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INTRODUCTION

Welcome to the University of South Carolina (USC) School of Medicine (SOM). As a SOM faculty member, your role in assuring that the SOM fulfills its three-fold mission of “improving the health of the people of the state of South Carolina through the development and implementation of programs for medical education, research, and the delivery of health care” is crucial. This handbook was written to orient you to the SOM’s organization, policies, and functioning; to answer questions that may arise during the course of your daily educational, clinical, and research activities, and to serve as a reference guide to other sources of useful information for SOM faculty members.

UNIVERSITY OF SOUTH CAROLINA

USC History. Located in the capital city of Columbia, the University of South Carolina has a long and colorful history. Chartered in 1801, it had developed into an institution of national repute by the mid-1850s. Its antebellum faculty boasted scientists such as Thomas Cooper and John and Joseph LeConte. Hard hit by the Civil War and Reconstruction, it struggled for many years to survive.

Its renaissance began in earnest at the end of World War II. Since 1951 its student population has increased from 3,000 to its current size of more than 45,000. The University attracts students from throughout the state and nation, as well as from over 125 countries.

The historic Horseshoe, the original campus of the University, is surrounded by restored 19th-century buildings listed on the National Register of Historic Places. By contrast, the remainder of the campus is composed of contemporary facilities.

Today, the University of South Carolina is one of the most progressive and intellectually exciting institutions in the Southeast. The University offers 67 programs of study leading to the bachelor’s degree. Master’s degrees are offered in 31 disciplinary areas and the Ph.D. degree in 6, as well as professional doctorates in medicine, law, and pharmacy.

In recent years, outside support of research and sponsored programs topped $227 million. The University’s endowment exceeds $494 million.

USC Motto. The USC motto is “Emollit mores nec sinit esse feros.” The motto is translated as follows, “learning humanizes character and does not permit it to be cruel.”

The Carolinian Creed. The community of scholars at USC is dedicated to personal and academic excellence. Choosing to join the community obligates each member to a code of civilized behavior.

As a Carolinian...

I will practice personal and academic integrity; I will respect the dignity of all persons;
I will respect the rights and property of others; I will discourage bigotry, while striving to learn from differences in people, ideas and opinions;
I will demonstrate concern for others, their feelings, and their need for conditions which support their work and development.

Allegiance to these ideals requires each Carolinian to refrain from and discourage behaviors which threaten the freedom and respect every individual deserves.
Rule of Academic Responsibility. Students enrolled in the SOM adhere to the USC Rule of Academic responsibility, as follows:

It is the responsibility of every student at the University of South Carolina to adhere steadfastly to truthfulness and to avoid dishonesty, fraud, or deceit of any type in connection with any academic program. Any student who violates this rule or who knowingly assists another to violate this rule shall be subject to discipline.

SCHOOL OF MEDICINE

USC SOM Mission. The mission of the USC SOM is to improve the health of the people of the state of South Carolina through the development and implementation of programs for medical education, research, and the delivery of health care.

USC SOM History. To improve health care for the citizens of the state, planning for the establishment of the SOM began in the late 1960s. In 1973, the South Carolina Commission on Higher Education (CHE) and the State Legislature authorized USC to apply for a grant from the Veterans Administration (VA) to assist in the development of the medical school; the grant was approved in 1974.

Faculty recruitment and curriculum planning began in 1975; in 1976, the SOM received provisional accreditation from the Liaison Committee on Medical Education (LCME) of the American Medical Association and the Association of American Medical Colleges. In February 1977, the SOM was granted approval for the fall 1977 admission of the first class of 24 medical students.

The Charter Class graduated in May 1981, at which time the SOM was fully accredited by the LCME. Medical student class size has tripled since the entrance of the first class, and approximately 300 medical students are enrolled in the four-year program.

The SOM’s educational programs were further augmented by the establishment of the Ph.D. program in Biomedical Science in 1981, the M.S. program in Genetic Counseling in 1985, the Master’s of Nurse Anesthesia program in 1994, and the M.S. program in Biomedical Science in 1998. USC’s Master’s of Rehabilitation Counseling program was transferred to the SOM in 1994. Residency programs in emergency medicine, dental medicine, family practice, internal medicine, neurology, obstetrics and gynecology, ophthalmology, orthopaedic surgery, pediatrics, psychiatry, and surgery are co-sponsored with the Palmetto Health and the Dorn Veterans Administration Medical Center. A residency program in preventive medicine and fellowships in medical and psychiatric specialties are offered by individual SOM departments.

The SOM’s basic science campus, consisting of fully renovated historic buildings, is located four miles from the USC-Columbia campus. The complex provides teaching and research facilities that are unexcelled nationally. Most clinical departments are located on the rapidly expanding campus at Richland Medical Park in central Columbia. Affiliated hospitals include the Dorn Veterans Administration Medical Center (DVAMC), the Palmetto Health (PH) including the Palmetto Health Richland and Palmetto Health Baptist, the South Carolina Department of Mental Health (SCDMH), the Greenville Hospital System (GHS), and the eight teaching hospitals affiliated with the South Carolina Area Health Education Consortium (AHEC). A USC Model Rural Medical Education Center is located in Winnsboro, South Carolina.

In 1991, the SOM’s affiliation with the Greenville Hospital System (GHS) was enhanced to provide the opportunity for completion of core third- and fourth-year clerkships and rotations at that facility for students interested in completing their medical educations in upstate South Carolina. With the addition of USC SOM – Greenville in the fall of 2012, it is anticipated that this program will be phased out beginning in the fall of 2014.
The SOM has become a national leader in primary care medical education and ultrasound education. The SOM also collaborates closely with state agencies involved in health service delivery, sponsors research focused primarily on South Carolina health care needs, and provides a wide range of clinical care services to South Carolinians.

The SOM is reaccredited every eight years by the LCME following a three-day site visit and extensive programmatic review. The SOM received a full eight-year accreditation in 2009 and is scheduled for its next site visit during the 2016-2017 academic year. The LCME also monitors progress at the SOM by means of annual questionnaires. The full text of the LCME accreditation standards can be found at the LCME website: http://www.lcme.org/

**Guiding Principles.** The medical education program in the SOM is conducted in accordance with a set of guiding principles. These principles, as follows, are based upon a commitment to meeting societal expectations regarding the attributes of practicing physicians and can be used as a screen for periodic review and renewal of the medical education program. The educational program in the SOM shall:

- Be centrally coordinated by the Curriculum Committee.
- Foster interdisciplinary and interdepartmental collaboration.
- Promote curricular flexibility.
- Respond to changing societal needs and conditions.
- Recognize students’ individual talents, interests, and needs.
- Foster students’ abilities to be independent and life-long learners.
- Promote a cooperative, collegial, and mutually respectful environment.
- Prepare students for the ethical challenges of medical practice.

**Program Objectives.** A set of coherent and comprehensive objectives has been established for the medical education program in the SOM. The educational program in the SOM shall:

- Ensure the horizontal and vertical integration of basic and clinical sciences.
- Promote students’ mastery of both scientific and clinical knowledge.
- Provide an understanding of the biopsychosocial model of health care.
- Ensure the modeling of cost-effective, evidence-based medicine to students.
- Encourage students’ personal and professional development.
- Foster team-building through student self and peer evaluation.
- Foster students’ acquisition of necessary clinical, communication, and problem-solving skills.
- Utilize a variety of learning formats.
- Provide a variety of clinical settings with diverse patient populations.
- Nurture students’ collaboration with other health care team members.
- Set appropriate and realistic performance standards for students.
- Utilize both formative and summative evaluation methods for students.
- Increase the use of competency-based student assessments.
- Promote students’ interest in scientific exploration.
- Provide a range of elective opportunities for students.
- Educate generalist physicians who are potentially eligible for practice in South Carolina.
- Prepare altruistic, knowledgeable, skillful, and dutiful physicians.
- Graduate physicians who attend equally well to all aspects of health care.

**Guidelines for Conduct in Teacher/Learner Relationships.**

I. **Statement of Philosophy**

The University of South Carolina School of Medicine is committed to fostering an environment that promotes academic and professional success in learners and teachers at all levels. The achievement of such success is dependent on an environment free of behaviors which can
undermine the important mission of our institution. An atmosphere of mutual respect, collegiality, fairness, and trust is essential. Although both teachers and learners bear significant responsibility in creating and maintaining this atmosphere, teachers also bear particular responsibility with respect to their evaluative roles relative to student work and with respect to modeling appropriate professional behaviors. Teachers must be ever mindful of this responsibility in their interactions with their colleagues, their patients, and those whose education has been entrusted to them.

II. Responsibilities in the Teacher/Learner Relationship

A. Responsibilities of Teachers

1. Treat all learners with respect and fairness
2. Treat all learners equally regardless of age, gender, race, ethnicity, national origin, religion, disability, or sexual orientation.
3. Provide current material in an effective format for learning.
4. Be on time for didactic, investigational, and clinical encounters.
5. Provide timely feedback with constructive suggestions and opportunities for improvement/remediation when needed.

B. Responsibilities of learners

1. Treat all fellow learners and teachers with respect and fairness.
2. Treat all fellow learners and teachers equally regardless of age, gender, race, ethnicity, national origin, religion, disability, or sexual orientation.
3. Commit the time and energy to your studies necessary to achieve the goals and objectives of each course.
4. Be on time for didactic, investigational, and clinical encounters.
5. Communicate concerns/suggestions about the curriculum, didactic methods, teachers, or the learning environment in a respectful, professional manner.

III. Behaviors Inappropriate to the Teacher-Learner Relationship

These behaviors are those which demonstrate disrespect for others or lack of professionalism in interpersonal conduct. Although there is inevitably a subjective element in the witnessing or experiencing of such behaviors, certain actions are clearly inappropriate and will not be tolerated by the institution. These include, but are not limited to, the following:

- unwanted physical contact (e.g. hitting, slapping, kicking, pushing) or the threat of the same;
- sexual harassment (including romantic relationships between teachers and learners in which the teacher has authority over the learner’s academic progress) or harassment based on age, gender, race, ethnicity, national origin, religion, disability, or sexual orientation;
- loss of personal civility including shouting, personal attacks or insults, displays of temper (such as throwing objects), use of culturally insensitive language;
- discrimination of any form including in teaching and assessment based upon age, gender, race, ethnicity, national origin, religion, disability, or sexual orientation;
- requests for another to perform inappropriate personal errands unrelated to the didactic, investigational, or clinical situation at hand;
- grading/evaluation on factors unrelated to performance, effort, or level of achievement.
The procedure designed to provide students an opportunity to address non-academic complaints and problems they have been unable to resolve through other channels may be found at: http://www.sc.edu/policies/staf627.pdf

FACULTY

All individuals who participate in the education of SOM medical and graduate students are considered SOM faculty. As of July 2012, there is a total of 1342 SOM faculty members. Several designations are commonly used to describe SOM faculty.

**Basic Science and Clinical Science Faculty.** One common differentiation among SOM faculty members is between “basic science” and “clinical” faculty members. The majority of basic science faculty members hold their primary faculty appointments in one of the three SOM basic science departments: Cell Biology and Anatomy; Pathology, Microbiology, and Immunology; Pharmacology, Physiology, and Neuroscience; or the Biochemistry Section of the USC Department of Chemistry and Biochemistry. These basic science faculty members teach primarily in the first two years of the medical school curriculum and in SOM graduate programs. In addition, however, some SOM clinical departments also employ some basic science faculty members who are actively involved in the SOM’s clinical, research, and educational programs.

The majority of “clinical” faculty members hold their primary faculty appointments in one of the ten SOM clinical departments: Family and Preventive Medicine, Internal Medicine, Neurology, Neuropsychiatry and Behavioral Science, Pediatrics, Obstetrics and Gynecology, Ophthalmology, Orthopaedic Surgery, Radiology, and Surgery. These clinical science faculty members provide clinical services at SOM-affiliated hospitals and agencies in Columbia, Greenville, and other sites in South Carolina, while simultaneously providing clinical instruction to SOM medical students and to residents in SOM-affiliated residency training programs. Many clinical science faculty members also participate in clinical research activities and provide instruction in the first- and second-year SOM Introduction to Clinical Medicine (ICM) course continuum and in clinical correlations to SOM basic science courses.

**USC-Salaried, Hospital-Salaried, and Private Practice Faculty Members.** SOM faculty members also fall into three categories: those salaried by USC, those salaried by SOM-affiliated hospitals, and those whose income derives from private clinical practice and other sources. The contributions of all three types of faculty members are essential to the SOM educational program. Another common differentiation among USC-salaried faculty members is between “tenure-track” and “non-tenure-track” faculty.

**USC-Salaried Faculty Members.** USC-salaried faculty members can be either tenure-track or non-tenure-track faculty. Tenure-track faculty members must meet SOM-determined criteria in the areas of teaching, research/scholarly activity, and service/patient care prior to making application for tenured status and/or for promotion to Associate Professor or Professor status at USC. Once tenured, these faculty members become permanent USC employees, although they are subject to post-tenure review policies. Non-tenure-track, USC-paid faculty members are salaried, on a full-time or part-time basis, on an annual contractual basis; they participate in a SOM-determined promotion process, but not in the USC promotion and tenure application process.

USC-salaried faculty members are subject to the USC policies and procedures contained in *The Faculty Manual*; the full text of *The Faculty Manual* can be found at: http://www.sc.edu/policies/facman/Faculty_Manual_Columbia.pdf
Hospital-Salaried Faculty Members. Faculty members can also be paid by SOM-affiliated hospitals (e.g., PH, SCDMH, DVAMC, and GHS,). These faculty members are subject to the policies and procedures of the hospital by which they are salaried, and they participate in the same SOM-determined appointment and promotion process applicable to USC-salaried, non-tenure-track faculty.

Volunteer Faculty Members. “Volunteer” faculty members are those in private practice or employed by agencies or institutions not formally affiliated with the SOM and who participate in SOM educational programs as guest lecturers, community preceptors, and fourth-year elective directors without financial recompense from the SOM. Appointment and promotion of “volunteer” faculty are determined by department-specific procedures.

APPOINTMENT, PROMOTION, AND/OR TENURE PROCEDURES AND CRITERIA

Tenure and Promotion Procedures and Criteria for Tenure-Track Basic Science and Clinical Faculty. Consistent with the policies and procedures of The Faculty Manual, the SOM revised its Tenure and Promotion Procedures and Criteria for Tenure-Track Clinical Faculty (19 March 1999) and its Tenure and Promotion Procedures and Criteria for Tenure-Track Basic Science Faculty (2 April 2009). These documents received approval from the USC Committee on Tenure and Promotion. The Tenure and Promotion Procedures and Criteria for Tenure-Track Basic Science and Clinical Faculty are currently under review. These documents outline annual procedures related to applications by faculty in SOM basic science or clinical departments for promotion and/or tenure, as well as criteria in the areas of teaching, research/scholarly activity, and service/patient care for promotion to the rank of Associate Professor or Professor and/or tenure at the rank of Associate Professor or Professor. Copies of these documents can be obtained from the appropriate department chair or from personnel in the Office of the Dean. Current criteria can also be found here: http://www.sc.edu/tenure/unitcriteria.shtml

Criteria for Tenure of Librarians in the SOM. The SOM has adopted criteria in the areas of excellence of performance, scholarly ability, effectiveness of service to the institution and community, and professional growth for tenure as a medical librarian in the SOM; these criteria were rewritten on 21 May 2001 and received approval from the USC Committee on Tenure and Promotion. A copy of these materials can be obtained from the Director of Library Services or from personnel in the Office of the Dean. Current criteria can also be found here: http://www.sc.edu/tenure/unitcriteria.shtml

Appointment and Promotion Procedures and Criteria for Non-Tenure Track Basic Science Faculty. The SOM basic science faculty adopted the Appointment and Promotion Procedures and Criteria for Non-Tenure-Track Basic Science Faculty in December 2011. The document is currently under review for approval by the Provost’s Office. This document outlines procedures for initial appointment of non-tenure-track faculty to basic science SOM departments and procedures and criteria in the areas of teaching, research/scholarly activity, and service for promotion of non-tenure-track faculty in the SOM basic science departments to the rank of Associate Professor or Professor. A copy of this document can be obtained from the appropriate department chair or from personnel in the Office of the Dean.

Appointment and Promotion Procedures and Criteria for Non-Tenure Track Clinical Faculty. The SOM adopted, in September 2004, revised Appointment and Promotion Procedures and Criteria for Non-Tenure-Track Clinical Faculty. This document outlines procedures for initial appointment of non-tenure-track faculty to clinical SOM departments and procedures and criteria in the areas of teaching, research/scholarly activity, and service/patient care for promotion of non-tenure-track faculty in SOM clinical departments to the rank of Associate Professor or Professor. A copy of this document can be obtained from the appropriate department chair or from personnel in the Office of the Dean.
Appointment, Reappointment, and Promotion Procedures for Volunteer Faculty. The SOM adopted, on 11 January 2000, revised Appointment, Reappointment, and Promotion Procedures for Volunteer Faculty. This document outlines procedures for initial appointment, reappointment, and promotion of volunteer SOM faculty members who are not salaried by the SOM or its affiliated institutions. A copy of this document can be obtained from the appropriate department chair or from personnel in the Office of the Dean.

ADMINISTRATIVE STRUCTURE

The administrative organization of the school is illustrated in Figure 1. The Dean is the medical school's chief academic and administrative officer. The responsibilities of USC deans are outlined in *The Faculty Manual*. The Dean is assisted by associate deans in each of the following areas: Administration and Finance, Clinical Affairs, Medical Education and Academic Affairs, and Research and Graduate Studies. In addition, there are seven assistant deans: Preclinical Curriculum, Clinical Curriculum and Assessment, Continuing Medical Education and Faculty Development, Executive Affairs, Innovative Education and Faculty Support, Medical Education - GHS, and Minority Affairs. Department chairs are responsible to the Dean for the educational, clinical, and scholarly activities of faculty members in their department. The responsibilities of USC department chairs are outlined in *The Faculty Manual*. The functioning of the medical school is also assisted by 42 faculty, administrative, and advisory committees and subcommittees (see SOM Committees, below) that oversee the necessary functions of the institution; in general, these committees are advisory to the Dean (with the exception of the Admissions Committee which functions independent of the Dean).

Administration

Dean
Richard A. Hoppmann, M.D.
Office of the Dean, Building 3, DVAMC Campus, 216-3301

The SOM Dean is responsible for the organization and administration of all SOM programs and policies. The Office of the Dean also has responsibility for development and public affairs activities.

Associate Dean for Administration and Finance
Office of the Dean, Building 3, DVAMC Campus, 216-3308

The Associate Dean for Administration and Finance is the chief financial officer of the SOM whose area of responsibilities include operational finance and business affairs and facilities.

Director of Information Technology
Lindsie Cone, M.D.
Office of Information Technology, 1 Medical Park, Suite 330, 545-5100

The Director of Information Technology is responsible for the information technology infrastructure, systems, and applications that support the educational, research, and service goals of the School of Medicine.
The Associate Dean for Clinical Affairs/Chief Medical Officer is responsible for developing clinical faculty practice activities in alignment with changing health care delivery systems and for management and leadership of the clinical missions and day-to-day activities involving clinical healthcare performance, quality improvement, and organizational satisfaction.

The Associate Dean for Medical Education and Academic Affairs is responsible for the SOM’s education programs, including the operation of the Offices of Admissions and Enrollment Services, Curricular Affairs and Media Resources, and Student and Career Services.

The Assistant Dean for Clinical Curriculum and Assessment is responsible for coordination of SOM educational activities related to the development and mastery of clinical knowledge and skills by medical students, for coordination of the SOM’s clinical education program across SOM departments and campuses, and for multiple objective and subjective assessment activities to ensure that students have achieved the learning objectives established for them by SOM faculty members, including course and clerkship directors.

The Assistant Dean for Preclinical Curriculum is responsible for coordination of SOM educational activities related to the development and mastery of basic science knowledge by medical students and for coordination of the SOM’s preclinical education program across SOM departments.

The Assistant Dean for Medical Education-GHS is responsible for multiple educational components of the program as well as various aspects of student life in the SOM program at GHS.

The Director of Student and Career Services is responsible for
multiple aspects of student life in the SOM, including advisement of student organizations, financial aid, counseling and referral of students with academic and non-academic problems, career counseling, residency application, and insurance issues.

Assistant Director of Student and Career Services
Jerel Arceneaux
Building 3, DVAMC Campus, 216-3629

The Assistant Director of Student and Career Services assists the Director of Student and Career Services with various aspects of student life for students enrolled in SOM graduate programs and with financial aid.

Director of Enrollment Services/Registrar
Robert M. Rhinehart, Ph.D.
Office of Admissions and Enrollment Services, Building 3, DVAMC Campus, 216-3620

The Director of Enrollment Services/Registrar assists the Associate Dean for Medical Education and Academic Affairs with the SOM application and admissions process and is responsible for certification of enrollment and graduation for current students and alumni, for student records, and for clerkship and elective scheduling.

Director of Medical Student Recruitment
James R. Stallworth, M.D.
Department of Pediatrics, 14 Medical Park, Suite 400, 434-7945

The Director of Medical Student Recruitment assists the Associate Dean for Medical Education and Academic Affairs with recruitment efforts for applicants to each year’s entering class and with relationships with health professions advisors on undergraduate campuses in the state and region.

Director of Medical Student Health Service
Joshua Mann, M.D.
Department of Family and Preventive Medicine
Family Practice Center, 3209 Colonial Drive, 434-6113

The Director of the Medical Student Health Service is responsible for the development and implementation of health policies for medical students and for assisting students who have been injured or exposed during the course of their medical educations.

Director of Library Services
Ruth A. Riley, M.S.
Medical Library Building, DVAMC Campus, 216-3220

The Director of Library Services is responsible for overall direction, strategic planning, and evaluation of library programs, services, personnel, budget, and collections.
Associate Dean for Research and Graduate Education
Marlene A. Wilson, Ph.D. (Interim)
Office of the Dean, Building 3, DVAMC Campus, 216-3312

The Associate Dean for Research and Graduate Education is responsible for coordinating research and graduate education in the SOM.

Associate Dean for Continuous Professional Development and Strategic Affairs
Morris J. Blachman, Ph.D.
Office of Continuing Medical Education and Faculty Development, 15 Medical Park, Suite 100, 434-4211

The Associate Dean for Continuous Professional Development and Strategic Affairs is responsible for coordinating continuing medical education activities between the SOM and its affiliated hospitals and for aspects of the SOM faculty development program.

Associate Dean for Palmetto Health
James I. Raymond, M.D.
Palmetto Health Corporate Office, 1301 Taylor Street, 296-2152

The Associate Dean for Palmetto Health is responsible for coordinating relevant medical education programs located at the Palmetto Health Richland and Palmetto Health Baptist-Columbia campuses with the SOM.

Vice Dean for Innovative Healthcare Technologies
Meera Narasimhan, M.D.
15 Medical Park, Suite 301, 434-4266

The Vice Dean for Innovative Healthcare Technologies is responsible for developing and coordinating School of Medicine activities around innovative healthcare technologies.

Assistant Dean for Executive Affairs
Ruth A. Riley, M.S.
Medical Library Building, DVAMC Campus, 216-3208

The Assistant Dean for Executive Affairs is responsible for assisting and supporting the Dean with executive affairs and administration of the School of Medicine.

Assistant Dean for Minority Affairs
Carol L. McMahon, M.D.
Building 3, DVAMC Campus, 216-3608

The Assistant Dean for Minority Affairs is responsible for planning and implementation of programs to increase the proportion of under-represented minority students, residents, and faculty members in the SOM and for community relations.

Senior Director of Development
Mechelle English
Office of the Dean, Building 3, DVAMC Campus, 216-3314

The Senior Director of Development is responsible for planning and implementing overall fundraising, alumni relations, and public recognition of the SOM.
Director of Legal Affairs
Hedy Zaragoza, J.D.
Office of Legal Affairs, 15 Medical Park, Suite 300, 545-5220

The Director of Legal Affairs is responsible for providing legal advice and counsel to the Dean and the clinical faculty and staff regarding activities of the SOM clinical departments and University Specialty Clinics.

SOM Ombudsperson – M-I and M-II Students
Lawrence Reagan, Ph.D.
Department of Cell Biology and Anatomy
Building 1, DVAMC Campus, 733-3313

SOM Ombudsperson – M-II and M-III Students
Robin B. Welsh, M.D.
Department of Pediatrics
14 Medical Park, Suite 400, 434-7945

SOM Ombudsperson – GHS Students
Kevin Kopera, M.D.
University of South Carolina School of Medicine – Greenville, 864-455-6840

The SOM Ombudspersons are empowered to receive and investigate reports of mistreatment in a completely confidential manner, to mediate between the parties involved, and, in the event mediation is not successful, to make recommendations directly to the Dean regarding appropriate resolution of any complaint.
Department Chairs

Interim Chair, Department of Cell Biology and Anatomy
Wayne Carver, Ph.D.

Chair, Department of Family and Preventive Medicine
Edward J. Mayeaux, M.D.

Chair, Department of Internal Medicine
Shawn A. Chillag, M.D.

Chair, Department of Neurology
Souvik Sen, M.D.

Chair, Department of Neuropsychiatry and Behavioral Science
Meera Narasimhan, M.D.

Chair, Department of Obstetrics and Gynecology
Judith T. Burgis , M.D.

Chair, Department of Ophthalmology
TBA

Chair, Department of Orthopaedic Surgery and Sports Medicine
John J. Walsh, IV, M.D.

Chair, Department of Pathology and Microbiology
Mitzi Nagarkatti, Ph.D.

Chair, Department of Pediatrics
R. Caughman Taylor, M.D.

Chair, Department of Pharmacology, Physiology, and Neuroscience
Marlene A. Wilson, Ph.D.

Chair, Department of Radiology
Francis H. Neuffer, M.D.

Chair, Department of Surgery
R. Stephen Smith, M.D.

Director, Medical Biochemistry
James M. Sodetz, Ph.D.
COMMITTEES

Authority. Except as otherwise required by USC and/or LCME regulations and policies, all SOM committees and subcommittees are advisory to the Dean and operate in accord with the policies and procedures contained in The Faculty Manual (with the exception of the Student Academic Responsibility Committee and Admissions Committee).

Nomination/election process. The Faculty Representation Committee is responsible for developing and administering the procedures for nomination and election of faculty members to SOM committee and subcommittee places designated for elected members. The Faculty Representation Committee also advises the Dean on the selection of faculty members for committee and subcommittee places designated for appointees. It is expected that each faculty member under consideration for nomination for an elected committee and subcommittee position will, prior to the election, discuss his/her nomination with the chair of his/her department.

Voting privileges. Consistent with the policies and procedures of The Faculty Manual for operation of USC colleges, schools, and departments, all faculty, students, administrators, and non-faculty SOM staff members who are members of SOM committees and subcommittees, whether elected, appointed, or ex-officio, are eligible to vote unless otherwise specified. Consultants and other individuals specifically identified as staff to committees and subcommittees are not eligible to vote on SOM committees and subcommittees.

Selection of student members. At the mid-point of the spring semester, the Director of Student and Career Services sends each enrolled medical student a memorandum in which student self-nominations for service on SOM committees and subcommittees for the next academic year are sought. The Director of Student and Career Services, in consultation with other personnel in the Office of Medical Education and Academic Affairs, assesses each interested student's eligibility for service, as well as his/her area of personal interest and ability and his/her willingness to serve prior to informing the Dean of eligible nominees. The Associate Dean for Medical Education and Academic Affairs then selects student members of committees and subcommittees from the list of eligible nominees. To be eligible to serve on SOM committees and subcommittees, a student must be currently enrolled and in good academic standing; no student repeating an academic semester or year is eligible for service on SOM committees or subcommittees until the repeat semester/year has been completed successfully.

Other USC and SOM committees. The SOM committee structure does not relate to membership on other committees of USC, the SOM Educational Trust, the SOM-affiliated hospitals, or the SOM strategic planning process. The process of selection for membership on these committees is distinct from the selection process for faculty, administrative, and joint faculty/administrative committees.

Minutes of committee and subcommittee meetings. The chair of each committee and subcommittee will ensure that minutes of each meeting are kept and distributed to committee and subcommittee members.

Committee designations. SOM committees are designated as being one of three types, based upon their functioning, representation, and purpose. Faculty committees, designated with one asterisk (*), advise the Dean on those academic matters that are in the purview of the faculty (e.g., Curriculum Committee); members of these committees are elected by members of the SOM faculty. Administrative committees, designated with two asterisks (**), advise the Dean and other SOM administrative personnel about administrative matters at SOM; membership on these committees is both elected and ex-officio (e.g., Executive Committee). Joint faculty/administrative committees, designated with three asterisks (***) advise the Dean on a variety of matters, including those that are in the purview of the faculty, but which also have a significant ongoing administrative component; membership on these committees is elected, ex-officio, and appointed (e.g., Scholarship and Loan Committee).
Service on SOM Committees and Subcommittees. In the spring of each academic year, the Faculty Representation Committee distributes a memorandum to all SOM faculty in which participation on SOM committees and subcommittees for the next academic year (July 1-June 30) is solicited. After faculty members have expressed interest in elected and appointment positions on SOM committees and subcommittees, the Faculty Representation Committee supervises the nomination and election processes for vacancies in elected positions on SOM committee and subcommittees and advises the Dean on selection of interested faculty members for vacancies in appointed positions on SOM committees and subcommittees. Prior to the beginning of the academic year, personnel in the Office of the Dean will publish a listing of membership on SOM committees and subcommittees, distribute this listing to department chairs, and post this listing on the SOM website at http://www.med.sc.edu/2012-2013%20SOM%20Committees.pdf

Descriptions of Committees and Subcommittees:

I. Committees related to the University of South Carolina

Committees mandated by the University of South Carolina Faculty Manual

A. Basic Science Unit Tenure and Promotion Committee: formulates specific criteria for tenure and promotion of faculty members in SOM basic science departments, assesses candidates for tenure and/or promotion, and makes recommendations to the SOM Dean.

B. Clinical Unit Tenure and Promotion Committee: formulates specific criteria for tenure and promotion of faculty members in SOM clinical departments, assesses candidates for tenure and/or promotion, and makes recommendations to the SOM Dean.

C. Medical Library Unit Tenure Committee: formulates specific criteria for tenure and promotion of SOM medical librarians, assesses candidates for tenure and/or promotion, and makes recommendations to the SOM Dean.

II. Committees related directly to the Office of the Dean:

A. **Faculty Representation Committee**: coordinates the process of nomination and election of faculty members to SOM committees; advises the Dean on the appointment of faculty members to SOM and University committees; advises the Dean on the number and purpose of SOM committees and subcommittees; and clarifies, with elected and appointed committee chairs, the charges for each SOM committee and subcommittee; addresses with the Dean all matters referred to it by faculty members; and assists the Dean in obtaining faculty members’ input into decision making. The members of the FRC elect 3 members (2 of whom must be from basic science departments) of this committee to represent the faculty on the Executive Committee and 3 members (2 of whom must be from basic science departments) to represent the faculty on the Student Promotions Committee.

B. **Executive Committee**: advises the Dean about administration of the SOM.

C. **Basic Science Advisory Committee**: advises the Dean about issues related to the basic sciences in the SOM.

D. **Biomedical Engineering Committee**: advises the Dean on issues related to biomedical engineering in the SOM.

E. **Clinical Advisory Committee**: advises the Dean on issues related to the clinical sciences in the SOM.
F. **Student Promotions Committee**: advises the Dean about the academic standing of medical students enrolled in the SOM.

1. *Academic Review Subcommittee*: makes recommendations for consideration by the Student Promotions Committee regarding the academic standing of medical students enrolled in the SOM.

2. *Student Conduct Subcommittee*: makes recommendations to the Student Promotions Committee regarding non-academic issues of professionalism and student behavior.

G. ***Academic Standards Committee**: is responsible for the maintenance of academic excellence in the SOM, establishes criteria for determination of satisfactory academic performance for promotion and graduation of medical students, establishes consistent standards for methods of assessing quality, assigning grades, and correcting academic deficiencies of medical students.

1. *Grade Change Subcommittee*: hears, assesses, and decides upon requests

H. ***Women in Science and Medicine Committee**: advises the Dean on issues related to women students, faculty, and staff of the SOM.

I. ***Appointment and Promotion Committee for Non-Tenure-Track Basic Science Faculty**: evaluates the curriculum vitae and application materials for candidates requesting appointment at the Associate Professor or Professor level or promotion to the Associate Professor of Professor level and recommends to the Dean the appropriate faculty rank for the candidate.

J. ***Appointment and Promotion Committee for Non-Tenure-Track Clinical Faculty**: evaluates the curriculum vitae and application materials for candidates requesting appointment at the Associate Professor or Professor level or promotion to the Associate Professor of Professor level and recommends to the Dean the appropriate faculty rank for the candidate.

III. Committees related to the Office of the Dean through the Office of Medical Education and Academic Affairs (Offices of Admissions and Enrollment Services, Curricular Affairs and Media Resources, Graduate Studies, and Student and Career Services):

Through Office of Admissions and Enrollment Services:

A. ***Admissions Committee**: establishes application/admissions policies and procedures for the SOM; evaluates and recommends to the Dean applicants for admission.

Through Office of Curricular Affairs and Media Resources:

B. *Curriculum Committee*: is responsible for the development of and oversight over the content, structure, and pedagogy of the curriculum leading to the M.D. degree and for ensuring that students learn the knowledge, skills, attitudes, and behaviors necessary for the successful practice of medicine.

1. Standing subcommittees:

   a. *M-I/M-II Subcommittee*: is responsible for periodic review and update of all required M-I and M-II courses.
b. *M-III/M-IV Subcommittee:* is responsible for the periodic review and update of all required M-III and M-IV courses.

c. *Interdepartmental/Interdisciplinary Integration Subcommittee:* is responsible for the periodic review and update of vertical curricula and for the integration of interdepartmental and interdisciplinary educational efforts.

d. *Independent Learning Development and Implementation Subcommittee:* is responsible for developing and implementing Curriculum Committee recommendations in the area of independent learning and selects the medical student recipient of the annual Student Independent Learning Project Award.

2. *Ad hoc* subcommittees

   a. ***Curriculum Accommodations Subcommittee:* establishes policies and procedures for testing under non-standard conditions, reviews applications, and selects qualifying students.

Through *Office of the Associate Dean for Research and Graduate Education:*

C. **Biomedical Science Graduate Committee:** establishes policies and procedures for the Biomedical Science Graduate Program consistent with USC and SOM guidelines. Ensures that program requirements are met by departments, research focus groups, and students.

D. **Biomedical Science Graduate Nurse Anesthesia Subcommittee:** establishes policies and procedures for the Biomedical Science Graduate Nurse Anesthesia Program consistent with USC and SOM guidelines. Ensures that program requirements are met.

E. **Rehabilitation Counseling Graduate Subcommittee:** establishes policies and procedures for the Biomedical Science Graduate Rehabilitation Counseling Program consistent with USC and SOM guidelines. Ensures that program requirements are met.

F. **Genetic Counseling Graduate Subcommittee:** establishes policies and procedures for the Biomedical Science Graduate Genetic Counseling Program consistent with USC and SOM guidelines. Ensures that program requirements are met.

G. **Graduate Curriculum Committee:** develops and oversees the content, structure, and pedagogy of the curriculum leading to the M.S., Ph.D., and Post-Baccalaureate Certificate in Biomedical Sciences degrees and for ensuring that students have solid knowledge and skills in biomedical sciences.

H. **Certificate Program Admissions Committee:** establishes admissions policies/procedures and evaluates applications for the Post-Baccalaureate Certificate in Biomedical Sciences at the SOM; makes recommendations to the Dean for admission of students.

Through *Office of Student and Career Services:*

I. **Leave of Absence Committee:** makes recommendations to the Dean regarding leaves of absence from the SOM for medical students.
J. **Scholarship and Loan Committee:** awards all SOM scholarships and awards all long-term loans administered by the SOM.

K. **Student Services Committee:** makes recommendations to the Director of Student and Career Services-Columbia on ways to improve or implement services to students; selects recipients of annual SOM student awards; makes recommendations to the Director of Student and Career Services-Columbia and the Associate Dean for Medical Education and Academic Affairs regarding SOM student publications and the SOM *Bulletin*; hears appeals regarding student assignment to Greenville program and lottery issues.

IV. Committee related to the Office of the Dean through the Office of the Associate Dean for Research and Graduate Education:

Committees mandated by federal regulations for research:

A. USC committee administered in the SOM

**USC Institutional Animal Care and Use Committee:** provides oversight for the care and use of animals in teaching and research, regardless of funding source, for the entire USC-Columbia campus, with responsibilities specified in the PHS Policy on Humane Care and Use of Laboratory Animals and the 1987 amendments to the Animal Welfare Act.

V. Committees related to the Office of the Dean through the Office of Administration and Finance:

Committees related to the health and safety of SOM faculty members, students, and staff members:

A. **Student/Employee Health Committee:** develops policies and monitors activities regarding health and safety issues for SOM faculty and staff members and students, including its positions on infectious disease and employee health issues.

B. **Faculty/Staff Peer Advocacy Committee:** provides, upon referral, SOM faculty and staff members with employee assistance information.

C. **Wellness Promotion Committee:** coordinates and promotes wellness activities for SOM faculty, staff, and students.

VI. Committees related to the Office of the Dean through the Office of Continuous Professional Development and Strategic Affairs:

A. **Faculty Affairs Committee:** advises the Dean on issues concerning the faculty to include professional development and mentorship, recruitment and diversity, SOM/USC policy impact on faculty, and recognition and/or rewards for faculty for teaching/research/clinical excellence. (The committee does not address issues of Tenure/Promotion.)

B. **USC SOM/PHR Continuing Medical Education Organization Steering Committee:** establishes policies and procedures for joint USCSOM and PHR continuing medical education organization.
VII. Committee related to the Office of the Dean through the Office of Minority Affairs:

A. ***Minority Affairs Committee:*** plans and implement means of increasing the number of students from groups under-represented in the medical profession who are prepared for, recruited to, matriculate at, and graduate from the SOM and who continue their training in residency programs available throughout the state of South Carolina and plans and implements means of increasing the number of under-represented minority faculty in the SOM.

VIII. Committee related to the Office of the Dean through the Medical Library:

A. *Library Committee:*** advises Director of Library Services on policy matters, especially relating to the collection and staffing of the Medical Library.

IX. Committee related to the Office of the Dean through the Office of Information Technology:

A. *Information Technology Committee:*** advises the Director of Computer and Communication Resources on policy matters, especially relating to computer needs of students and faculty as they relate to educational programs and research activities and to the structure and function of the SOM computer network and communication systems.

X. Members of the Faculty Senate

**Faculty Senate:*** 10 SOM tenure-track faculty members are elected to the Faculty Senate of the USC.

*Faculty committee, ** Administrative committee, *** Faculty/administrative committee

**CAMPUSES**

*The Basic Science Campus.* The SOM basic science campus is located four miles from the main USC campus and adjacent to the DVAMC. On this campus are located three of the four basic science departments and component offices of some clinical departments (e.g., of the Department of Internal Medicine). The Division of Medical Biochemistry in the USC Department of Chemistry and Biochemistry is located on the main USC-Columbia campus.

*The Clinical Campuses.*

**Palmetto Health Richland** is one of the largest acute-care facilities in South Carolina, Palmetto Health Richland is a 649-bed community teaching hospital that serves nearly a quarter-million patients each year from every corner of the state. Boasting the region’s only Level I emergency/trauma center, which treats more than 84,000 patients annually, the Richland campus also includes the state’s only freestanding heart hospital, the first children’s hospital in South Carolina and the region’s only primary stroke center. Palmetto Health Richland is also the Midlands’ hub of surgical excellence, offering robotic surgery and incision-free gamma knife radiosurgery in addition to hosting operating rooms for neurosurgery; heart surgery; and orthopaedic, laparoscopic and ear/nose/throat procedures. Among the hospital’s other world-class facilities and specialty services are a simulation center, breast center, cancer centers, women’s services, a mental/behavioral health services network and an acclaimed research division that sponsors and conducts innumerable clinical trials. Through its affiliation with the University of South Carolina School of Medicine, Palmetto Health Richland hosts 22 residency and fellowship programs in a wide range of specialties and subspecialties. The hospital is the clinical home to residencies in dentistry, emergency medicine, family medicine, child & adolescent psychiatry, general psychiatry, internal medicine, neurology,
obstetrics/gynecology, ophthalmology, orthopaedic surgery, pediatrics and surgery. Fellowship programs include critical care, endocrinology, forensic psychiatry, geriatric psychiatry, geriatrics, infectious disease, pulmonary, simulation, sports medicine and emergency medicine ultrasound.

The WJB Dorn Veterans Administration Medical is a 216-authorized bed facility (203 operating as of January 2011), which includes Primary Care, Specialty Care, Mental Health, Acute, Medical, Surgical, Psychiatric, Physical Medicine and Rehabilitation, Neurology, Oncology, Dentistry, Geriatrics and Extended Care. Healthcare was provided to over 68,150 unique Veterans during fiscal year 2010. There were 771,412 (not unique) outpatient visits and a total of 5,891 inpatients treated in fiscal year 2010. Community-Based Outpatient Clinics are located in Anderson, Greenville, Florence, Orangeburg, Spartanburg, Sumter and Rock Hill, SC. VA Administrative support is provided for the Florence National Cemetery in Florence, SC and Fort Jackson National Cemetery in Columbia, SC; the Vet Centers located in Greenville, SC and Columbia, SC; and the VA Regional Office, which is located on the west side of the Dorn VAMC campus. Dorn VAMC is one of the most active VA Medical Centers in the South Carolina-Georgia region.

Various clinical facilities of the South Carolina Department of Mental Health provide a diversity of clinical experiences for medical students: G. Werber Bryan Psychiatric Hospital, a 166-bed facility that specializes in the treatment of adults with acute psychiatric illnesses; Morris Village, a 96-bed facility for the addicted and dually diagnosed patients; Just Care, a psychiatric facility for evaluation and treatment of forensic psychiatric patients; C. M. Tucker Nursing Care Center, a 254-bed nursing home for geriatric patients with psychiatric and neurologic disorders; William S. Hall Psychiatric Institute, a 50-bed child and adolescent facility; and the Columbia and Lexington Area Mental Health Centers, where thousands of outpatient visits annually enable students to gain exposure to the treatment of patients with a variety of psychiatric conditions on an emergent basis.

The Greenville Hospital System University Medical Center is a multi-hospital system located in Greenville, approximately 100 miles from Columbia. The Greenville Hospital System is a not-for-profit academic health organization located in Greenville. Its five campuses provide integrated healthcare to communities across Greenville County and beyond through a tertiary referral and education center, community hospitals, a long term acute care hospital, nursing home, outpatient facilities and wellness centers. The Greenville Hospital System has residency training programs in family practice, internal medicine, obstetrics and gynecology, general surgery, orthopaedic surgery, pediatrics, medicine-pediatrics, as well as seven fellowship programs. http://www.ghs.org.

The John A. Martin Primary Health Care Center, located adjacent to the Fairfield Memorial Hospital in Winnsboro, South Carolina, 35 miles from Columbia, provides medical care to residents of primarily rural Fairfield County and serves as teaching facilities for medical students during the third-year family medicine clerkship.

EDUCATIONAL PROGRAMS

Curriculum. The SOM curriculum is organized in a traditional “2+2” model. The first two years of the medical education program emphasize basic science content and the correlation of basic science and clinical science materials; the second two years (M-III and M-IV) emphasize clinical content and experiences and the development and mastery of clinical skills.
Course/Clerkship Titles, (Credit Hours), Numbers, and Course Directors.

**M-I, Fall Semester**

Medical Embryology and Gross Anatomy (8)  CDBA D601  Goodwin  
Medical Microscopic Anatomy (5)   CDBA D602  Blake  
Medical Biochemistry I (4)    CHEM D650  Sodetz  
Introduction to Clinical Medicine I (2)   DMED D601  Thornhill  

**M-I, Spring Semester**

Medical Neuroscience (3)    PHPH D603  Augustine  
Medical Biochemistry II (4)    CHEM D651  Sodetz  
Medical Physiology (8)    PHPH D621  B. Wilson  
Introduction to Clinical Medicine I (5)   DMED D602  Thornhill  

Subtotal Credit Hours (39)

**M-II, Fall Semester**

Medical Microbiology (7)    PAMB D650  Patton  
Medical Pathology (6)     PAMB D641  Catroppo  
Introduction to Clinical Medicine II (7)   DMED D603  Richeson  

**M-II, Spring Semester**

Medical Pharmacology (7)    PHPH D631  Pedigo  
Medical Pathology (5)     PAMB D642  Catroppo  
Introduction to Clinical Medicine II (8)   DMED D604  Richeson  

Subtotal Credit Hours (40)

**M-III**

Family Medicine Clerkship (6)   FPMD D605  Keisler  
Internal Medicine Clerkship (8)  MEDI D605  Powell  
Intersession (1)     DMED D643  Richeson  
Neurology Clerkship (2)    NEUR D607  Faber  
Obstetrics/Gynecology Clerkship (6)  OBGY D605  Sims  
Pediatrics Clerkship (8)    PEDI D605  Stallworth  
Psychiatry/Neurology Clerkship (6)  NPSY D605  Srinavasan  
Surgery Clerkship (8)    SURG D605  Nottingham  
Electives (4)        Various  

Subtotal Credit Hours (49)

**M-IV**

Internal Medicine Clerkship (4)  MEDI D607  Lally  
Surgery Clerkship (4)    SURG D607  Chen  
Selective (4)        Various  
Capstone (1)     DMED D607  Richeson  
4 or 5 Electives (16 or 20)    Various  
Active Internship (4)  

Subtotal Credit Hours (33 or 37)

Total Credit Hours (161 or 165)
**Academic Policies.** Policies regarding the administration of the SOM academic program can be found in the *School of Medicine Bulletin* [http://bulletin.med.sc.edu/](http://bulletin.med.sc.edu/). More specific information about the day-to-day implications of these policies can be found in the Policies for Curricular Administration, a document available from personnel in the Office of Curricular Affairs and Media Resources.

**Academic Assessment and Assessment of Personal and Professional Conduct.** Academic assessment of medical students includes an evaluation of their knowledge and skills that results in a letter grade in the course or clerkship and an evaluation of their attitudes and behavior, by means of the SOM Policy on Evaluation of Personal and Professional Conduct. Any student receiving an unsatisfactory assessment in Personal and Professional Conduct in a M-III or M-IV clerkship will receive an Incomplete grade for that clerkship until the Unsatisfactory grade has been remediated. A student receiving a second unsatisfactory assessment in Personal and Professional Conduct in the M-III or M-IV year is subject to dismissal from the SOM and comes to the attention of the Student Promotions Committee. Information about the SOM Policy on Evaluation of Personal and Professional Conduct is available in the *School of Medicine Bulletin*; information about related policies is available in the *Student Handbook to Clinical Rotations* [http://ca.med.sc.edu/handbooks/student_handbook/student_handbook.pdf](http://ca.med.sc.edu/handbooks/student_handbook/student_handbook.pdf).

**Grading Policies.** The School utilizes A, B+, B, C+, C, D and F grades for all M-I, M-II, and M-III courses and clerkships. Pass/Fail grading is permitted for the M-IV Surgery clerkship, M-IV Medicine Clerkship, M-IV Capstone Month, and all electives. Information about specific SOM grading policies, including policies regarding grade changes, is available from the Director of Enrollment Services/Registrar.

In M-III clerkships, students are assessed by means of department-specific criteria, but all M-III clerkships must include National Board of Medical Examiner (NBME) subject examinations and Objective Structured Clinical Evaluations (OSCEs) as components of the final clerkship grade.

**Evaluation of Courses and Clerkships.** At the conclusion of each M-I and M-II course and every M-III and M-IV required clerkship, medical students complete anonymously a course or clerkship evaluation form developed by personnel in the Office of Curricular Affairs and Media Resources. These forms are returned to the Office of Curricular Affairs and Media Resources where data are collated and reported annually to the department chair, the course director, and the members of the Curriculum Committee.

**Evaluation of Faculty Members.** During or at the conclusion of each M-I and M-II course, medical students complete an evaluation form developed by personnel in the Office of Curricular Affairs and Media Resources for each faculty member who taught in that course or clerkship. Data from these forms are collated by personnel in the Office of Curricular Affairs and Media Resources and reported to the department chair, the course or clerkship director, and the faculty member. Faculty teaching in M-III and M-IV clinical rotations are evaluated by department-specific evaluations.

**Technical Assistance with Teaching Activities.** Assistance with teaching activities in the M-I and M-II classrooms and other classrooms on the SOM basic science campus is readily available from the two Faculty Support Technicians in the Office of Curricular Affairs and Media Resources (216-3610). They provide instruction on and support for the use of the computer and audiovisual equipment in these classrooms.

**RESEARCH**

Research and scholarly activity constitute a significant responsibility of faculty members in an academic community. Faculty members’ accomplishments in basic science, clinical, and/or
educational research and scholarly activity are assessed regularly in the annual faculty review process, in the promotion and tenure processes, and in the post-tenure review processes.

**USC Office of Sponsored Awards Management (SAM)** serves as the research administration offices for the University, and also has responsibility for certain pre-award and post-award functions. Specific functions of both pre-award and Contract and Grant Accounting (CGA) include the following:

- Reviewing and approving proposals to assure that they comply with both sponsor and University guidelines; that budgets are accurate and consistent, with clear and concise justifications; and that both direct and indirect costs are appropriately recovered.
- Negotiating and accepting grants and contracts on behalf of the University.
- Issuing subcontracts.
- Serving as the principal liaison between the University and its sponsors.
- Approving programmatic and budgetary changes to sponsored projects (including the establishment of new fund codes). [http://sam.research.sc.edu/](http://sam.research.sc.edu/)

**The Office of Research Compliance (ORC)** coordinates the development and implementation of university policies and facilitates research integrity in the following areas: use of humans in research; laboratory animal welfare; use of biohazardous materials, including rDNA; and conflict of interest. ORC, working closely with Animal Resource Facilities (ARF) and Environmental Health and Safety (EHS), provides support to the Institutional Review Board, the Institutional Animal Care and Use Committee, and the Institutional Biosafety Committee. ORC also is responsible for maintaining the institution’s federal assurance related to research misconduct and has responsibilities relating to export control policy, compliance, and education. [http://orc.research.sc.edu/](http://orc.research.sc.edu/)

**Research Involving Human Subjects.** In accordance with federal law, accepted ethical principles, University policy, and the University’s federal wide assurance of compliance, filed with the U.S. Department of Health and Human Services, every USC investigator conducting human subject research, whether or not funded by a federal sponsor, must submit a proposed research plan to the University’s Institutional Review Board (IRB) for review and approval. In addition, investigators who participate in human subject research must complete training in human subject research, and otherwise must comply with IRB policies and procedures. Research may not begin until the IRB has approved the research plan and all related consent documents. Further information and a full statement of applicable University policies and procedures are available on the Office of Research Compliance website at: [http://orc.research.sc.edu/](http://orc.research.sc.edu/)

**Use of Animals in Research and Teaching.** The University of South Carolina recognizes that the use of laboratory animals for teaching and research is fundamental to advances in biology and medicine, and is a privilege regulated by a variety of agencies. The University endorses the Principles for the Care and Use of Laboratory Animals of the National Institutes of Health; has implemented the recommendations of The Guide for the Care and Use of Laboratory Animals (2010); and is complying, and will continue to comply, with the Animal Welfare Act and other applicable statues and regulations concerning the care and use of laboratory animals. Work with live vertebrate animals may not begin until approval by the Institutional Animal Care and Use Committee (IACUC) is obtained. Faculty members contemplating using live vertebrate animals in research, teaching, or testing should refer to the Animal Care website for complete information regarding applicable policies and procedures. [http://sam.research.sc.edu/animalcare/index.html](http://sam.research.sc.edu/animalcare/index.html)

**Outside Professional Activities (Consulting/Conflict of Interest).** The University of South Carolina is committed to ensuring that the research, consultation, and other activities of faculty and non-faculty employees are conducted properly and consistently with the principles of openness, trust, and free inquiry that are fundamental to the autonomy and well-being of a university and with the responsible management of the University's business. Toward that end and consistent with federal regulations, USC has formulated a policy and procedures to identify and address potential, actual, and apparent conflicts of commitment and conflicts of interest. The policy and procedures can be viewed at [http://www.sc.edu/policies/acaf150.html](http://www.sc.edu/policies/acaf150.html). The
fundamental premise of this policy (ACAF 1.50 – Outside Professional Activities) is that each member of the USC community has an obligation to act in the best interests of the University, and must not let outside activities or outside financial interests interfere with that obligation.

**Use of Recombinant DNA and Biohazardous Materials.** The University of South Carolina (USC) utilizes various recombinant DNA molecules (rDNA) in scientific research. All projects involving recombinant DNA techniques must comply with the *NIH Guidelines*. The *NIH Guidelines* require the university to establish an Institutional Biosafety Committee (IBC) whose responsibilities need not be restricted to recombinant DNA. The scope of USC’s Institutional Biosafety Committee has been expanded to review all research and educational activities involving the use of potentially infectious materials. Each Principal Investigator will be notified of the results of the IBC review and approval. IBC policies and procedures can be viewed at: [http://ehs.sc.edu/IBC-1.htm](http://ehs.sc.edu/IBC-1.htm)

**USC Intellectual Property Office** works with business and entrepreneurial interests to leverage the intellectual property owned by USC for the benefit of the University, its faculty, the public, and the state of South Carolina. As part of the USC Research Foundation, the Intellectual Property Office also works with a variety of technical and administrative departments inside and outside the University. Resource specialties include: identifying, protecting, licensing, transferring, marketing, and commercializing the University's intellectual property. [http://ip.research.sc.edu/](http://ip.research.sc.edu/)

**Institutional Policies Related to Sponsored Research:**

- Data Access and Retention: RSCH 1.05
- Debarment/Suspension Federally Sponsored Projects: RSCH 1.01
- Human Subjects and Research: RSCH 1.03
- Intellectual Property Policy: ACAF 1.33
- Laboratory Animals, Care and Use: ACAF 5.03
- Laboratory Animals, Misuse: ACAF 5.04
- Misconduct in Research: RSCH 1.00
- Outside Professional Activities for Faculty: ACAF 1.50
- Patents and Copyrights: ACAF 1.33
- Sponsored Programs Through USC Foundations: RSCH 1.02
- Temporary Grant Employees: HR 1.85

**CLINICAL SERVICES**

The organization of clinical services in the SOM is illustrated in Figure 1. Clinical services are managed through the USC SOM Educational Trust, a 501-C-3 non-profit organization developed to operate exclusively for the benefit of the USC SOM in order to augment and aid education, service, research, and development in the health sciences. The Board of Directors of the Educational Trust includes the Dean, an individual appointed by the Dean, the Chair of each Trust department, and an elected faculty member from each Trust department. All actions of the Board of Directors of the Trust are subject to the approval by the Dean and, therefore, by the USC Administration and the USC Board of Trustees. The USC Board of Trustees has contracted with the Trust to administer the USC Clinical Faculty Practice Plan, known as University Specialty Clinics. All full-time faculty in the departments of the Trust whose base salaries are paid by the USC SOM must participate in the Practice Plan, and part-time clinical faculty may participate with the approval of the Dean. Faculty members of the Practice Plan must process all professional income and all fees from professional services through their respective department of the

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Practice Plan. The amount of allowable professional income for faculty members of the Practice Plan is determined annually by the Chair of the department and subject to the approval of the Dean and the USC President.

As noted above, University Specialty Clinics is the multi-specialty clinical faculty practice of the USC SOM. Patient care that supports the academic missions of teaching and research is the predominant activity of these practices. The Departments of Family and Preventive Medicine, Internal Medicine, Neurology, Neuropsychiatry and Behavioral Science, Neurosurgery, Obstetrics and Gynecology, Ophthalmology, Orthopaedic Surgery, Pediatrics, Radiology, Surgery, and Nursing provide medical care to patients in the Midlands and all of South Carolina. In conjunction with University Primary Care (a model primary care practice in the SOM), these clinical faculty are responsible for over 300,000 patient encounters each year. The activities of University Specialty Clinics help assure that students in the SOM have adequate exposure to a broad patient base for their training and education.

There are over 33,000 families in the Midlands who utilize University Specialty Clinics as their medical home for wellness/prevention/health promotion, routine illness/injury care, specialty consultations, and surgical procedures. In addition, 110,000 South Carolinians are referred each year by their personal physicians to SOM specialists for complex medical and surgical needs. The practices are participating providers with most major commercial health insurance plans, Medicare, Medicaid, and other government sponsored programs. The physicians in University Specialty Clinics have active medical staff assignments at Palmetto Health Richland, the Dorn Veterans Administration Medical Center, and other institutions that are affiliated with the SOM. In addition to their practices at University Specialty Clinics, these 229 medical and surgical faculty members actively teach and participate in a broad variety of research activities.

The University of South Carolina (USC) College of Nursing also conducts its clinical faculty practice within University Specialty Clinics. Faculty in this college provide patient care and individual client-based nursing services in support of its academic missions. For more information about University Specialty Clinics, or to obtain the services of faculty clinicians, please call (803) 255-3400 or visit its website at http://specialtyclinics.med.sc.edu/index.asp.

Billing Compliance Office. The USC SOM, in conjunction with Palmetto Health (PH), has implemented a faculty billing compliance plan. The compliance plan provides oversight of the patient care services billed by the SOM faculty in the Departments of Family and Preventive Medicine, Internal Medicine, Neurology, Neuropsychiatry and Behavioral Science, Neurosurgery, Obstetrics and Gynecology, Ophthalmology, Orthopaedic Surgery, Pediatrics, Surgery, and the College of Nursing.

Both institutions are fully committed to complying with federal, state, and local regulations relating to professional billing requirements. The joint compliance program includes the appointment of a Compliance Officer who reports directly to the Dean of the SOM and the Senior Vice President of Medical Education and Research for PH. All new PH residents, University Specialty Clinics staff, and SOM faculty participating in the faculty practice plan attend compliance orientation. In addition, annual training is also required of all faculty and staff. The Compliance Office continuously monitors billing activities of the faculty practice plan in an effort to prevent and detect billing errors. Faculty and staff are provided avenues to report suspected billing compliance problems and the Compliance Office investigates each report. Non-compliant billing activities are not allowed and, when discovered, are handled expeditiously through corrective action.

The USC SOM/PHA Billing Compliance Office is comprised of a Compliance Officer, Compliance Analyst, and an administrative assistant. The Compliance Office welcomes questions concerning documentation, coding, and billing requirements, especially when new programs or services are being planned. The Compliance Officer and Analyst can be reached at 255-3410 or 255-3409, respectively.
Various USC and SOM publications can be valuable to faculty members in the course of their academic, research, and clinical activities. Student Handbooks can be accessed through the SOM website at: http://www.med.sc.edu.

*The Faculty Manual*, published by the USC Office of the Vice President for Academic Affairs and Provost, is available at: http://www.sc.edu/policies/facman/Faculty_Manual_Columbia.pdf


The SOM *Fourth-Year Electives* catalog, published by the Office of Admissions and Enrollment Services, contains a listing of all M-IV electives available to enrolled students in the SOM. The *Financial Opportunities for Medical School* brochure, published by the Office of Student Services, contains information about financial planning and a listing of available loan and scholarship opportunities. http://electivecatalog.med.sc.edu/

The *School of Medicine Bulletin*, published annually by the Office of Medical Education and Academic Affairs, contains both general and detailed information about the SOM, including a copy of the academic calendar, information about admission policies and procedures, academic regulations, grading policies, a listing of required and elective courses and clerkships, a faculty listing, information about residency appointment of alumni, and information about scholarship and loan opportunities and student organizations. http://bulletin.med.sc.edu/

**STUDENTS**

*Enrollment*. The SOM enrolls 100 new medical students each August; approximately 360 medical students are currently enrolled in the four-year medical education program. In addition, there are approximately 229 graduate students enrolled annually in the SOM: 14 students in the two-year Master’s program in Genetic Counseling, 45 students in the two-year Master’s of Rehabilitation Counseling program, 86 students in the 30-month Master’s of Nurse Anesthesia
program, 10 students in the two-year Master’s of Biomedical Science program, and 65 students in
the Doctor of Philosophy program in Biomedical Science.

**Courses and Clerkships.** Basic science courses are taught in the first two years of the medical
education program primarily on the SOM basic science campus. Clinical clerkships in the third
and fourth years can be completed by 35 M-III and 35 M-IV students at the Greenville Hospital
System and by the other M-III and M-IV students on the SOM’s Columbia campus.

**Admission.** As a state-supported institution, preference for admission to the M.D. program is
given to residents of the state of South Carolina. Approximately 90 percent of enrolled medical
students are residents of South Carolina; the remaining students generally have close ties to the
state of South Carolina through family, marriage, employment, and/or education. Each year,
admitted students represent approximately 25 undergraduate institutions in South Carolina, the
Southeast, and the nation. Since its Charter Class in 1977, the SOM has admitted students from
each of its 46 counties. Information about the members of each year’s entering class is
presented by the Associate Dean for Medical Education and Academic Affairs at the SOM fall
general faculty meeting.

**Student Health.** Students are required to document annually coverage by a medical
insurance policy. Students are also required to purchase an approved disability
insurance policy at the beginning of each academic year. The SOM purchases Workers
Compensation Insurance annually for all enrolled medical students. Information about
other student health policies (i.e., Policy on Contagious Infections and/or Diseases,
Policy on Chemical Dependency) is contained in the School of Medicine Bulletin.
http://bulletin.med.sc.edu/

The SOM has written policies and procedures regarding injuries and exposures sustained
by students during the course of their medical education. Personnel in the Medical
Student Health Service (Dr. Joshua Mann, Department of Family and Preventive
Medicine, PHR, 434-6116) are available to answer questions from faculty members and
students about these policies and procedures.

**Student Advisory Systems.** Faculty members from all SOM departments volunteer as advisors
to medical students through faculty-student advisory teams arranged by the Office of Student and
Career Services. These teams consist of two faculty members (usually one basic science and
one clinical faculty member) and students from all four SOM classes. Advisors counsel students
regarding academic issues and other areas pertinent to students’ satisfactory progress through
the medical curriculum. They also assist M-III and M-IV students with fourth-year elective
selection, medical specialty selection, and residency application. Faculty advisors and medical
students are encouraged to meet at least once per semester. Advisors assist the Office of
Student and Career Services in following the academic progress of their advisees. Student-
student advisory systems are at the discretion of the respective classes of the SOM. Incoming
first-year students are assigned rising M-II student advisers in late spring so that advisers and
advisees may meet during the summer preceding matriculation.
University of South Carolina School of Medicine
Functional Organizational Chart

Figure 1
University of South Carolina School of Medicine
Functional Organizational Chart
Office of Medical Education and Academic Affairs

Figure 2