

School of Medicine Policy on Committee

1. Purpose

The purpose of this policy is to outline the formation, roles, and responsibilities of committees within the School of Medicine to ensure they function effectively and contribute to the school's mission of education, research, clinical service, and community engagement

2. Scope

This policy applies to all standing and ad-hoc committees within the School of Medicine, including but not limited to faculty, student, and administrative committees.

3. Committee Formation

3.1 Standing Committees

Standing committees are permanent and are established to address ongoing needs within the School of Medicine. Examples include the Curriculum Committee, Admissions Committee, Faculty Promotions Committee, and Academic Standards Committee.

3.2 Ad-Hoc Committees

Ad-hoc committees are temporary and are established to address specific issues or projects. These committees are dissolved upon the completion of their tasks.

3.3 Membership

- Members shall be appointed by the Dean, department chairs, or committee chairs, depending on the committee's purpose.
- Committees should reflect diversity in gender, rank, department, and experience.
- Membership terms should be clearly defined, with a standard term being three years unless otherwise specified.

4. Committee Operations

4.1 Chairperson

- Each committee shall have a Chairperson appointed by the Dean or elected by the committee members.
- The Chairperson is responsible for convening meetings, setting agendas, and ensuring the committee fulfills its duties.

4.2 Meetings

- Committees shall meet regularly, with the frequency determined by the nature of the committee's responsibilities.
- A quorum, defined as most of the committee members, is required for decision-making.
- Minutes of each meeting shall be recorded and approved by the committee at the subsequent meeting.

4.3 Decision-Making

- Committees shall strive for consensus in decision-making. When consensus cannot be reached, a majority vote will decide the issue.
- All decisions shall be documented in the meeting minutes.

4.4 Subcommittees

- Committees may establish subcommittees to address specific tasks or issues.
- Subcommittees report to the parent committee and operate under the same guidelines.

5. Responsibilities

5.1 General Responsibilities

- Review and make recommendations on issues within the committee's purview.
- Ensure alignment with the School of Medicine's mission, goals, and policies.
- Maintain confidentiality of discussions and decisions as appropriate.

5.2 Reporting

- Committees shall report their activities, decisions, and recommendations to the Dean or relevant authority.
- An annual report summarizing the committee's work and outcomes shall be submitted at the end of each academic year.

6. Accountability and Review

6.1 Accountability

- Members are expected to attend all meetings and actively participate in committee activities.
- Members who fail to meet attendance or participation requirements may be asked to step down.

6.2 Review of Policy

- This policy shall be reviewed every three years or as needed to ensure it remains current and effective. - Amendments to this policy shall be approved by the Dean of the School of Medicine.

7. Conflict of Interest

Committee members must disclose any potential conflicts of interest related to the committee's work. Members with conflicts shall recuse themselves from discussions and decisions where a conflict exists.

8. Dissolution of Committees

The Dean may dissolve any committee if it is determined that the committee has fulfilled its purpose or if its continued existence is no longer necessary.

Amendments

This policy may be amended by a two-thirds vote of the committee members, subject to approval by the Dean of the Medical School.

Approved by Faculty Council on 9/23/2024