

Name of Policy: College of Medicine and Life Sciences:
Standing Committees

Policy Number: 3364-81-27

Approving Officer: Dean, College of Medicine and Life Sciences

Responsible Agent: Dean, College of Medicine and Life Sciences
Chair, Committee on Committees

Scope: College of Medicine and Life Sciences



Original effective date:
December 23, 2020

Revision date: 12/2/2021

<input type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy
<input checked="" type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(A) Policy Statement

The standing committees of the College of Medicine and Life Sciences (COMLS) are a vital component of the College's shared governance process, management, and decision making. Standing committees shall be established by the COMLS Dean in concert with the Committee on Committees (CoC).

The CoC will review and report on an annual basis to the Dean, the COMLS Executive Committee, and the COMLS Council on the structure, charge, membership, and discharge of standing committee duties. The CoC will participate in the selection process for committee membership for applicable COMLS standing committees and will assist the Dean in ensuring diversity in committee membership and committee chairs.

(B) Purpose of Policy

To establish the membership, structure and duties of the COMLS standing committees.

(C) Scope

This policy applies to all COMLS standing committees and their membership and excludes committees of The University of Toledo Medical Center, University of Toledo Physicians, University of Toledo Foundation, COMLS Faculty Council, and/or other colleges and administrative units of The University of Toledo.

(D) Procedure

The CoC, in concert with the COMLS Dean, serves to ensure that committee structure, charges, membership, and discharge of assigned duties advances the vision and mission of the COMLS.

- 1) **CoC membership:** The membership of the CoC will consist of nine voting members. Four members of the COMLS Executive Committee will be appointed by the Dean and will consist of at least one chair of a clinical department and one chair of a basic science department but will not include the President of the COMLS Faculty Council. Four full-time COMLS faculty members in good standing will be elected by the faculty at the yearly election of officers by the COMLS Faculty Council to serve on the CoC. Faculty may be placed on the ballot by self-nomination or nomination with consent. In the event that the ballot is unable to field four consenting full-time faculty in good standing to serve on the CoC, the officers of the COMLS Faculty Council will assume the responsibility in the following order: President, President-elect (Vice-President), Immediate Past President, and Secretary. The ninth member of the CoC will be the Senior Associate Dean for Faculty Affairs and Development (ex officio) and will have voting privileges only in the event of a tie. The CoC will also consist of the following non-voting members with observer status: one representative from the University legal office, one representative from the Office of Diversity and Inclusion to serve as the Diversity Officer, and one representative from the Office of Faculty Affairs to serve as an administrative assistant for the CoC. The Diversity Officer will ensure that membership of all standing committees is tracked by gender and the school's defined diversity categories, will assist with committee recommendations to ensure diversity, and will report annually to the COMLS Dean, COMLS Faculty Council, and COMLS Associate Dean for Diversity and Inclusion on the diversity outcomes for committee membership and plans to increase committee membership diversity in alignment with the strategic plan.
 - a) **CoC structure:** The CoC will annually elect from amongst the members of the CoC the following positions with corresponding responsibilities:
 - i) **CoC Chair:** The Chair of the CoC will be responsible for the oversight and discharge of the charge and duties of the CoC.
 - ii) **CoC Vice Chair:** The Vice Chair of the CoC will assume the responsibilities of the CoC Chair, in the absence of the CoC chair.
 - b) **CoC duties:** The CoC will perform the following duties: Review standing committee structure and charge annually and recommend committee membership for the COMLS standing committees to the Dean of the COMLS. In addition, the CoC will participate in assessment and final approval when requests for formation or structural alteration of COMLS standing committees occur.

- 2) **Standing Committee Membership:** A call for nominations will be distributed on an annual basis to full-time or part-time ($\geq 50\%$ FTE) COMLS faculty by the COMLS Dean's office no later than June 1 annually. Peer nominations and self-nominations will be requested. The list of eligible faculty nominated for standing committee membership will be assembled by the COMLS Dean's office and distributed to the current chairs of each standing committee for review and nomination suggestions. The potential memberships roster will then be forwarded to the CoC for assessment, revision, and final approval. The CoC will submit final membership recommendations to the COMLS Dean for approval.

The CoC will make recommendations to the COMLS Dean for committee chairs. These recommendations may take into account member experience on the committee, ascendancy of co-chairs to chair positions when appropriate, term limits or other restrictions on committee service, and chair positions that are designated ex officio.

The COMLS Dean will have final approval of the committee chairs from the list of submitted standing committee members. The final list of standing committee chairs and membership will be distributed to COMLS faculty and shared on the college website no later than July 31. Members will not be added to committees during the academic year unless a vacancy or other factor requires membership changes. In the case of committee member resignation, retirement, removal for violation of university policy, or failure to attend three consecutive meetings or two-thirds of the scheduled meetings in one calendar year, the CoC shall recommend to the COMLS Dean an eligible faculty member to complete the term.

The membership of the standing committees may also include members of the COMLS staff, as well as COMLS residents and students. The Dean will have oversight and approval of all non-COMLS faculty membership.

A call for nominations will be distributed on an annual basis to COMLS staff by the COMLS Dean's Office. The Office of Graduate Medical Education will be responsible for the process of appointing residents to committees, while the Office of Student Affairs and the Office of Graduate Programs will be responsible for student appointments.

- i) The CoC will provide final recommendations to the COMLS Dean for committee membership for the applicable COMLS standing committees. The process for standing committee membership is listed in (2).
- a. In the event that the COMLS Dean does not approve the final committee recommendations from the CoC, the following process will occur:

- i. The Dean shall submit a revised committee list to the CoC, which shall include information regarding the request for revision.
 - ii. The CoC shall vote on each individual faculty member on the revised committee roster: majority vote of approval by the CoC will be required to approve membership.
 - a. In the event that the CoC does not approve the revised committee roster by majority vote, the Dean may request that the specific faculty membership(s) in question be referred to the COMLS faculty. COMLS faculty with ≥ 0.5 FTE appointments will be eligible to vote and a simple majority vote for approval for committee membership for each faculty member will be required to override the CoC final recommendations.
- 3) **Subcommittees:** Whenever necessary, subcommittees shall be appointed by the COMLS Dean, in consultation with the chair of the appropriate standing committee, to deal with specific policies or program activities. All subcommittees shall report through the appropriate standing committee to the COMLS Dean and will have a term of no more than one year. The CoC will not review subcommittee membership.
- 4) **Changes in Standing Committees:** Requests for formation of additional COMLS standing committees and/or alteration of current COMLS standing committees may be submitted to the chair of the CoC by any faculty member. The CoC chair will convene the CoC to review the request and solicit additional documentation and information as needed. The CoC will make the final recommendation to the Dean on the need for addition/alteration of COMLS standing committees. In the event that the Dean declines the recommendation of the CoC for changes in standing committees, the matter will be put to a vote of the COMLS faculty. COMLS faculty with ≥ 0.5 FTE appointments will be eligible to vote, and a simple majority vote will be needed for approval of changes in the CoC final recommendations for standing committee alterations.

Committee chairs shall serve as meeting mediators, and therefore, shall participate as non-voting members. Staff members, unless they do not serve as active committee members, i.e., are attending to take minutes only, shall have voting rights. Student and resident committee members shall have voting rights, unless specifically prohibited to do so. Ex officio members shall have voting rights.

If a member brings an issue, materials, policy and/or major revision to a process or procedure to the committee that will require a vote, that member should recuse themselves from voting. University conflict of interest rules shall apply to all standing committees.

- 5) Records for each standing committee and the CoC that includes the membership roster, committee charge, meeting frequency, chair/committee responsibilities, meeting process and intended outcomes will be maintained in the Dean's Office and updated on an annual basis by the committee chair. A list of COMLS standing committees and their charge is located in the Dean's Office and on the College website. Minutes from the committee meetings will be maintained in the Dean's Office.
- 6) Appropriate ad hoc committees may be appointed by the Dean as needed and will be assigned clear and specific duties for a limited period of time and will not be evaluated by the CoC.
- 7) CoC members, as well as all standing committee members, will adhere to all applicable University policies and procedures, including but not limited to the following:
 - 1) 3364-81-01-004-01 Individual Conflict of Interest in Education and Clinical Care
 - 2) 3364-70-01 Financial Conflict of Interest
 - 3) 3364-25-18 Conflict of Interest and Nepotism
 - 4) 3364-25-127 Mandatory Training

Approved by:



Christopher Cooper, M.D.
Executive V.P. for Clinical Affairs
and Dean of the College of Medicine
and Life Sciences

December 2, 2021
Date

Review/Revision Completed by:

*Dean, College of Medicine and Life
Sciences; Chair, Committee on
Committees; Office of Legal Affairs*

Policies Superseded by This Policy:

• *None*

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