

Policy Title: STUDENT LIAISON PROCESS
UAMS COM Undergraduate Medical Education Policy 4.1.9
Section: Educational Administration
LCME Element(s): 8.5 Student Feedback
Approved By: UAMS COM Curriculum Committee
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M1/M2 Student Liaison Committees

In order to provide timely feedback to module/course directors, the M1 and M2 class representatives to the Curriculum Committee will each convene a Student Liaison Committee for their class. The membership of the Liaison Committee must represent a cross section of the class.

The Committee may provide feedback to the module/course directors as they see fit but, typically, the Committee will survey the class at least once for each module/course. The Liaison Committee can provide feedback at other times, as needed or at the request of the module/course directors. Feedback will be provided in writing and verbally to the module/course directors, and the directors will be given the opportunity to reply to the Committee.

If necessary, in the M1 fall semester the M2 Student Liaison Committee may function as the M1 Committee until the M1 class elects a Curriculum Committee representative and an M1 Liaison Committee is formed.

M3 Student Liaison Committees

Purpose & Role

In the third year of medical school, the Curriculum Committee Representative (CCR) will assemble a liaison committee with at least one student representative from each grid.

The purpose of the liaison committee is for grid members to serve as an additional point of contact for clerkship directors during rotations. Liaisons gather and communicate clerkship feedback, which includes facilitating formal mid-clerkship feedback sessions with each clerkship director.

While the committee serves a similar role to the preclinical years—supporting the CCR in improving the curriculum and troubleshooting issues—the clinical years require liaisons to operate with much higher autonomy. Liaisons are expected to manage standard feedback independently and elevate issues to the CCR if the issues:

- apply universally across multiple clerkships.
- are highly nuanced and require broader student body input.

The CCR will call periodic meetings throughout the year to gather updates from the team.

Election Process

The CCR possesses the autonomy to establish the committee using the following framework:

- **Pre-Application:** The CCR may invite individuals who served on the preclinical liaison committee to continue their service to ensure continuity. The CCR may exempt these individuals from the general election. If a grid is filled by a returning preclinical liaison, that grid will be closed to new applicants. If multiple returning liaisons share a grid, it is acceptable to have multiple liaisons for that specific grid.
- **General Application:** For any grids without a predetermined liaison, an application process will be opened to the class.
- **Contested Grids:** If there are multiple candidates from a single grid, a targeted election will be held for that specific grid (i.e., students may only vote for candidates running in their assigned grid).
- **Unfilled Grids:** For any grid with no applicants, the CCR may invite a student in good academic and professional standing from that grid to serve on the committee.

The selection and election process will continue until all grids are represented on the liaison committee, or until the committee is finalized at the discretion of the CCR.



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