I. Preface

College of Medicine Internal Policies are developed and designed to ensure uniform operational procedures for the College of Medicine. These policies support and supplement Texas A&M System and Texas A&M Health Science Center Regulations and Rules.

II. Process for Internal Policy Approval

New College of Medicine Internal Policies or revisions of existing Internal Policies may originate from the Dean’s Executive Committee, Academic Council, any College of Medicine standing committee (defined in the College of Medicine Bylaws), or from any administrative office delegated responsibility for compliance with College of Medicine Internal Policies, and Texas A&M Health Science Center and Texas A&M System Regulations and Rules.

A. Amendments to College of Medicine Bylaws

In compliance with College of Medicine Bylaws, all amendments to the Bylaws will be reviewed by the Faculty Advisory Committee and the Dean before approval by a two-thirds majority of the voting members of the Academic Council.

B. Internal Policies Pertaining to the Curriculum

In compliance with College of Medicine Bylaws, drafts of new or changed Internal Policies pertaining to the medical curriculum are forwarded to the Curriculum Committee for approval. Policies implemented or changed by the Curriculum Committee are reported to the Academic Council.

C. Internal Policies Pertaining to Administrative Procedures

In compliance with College of Medicine Bylaws, drafts of new or changed Internal Policies pertaining to administrative procedures are reviewed by the Dean before approval by a two-thirds majority of the voting members of Academic Council. In some cases, the Dean may request review and advice by the Faculty Advisory
Committee or the Dean’s Executive Committee prior to approval by Academic Council.

D. Internal Policies Pertaining to Operations of Dean’s Office Components

New or changed Internal Policies which solely affect the operations of an Office within the Dean’s Office (e.g., Office of Academic Affairs) may be implemented after internal review by the appropriate Vice Dean and Dean.

III. Distribution

The most current versions of College of Medicine Internal Policies shall be promptly posted to the College of Medicine “Policies” webpage.

IV. Office of Responsibility

Academic Affairs