


Name of Policy: <u>College of Medicine and Life Sciences: Standing Committees</u>		 Original effective date: December 23, 2020	
Policy Number: 3364-81-27			
Approving Officer: Dean, College of Medicine and Life Sciences			
Responsible Agent: Dean, College of Medicine and Life Sciences			
Scope: College of Medicine and Life Sciences			
<input checked="" type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(A) Policy Statement

Standing committees shall be established by the Dean of the College of Medicine and Life Sciences (COMLS).

Standing committees will report to the Dean of the College of Medicine and Life Sciences. Reports from the committees will be presented to the Dean on a regular basis prior to implementation of any policy changes, additions, or deletions proposed by the committees.

(B) Purpose of Policy

To establish the name, membership, manner of membership selection, appointment and removal, voting rights; and to delineate the charge and authority of the Standing Committees of the College of Medicine and Life Sciences.

(C) Scope

This policy applies to all College of Medicine and Life Sciences standing committees and their membership.

(D) Procedure

The membership of the standing committees shall be appointed by the Dean of the College of Medicine and Life Sciences. A call for nominations will be distributed on an annual basis to full-time or part-time (≥ 50% FTE) COMLS faculty as well as shared with the COMLS Faculty Council for input. Peer nominations and self-nominations may

be received by the Dean's office and presented to the Dean for consideration. The chairs of each standing committee will review and make further suggestions for nominees. The COMLS Faculty Council will review the final list of standing committees and provide comments for the Dean's consideration. The list of standing committees, once approved by the Dean, will be distributed to COMLS faculty and shared on the college website.

The membership of the various standing committees will be made up by members of the faculty and staff of the College of Medicine and Life Sciences. In addition, the Admissions Committee, Curriculum committees, Curriculum Evaluation Committee, Committee on Libraries, Dean's Advisory Committee on Diversity and Inclusion, Global Health Committee, MD/PhD Committee and the Student Conduct and Ethics Committee shall include student representation. A committee member may resign at any time. The Dean or committee chair may remove a committee member for violation of university policy or failure to attend three consecutive meetings or two-thirds of the scheduled meetings in one calendar year.

Whenever necessary, subcommittees shall be appointed by the Dean of the College of Medicine and Life Sciences 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 Dean of the College of Medicine and Life Sciences.

Membership on all committees shall be reviewed annually. The membership of all committees shall reflect, whenever possible, the diversity of the College unless otherwise required by accrediting standards or other governing law or regulation. 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 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. In addition to the voting membership of committees and subcommittees, appropriate non-voting (ad hoc) committees may be appointed by the Dean. Generally, these ad hoc committees will be assigned clear and specific duties for a limited period of time.

Each standing committee will have a designated charge approved by the Dean. Each standing committee will have a list of specific responsibilities along with a committee membership list that includes the member composition, i.e., reason for serving on committee (for example: student representative, administrative title/role (ex officio), or at-large member).

A binder for each committee 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 or as needed.

A list of College of Medicine and Life Sciences standing committees and their charge is located in the Dean's Office and on the College website. Minutes from the committee meetings are maintained in the Dean's Office.

<p>Approved by:</p> <p><u>/s/</u> Christopher Cooper, M.D. Executive V.P. for Clinical Affairs and Dean of the College of Medicine and Life Sciences</p> <p><u>December 23, 2020</u> Date</p> <p><i>Review/Revision Completed by:</i> <i>Dean, College of Medicine and Life Sciences; Office of Legal Affairs</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none"> • <i>None</i> <p>Initial effective date: December 23, 2020</p> <p>Review/Revision Date: n/a</p> <p>Next review date: December 22, 2023</p>
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