



**SAINT LOUIS**  
**UNIVERSITY™**  
— EST. 1818 —

# SAINT LOUIS UNIVERSITY SCHOOL OF MEDICINE

## MD/PhD Program Bylaws

May 2023

### **1.0. Purpose**

This policy establishes and codifies the bylaws of Saint Louis University School of Medicine MD/PhD program

### **2.0 General Description**

The mission of the MD/PhD program is to educate and train students to become physician-scientists who will provide leadership in the health care system as policy makers, teachers, researchers or practitioners of medicine. Students in the Program earn a Doctorate of Medicine and a Doctor of Philosophy in an integrated program of study.

### **3.0. Ph.D. Granting Departments**

Ph.D. granting departments wishing to participate in the Program must submit a formal proposal that includes a description of their programs and the requirements for student completion. Proposals must be reviewed and approved by the MD/PhD Steering Committee.

### **4.0. Students**

Students in the Program must be admitted independently into the School of Medicine and the graduate/professional program in which they intend to study for their second degree. They must also be accepted into the MD/PhD program. Students must remain in good standing in the Ph.D. granting departments in which they are studying for their degrees.

### **5.0. Administration**

The MD/PhD program is administered by the Dean of the School of Medicine, the Director of the MD/PhD program, and the MD/PhD Steering Committee according to these bylaws, and the bylaws of the participating Ph.D. granting departments.

#### **5.1. Steering Committee**

##### **A. Role**

The M.D./Ph.D. Steering Committee is the principal advisory body to the Program Director and will establish policy for the MD/PhD program, to oversee its operations, and to facilitate communication among the participating Ph.D. granting departments.

## **B. Membership**

- i. The MD/PhD Steering Committee will be chaired by the director of the MD/PhD program.
- ii. Members of the Steering Committee are appointed by the director of the MD/PhD program following nominations by participating department chairs.
- iii. Membership includes at least two faculty members from each participating Ph.D. granting departments: Biochemistry and Molecular Biology, Molecular Microbiology and Immunology, Pharmacology and Physiology, Health Care Ethics and Health Outcomes Research. Members may be appointed for a second consecutive term, but in no case for more than a cumulative total of six years without the approval of the MD/PhD Steering Committee.
- iv. Membership includes three students in good academic standing, one in each of pre-clerkship, Ph.D. and clerkship years. The student terms of membership shall last for a period of one year
- v. Ex-officio members with vote include the Assistant Dean for Admissions, the Senior Associate Dean for Undergraduate Medical Education, Assistant Dean for Diversity, Equity and Inclusion, and the Director of the Core Program in Biomedical Sciences.
- vi. Failure to attend a minimum of 50% of meetings shall constitute forfeiture of membership.
- vii. The terms are first July- June 30 for 3 years.

## **C. Responsibilities**

- i. To recommend guidelines and establish policies relating to the MD/PhD program.
- ii. To ensure that each course of study or program offering in the MD/PhD program is consistent with the educational goals of the graduate and medical programs.
- iii. To facilitate coordination among the participating units.
- iv. To advise the Director on matters relating to the MD/PhD program.

## **D. Meetings**

- i. The Steering Committee will meet quarterly as needed.
- ii. Special meetings may be called by the MD/PhD program director or upon written petition to the MD/PhD program director by at least one regular voting member of the Steering Committee.

- iii. Agenda items may be proposed by any regular voting members of the Steering Committee, and faculty members of the participating programs, or students enrolled in the MD/PhD program.
- iv. The Program Administrative Assistant shall keep minutes of all meetings. Official minutes will be kept, and copies distributed to all members of the Steering Committee and upon request, to University leaders.
- v. A quorum shall consist of a simple majority of regular voting members.
- vi. When a quorum is present, any action item requires approval by a simple majority of the voting members present at the meeting. Action items cannot be approved when less than a quorum is present. Votes by email will be permitted if time and circumstances allow it.

## **5.2. Admissions Subcommittee**

### **A. Role**

The subcommittee supervises the admissions process, subject to the admissions requirements of the participating programs. The subcommittee is responsible for the admission process in collaboration with the Assistant Dean for Medical School Admissions.

### **B. Membership**

- i. The Director of the MD/PhD program is an ex-officio member and chairs the subcommittee.
- ii. The members are appointed by the MD/PhD program Director based on nominations from department chair.
- iii. Appointments are for 3 year terms and are renewable.

### **C. Responsibilities**

- i. Recommend applicants for interviews to MD/PhD Director
- ii. Attend chalk talk sessions on interview dates
- iii. Review feedback from interviewers
- iv. Recommend candidates for consideration to the M.D. Ph.D. Program.

## **5.3. Ad hoc Subcommittees**

When necessary, the MD/PhD Program Director may convene subcommittees for specific purposes.

## **6.0. Director of the MD/PhD Program**

### **6.1. Appointment**

The Director of the MD/PhD program is appointed by and reports to the Dean of the School of Medicine.

### **6.2. Responsibilities**

- i. To work with and serve as liaison for the graduate advisors of MD/PhD students and the faculty to ensure operation of the program in the pursuit of its ideals.
- ii. To coordinate with Curricular Affairs, Student Affairs and Admissions at the School of Medicine.
- iii. To develop and oversee the integration of the medical and graduate curricula, including research, for students in the Program.
- iv. To supervise the daily operation of the MD/PhD Program in accordance with established policy on matters including:
  - a. Student recruitment and admissions
  - b. Evaluation of programs and the progress of individual students within them
  - c. Relationships with academic units
  - d. Program budget
- v. To chair the Steering and Admissions Committees
- vi. To appoint members of the subcommittees
- vii. To develop external support for the Program
- viii. To keep the Dean of the School of Medicine, Executive Committee, Steering Committee and participating graduate and professional units informed about the status of the program.

## **7.0. Amendments and Revisions to the Bylaws**

Proposed amendments or revisions of these bylaws shall be shared with all members of the Steering Committee, with opportunity to add input. A vote will be taken at the next Steering Committee meeting and passage of amendments or revisions shall require a two-thirds majority of those voting. Revisions will also require approval by the Dean of the School of Medicine. At least ten days' notice shall be given for the meeting to consider proposed changes. The notice shall include a copy of the bylaws with the proposed changes.

