, the alternate is permitted to vote. If both are present but there are fewer than three voting student members present, both can vote.
- Two-thirds of voting members (seven out of eleven voting members) is considered a quorum for voting on adverse actions or learning prescriptions.

Attendance

- The meeting dates are scheduled and published several months in advance. Special urgent meetings are occasionally scheduled.
- Each delegate is expected to attend every meeting. If a delegate is unable to attend, s/he is responsible for the arranging for the attendance of an alternate delegate.
- If several voting members cannot attend, an e-mail vote may be taken (with the results shared at a subsequent meeting) provided that all voting members have been present at the previous meetings discussing that topic.

Documentation of proceedings

- The CSPE Chair
 - Prepares a draft of the agenda for the review.
 - Prioritizes items by urgency for decision.
 - Dates items that are carried over from previous meeting to track progress.
 - Prepares final agenda with appropriate supporting documentation for each meeting.
- Administrative support from the Office of Medical Student Affairs
 - Recording minutes
 - The administrative assistant takes minutes and provides related documents (i.e. electronic access to student handbook, individual student records for specific questions, and prior minutes).
 - Minutes are completed within 1 week of the meeting and are kept in password protected electronic file.

- Correspondence
 - Correspondence related to actions taken at the meeting are written by the administrative assistant or the Chair, reviewed and signed by the Chair, and distributed to the appropriate person (student, advisor) including a copy to OMSA for student files and copy to CSPE permanent file.
 - Important electronic communication from the Chair to the student should be sent via Outlook (HSC-CSPE@salud.unm.edu).

- Tracking relevant CSPE business in the appropriate SOM student record database or Banner.

Responsible Office:	Office of Medical Student Affairs
Approving Bodies:	Committee on Student Promotion & Evaluation Curriculum Committee
Date of Revision:	May 1, 2018 (by CSPE)
Date of Approval:	May 30, 2018 (by Curriculum Committee)
Scope:	Medical Students