



MEDICAL SCHOLARS PROGRAM

MD / PhD

UNIVERSITY OF ILLINOIS

COLLEGE OF MEDICINE AT URBANA-CHAMPAIGN

**A Program of the University of Illinois at Urbana-Champaign
College of Medicine and Graduate College**

BYLAWS

Adopted May 9, 1984; Revised April 26, 1991; Revised June 14, 2000; Revised April 21, 2010

ARTICLE I. Purpose and General Descriptions

The Medical Scholars Program (MSP) is a joint program of the University of Illinois College of Medicine at Urbana-Champaign (UICOM-UC) and the Graduate College at Urbana-Champaign and is in association with the professional programs of the Urbana-Champaign campus (UIUC). The MSP educates students to become physician-scholars who will provide leadership in the health care delivery system as policy makers, teachers, researchers, or practitioners of medicine, with a strong emphasis on the generation of new knowledge and new concepts. Students in the program earn a Doctorate of Medicine and another approved post-baccalaureate professional or graduate degree in an integrated, scholarly program of study. The formal responsibility for the individual academic programs of the students enrolled for a degree in a participating academic unit remains with the faculty and administration of that unit.

ARTICLE II. Participating Academic Units

All UIUC academic units are eligible to propose programs for inclusion in the MSP. Units submit a formal proposal that includes a description of their component of the joint program and the requirements for its completion. Proposals must be endorsed by the executive committee of the submitting academic unit and approved by the Medical Scholars Program Steering Committee (MSPSC) (Article V), the UICOM-UC, and the UIUC Graduate College. Students may, however, on agreement of the head of the UIUC academic unit and the Director of the MSP, be considered by the MSPSC for admission to the MSP in the absence of a formally approved program. A formal proposal should be submitted by the academic unit as soon thereafter as feasible.

ARTICLE III. Membership

The membership of the MSP consists of students and fellows.

Section 1. Students

Students in the program must be admitted independently into the College of Medicine and the graduate or professional program in which they intend to study for their second degree: they must also be accepted into the Medical Scholars Program. Students must remain in good academic standing in the academic units in which they are studying for their degrees.

Section 2. Fellows

Individuals who have completed either an MD or an appropriate doctoral degree (PhD, DrPH, JD, etc.) and wish to pursue the other degree on the UIUC campus may be admitted as MSP Fellows in order to affiliate with the Program and its activities. Fellows must be accepted into the academic unit in which they plan to study for the second degree and must also be accepted into the Medical Scholars Program.

ARTICLE IV. Administration

The MSP is administered by the Regional Dean of the COM-UC, the Dean of the Graduate College, and the Medical Scholars Program Steering Committee according to these Bylaws, the Bylaws of the participating Colleges and the University Statutes. University Statutes take precedence over bylaws.

ARTICLE V. The Medical Scholars Program Steering Committee

Section 1. Role

The role of the Medical Scholars Program Steering Committee (MSPSC) is to establish policy for the MSP, to oversee its operations, and to facilitate communication among the participating academic units.

Section 2. Membership

- a. Members of the MSPSC are appointed by the Regional Dean of the UICOM-UC and the Dean of the Graduate College upon the advice of the Director of the MSP and the deans of the participating colleges and executive officers of participating units.
- b. Membership includes one faculty member from each participating UIUC college or school except that the College of Liberal Arts and Sciences (LAS) has six members (1 each from Integrative Biology, Molecular and Cellular Biology, Chemical Sciences, Humanities, Social Sciences, and Neuroscience or Psychology).
- c. Membership includes six faculty members from UICOM-UC.
- d. All of the appointments designated above are for a three-year term and are renewable. Members will serve until successors are appointed.
- e. There is one student member who attends meetings and votes, and an alternate student member, who may attend meetings and who votes in the absence of the regular student member. Student appointments are for a one-year term and are renewable.
- f. The Director of the MSP is an ex-officio member with vote and chairs the Steering Committee.
- g. The Regional Dean of the UICOM-UC and the Dean of the UIUC Graduate College are ex-officio members with vote.

Section 3. Responsibilities

The responsibilities of the MSP Steering Committee are:

- a. To recommend guidelines and establish policies relating to the MSP consistent with the purposes of the program.

- b. To ensure that each course of study or program offering in the MSP is consistent with the educational goals of the graduate and medical programs.
- c. To facilitate coordination among the participating UIUC units, UICOM-UC and other components of UICOM and of UIUC.
- d. To advise the Director of the MSP as well as the Regional Dean of the COM-UC and the Dean of the Graduate College on matters relating to the program.
- e. To review and act on the recommendations of subcommittees.
- f. All business of the committee will be conducted according to *Robert's Rules of Order*.

Section 4. Meetings

The Steering Committee will meet at least twice yearly.

Section 5. Admissions Subcommittee

a. Role

The subcommittee supervises the MSP admissions process, subject to the particular admissions requirements of the participating units. The subcommittee reports to the MSPSC via the Director of the MSP.

b. Membership

- (i) The Director of the MSP is an ex-officio member and chairs the subcommittee.
- (ii) The members are appointed by the Director of the MSP.
- (iii) Members need not be members of the MSPSC.
- (iv) Appointments are for three year terms and are renewable, the terms being staggered among members.
- (v) In addition to the Director, the subcommittee consists of at least three faculty members from UICOM-UC and at least three faculty from the graduate departments of UIUC. These faculty are selected from among those familiar with the process of admissions in the participating units and are representative of the range of disciplinary interests of students in the MSP.
- (vi) One student member (with vote) is elected by the MSP students according to criteria established by the Medical Scholars Program Advisory Committee (MSPAC).

c. Responsibilities

The responsibilities of the Admissions Subcommittee are:

- (i) To recommend policy on admissions.
- (ii) To review all completed applications and recommend applicants for admission to the MSP.
- (iii) To recommend policy and criteria for the allocation of financial aid to entering students.

Section 6. Ad-hoc subcommittees

The MSP Director or MSPSC may convene subcommittees for specific purposes.

ARTICLE VI. Director of the Medical Scholars Program

Section 1. Appointment

The Director of the MSP is appointed by and reports to the Regional Dean of UICOM-UC and the Dean of the Graduate College, UIUC, and is expected to hold faculty appointments in both Colleges.

Section 2. Responsibilities

- a. To develop the intellectual climate for the MSP and foster the *esprit de corps* of students and faculty in the Program.
- b. To work with and serve as liaison for the graduate advisors of MSP students and the COM-UC faculty to ensure as far as possible the smooth operation of the program in the pursuit of its ideals.
- c. To coordinate with the Student Affairs and Academic Affairs staff in UICOM, UICOM-UC, and the UIUC Graduate College.
- d. To develop and oversee on a day-to-day basis the integration of the medical and graduate curricula, including research, for students in the MSP.
- e. To supervise the daily operation of the MSP in accordance with established policy on matters including:
 - (i) Student recruitment and admissions.
 - (ii) Development activities including fund raising.
 - (iii) Distribution of student financial aid.
 - (iv) Evaluation of programs and the progress of individual students within them.
 - (v) The preparation of program statements for the Medical Scholars Program.
 - (vi) Relationships with cooperating UIUC academic units.
 - (vii) Program budget.
- f. To chair the MSPSC and Admissions Subcommittee.
- g. To appoint members of the MSPSC subcommittees.
- h. To develop external support for the Program.
- i. To keep the MSPSC, the Regional Dean of UICOM-UC, the Dean of the UIUC Graduate College, and the faculty of UICOM-UC and, the participating graduate and professional units informed about the status of the MSP on an ongoing basis.

ARTICLE VII. Amendments and Revisions to the Bylaws

Proposed amendments to or revisions of these bylaws shall have two readings at two successive meetings of the MSPSC. A vote shall be taken at the second meeting and passage of the amendments or revisions shall require a two-thirds majority of those voting, provided that at least 9 voting members are present. Revisions also require approval by the Regional Dean of the UICOM-UC and the Dean of the UIUC Graduate College. At least ten days notice shall be given for each meeting to consider proposed changes. The notice shall include a copy of the bylaws with the proposed changes.