

## ORGANIZATION AND GOVERNANCE OF THE JOHNS HOPKINS UNIVERSITY SCHOOL OF MEDICINE

### PREAMBLE

At the establishment of the School of Medicine in 1893, the Board of Trustees of The Johns Hopkins University constituted the Advisory Board of the Medical Faculty and appointed a Dean of the Medical Faculty. The School of Medicine has continued to operate under this simple structure since its founding without formal bylaws, albeit in a more complex environment affecting the medical profession and the education of medical students in the twenty-first century. Those changes prompt the School of Medicine to adopt a more formal statement of its operating structure as an academic division of The Johns Hopkins University.

### THE DEAN OF THE SCHOOL OF MEDICINE

1. The Dean of the School of Medicine is appointed by the President of the University with the approval of the Board of Trustees. The Dean serves at the pleasure of the President, subject to the terms of any contract providing for a fixed term of appointment.
2. The Dean is responsible for the overall management of the School of Medicine, including appointments of administrative staff as deemed necessary to the operation of the School.
3. The Dean, with the approval of the Advisory Board of the Medical Faculty, appoints faculty to the rank of Associate Professor or below, and with the approval of the Advisory Board of the Medical Faculty and the Board of Trustees, the Dean appoints faculty at the rank of Professor and Associate Professors with terms to the age of retirement.
4. The Dean appoints the chairs of the various Departments of the School of Medicine who report to and serve at the pleasure of the Dean.
5. The Dean may appoint one or more vice deans, associate deans, and assistant deans as deemed necessary and appropriate to carry out the operations of the School of Medicine, who shall report to and serve at the pleasure of the Dean. Specific areas for which the Dean has oversight responsibility and which one or more vice deans, associate deans or assistant deans may be appointed from time to time to direct include:
  - a. Finance and Administration—to direct all matters relating to the finance and budget of the School of Medicine, the management of its human resources, and the supplying and operation of its facilities;

- b. Research—to administer the School of Medicine’s clinical and basic research program and to direct the programs and activities of the School of Medicine that assure compliance with School and applicable federal, state and local regulatory requirements regarding research;
  - c. Education and Students—to administer all aspects of the academic programs of the School of Medicine and to direct the programs and activities of the School of Medicine that assure compliance with the curriculum adopted by the Faculty from time to time and the requirements of accrediting and regulatory agencies.
  - d. Faculty—to administer School of Medicine policies affecting the faculty and their employment and to promote the professional development of the faculty of the School of Medicine.
  - e. Clinical Practice—to administer the Clinical Practice Association and the School’s policies governing the clinical practice of its faculty.
  - f. Johns Hopkins Medicine—to exercise his duties as Dean in support of the purposes and goals of Johns Hopkins Medicine, the joint committee of The Johns Hopkins University for its School of Medicine and The Johns Hopkins Health System Corporation formed to maintain Johns Hopkins’ preeminence in teaching, research and delivery of health care.
6. The Vice Deans, Associate Deans and Assistant Deans staff the various standing committees of the Advisory Board of the Medical Faculty and such ad hoc committees as the Advisory Board of the Medical Faculty shall appoint from time to time.

#### ADVISORY BOARD OF THE MEDICAL FACULTY

1. The Advisory Board of the Medical Faculty (ABMF) advises the Dean on matters relating to the operation of the School of Medicine with authority to approve appointments, promotion, and termination of faculty and policies and procedures relating to the educational programs and academic affairs of the School of Medicine.
2. Composition. The voting membership of ABMF comprises the Department Directors, one additional senior faculty member from each of the Departments of Medicine, Surgery and Pediatrics nominated by their respective Department Directors, the Dean of the School of Medicine, the Dean of the Bloomberg School of Public Health, the Dean of the Johns Hopkins University School of Nursing, the Chair and Vice Chair of the Medical School Council, the Director of the Kennedy-Krieger Institute, the President of The Johns Hopkins Hospital, and the President of the Medical Board of the Johns Hopkins Bayview Medical Center.

The ABMF is chaired by the President of the University, or in the absence of the President, by the Provost of the University. The Assistant Dean for Medicine serves as the Secretary to ABMF.

3. Committees. The ABMF may establish one or more standing or ad hoc committees to advise it on matters properly coming before it, as the membership deems necessary or appropriate from time to time. Standing committees of the ABMF, their membership, and responsibilities are described in Sections \_\_\_ below. Certain committees existing on the date of the adoption of this Governance document and their membership and responsibilities, particularly those related to the education program, are described below. All standing committees are to report to ABMF as stated in their charge[, and no less frequently than annually].
4. Meetings. The ABMF meets monthly from September through June in each academic year. Members present at any meeting of ABMF shall constitute a quorum. Members may not be represented by substitutes at any meeting of ABMF. Actions shall be decided by a majority of voting members at which a quorum is present. The President, or Provost in the President's absence, shall vote only to break a tie.

#### MEDICAL SCHOOL COUNCIL

1. The Medical School Council is a representative organization consisting of members of the full-time faculty, the part-time faculty, medical students and postdoctoral fellows, elected in accordance with the Council's charter as amended from time to time. The Vice Dean for Faculty is the Dean's representative on the Medical School Council. The Associate Dean/Registrar serves as staff to the Medical School Council.
2. The Chair and Vice Chair of the Medical School Council are voting members, ex officio, of ABMF. The Chair is also a voting member of the Agenda Committee.
3. The Medical School Council also advises on and makes recommendations for changes to or the adoption of and approves new policies for the School of Medicine.
4. The Medical School Council advises on and make recommendations for changes to and approves changes to the *Policies and Guidelines Governing Appointments, Promotions, and Professional Activities of the Full-Time Faculty of the Johns Hopkins University School of Medicine* (the "Gold Book").

#### SCHOOL OF MEDICINE POLICIES AND PROCEDURES

1. It shall be the responsibility of the Dean, upon the recommendation and with the approval of the ABMF, from time to time to promulgate and implement policies and

procedures to direct the various operations of the School of Medicine and activities of its faculty, staff and students to assure that those operations and activities are carried out in an orderly fashion, in accordance with the policies of the University and the requirements of applicable laws and regulations and the requirements of applicable accrediting bodies.

2. The Dean shall be responsible for assuring that all such policies are broadly disseminated and widely available to all members of the community. In doing so, the Dean may make use of electronic means of dissemination of such policies and procedures such as electronic mail notices of new policies and amendments and posting policies and procedures on the School of Medicine website. All members of the community are expected to check electronic communications regularly and to familiarize themselves with policies and procedures and amendments to them.

3. The Dean shall be responsible for assuring the implementation and, if necessary, enforcement of such policies and procedures.

#### COMMITTEES OF THE SCHOOL OF MEDICINE

1. The Dean, the Vice Deans, and/or the ABMF shall, from time to time, appoint such permanent and ad hoc committees as are required by duly approved policies of the School of Medicine. As applicable in accordance with the relevant policy, such committees shall make decisions on behalf of the School of Medicine or make recommendations to the Dean, Vice Deans and/or the ABMF relating to the operations of the School of Medicine or the activities of its faculty, staff and students.

2. The Dean, the Vice Deans, and/or the ABMF may, from time to time, appoint permanent and ad hoc committees as they deem appropriate to advise them on matters related to the operations of the School of Medicine and the activities of its faculty, staff and students.

3. The purposes of the committees, scope of their responsibility, and composition shall be as provided in the applicable policy or as established in the charges to the committees from the Dean, Vice Deans and/or ABMF.

4. A list of the permanent and major ad hoc committees of the School of Medicine, the scope of their responsibility and purpose, membership, and reporting sources is attached as an appendix to this Governance and Organization document and will be updated no less frequently than annually.

#### CHANGES TO THIS GOVERNANCE AND ORGANIZATION DOCUMENT

Modifications to this Governance and Organization document must be approved by the ABMF at a regular meeting for which notice is given and at which a quorum is present.