

Name of Policy: <u>College of Medicine and Life Sciences: Standing Committees Oversight Committee</u>			
Policy Number: 3364-81-27		Original effective date: 12/23/20	
Approving Officer: Dean, College of Medicine and Life Sciences		Revision date: 9/11/25	
Responsible Agent: Associate Dean for Faculty Development and Affairs, College of Medicine and Life Sciences			
Scope: College of Medicine and Life Sciences			
☐	New policy proposal	☐	Minor/technical revision of existing policy
☒	Major revision of existing policy	☐	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 committee membership shall be established by the COMLS Dean in collaboration with the Standing Committees Oversight Committee (SCOC).

The SCOC 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 SCOC will participate in the selection process for committee membership for applicable COMLS standing committees and will assist the Dean in ensuring broad and robust faculty representation 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 SCOC, in collaboration 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.

SCOC membership: The membership of the 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. The officers of the COMLS Faculty Council will serve on the Oversight Committee: President, Vice-President, Immediate Past President, and Secretary. The ninth member of the SCOC will be the Associate Dean for Faculty Development and Affairs (ex officio) and will have voting privileges only in the event of a tie. The SCOC will also consist of one representative from the Office of Faculty Development and Affairs to serve as an administrative assistant for the SCOC.

a) **SCOC structure:** The Dean will appoint the SCOC Chair and Vice Chair.

i) **SCOC Chair:** The Chair of the SCOC will be responsible for the oversight and discharge of the charge and duties of the SCOC.

ii) **SCOC Vice Chair:** The Vice Chair of the SCOC will assume the responsibilities of the SCOC Chair, in the absence of the SCOC chair.

b) **SCOC duties:** The SCOC 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 SCOC will participate in assessment and review when requests for formation or structural alteration of COMLS standing committees occur.

1) **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 SCOC for assessment, revision, and final review. The SCOC will submit final membership recommendations to the COMLS Dean for approval no later than two weeks prior to the beginning of the academic year.

The SCOC will also make recommendations to the COMLS Dean for committee chairs, but the COMLS Dean will exert final approval of the committee chairs. These recommendations may consider 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 final list of standing committee chairs and committee membership will be distributed to COMLS faculty and shared on the college website no later than June 30. 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 SCOC 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.

- 2) **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 SCOC will not review subcommittee membership.
- 3) **Changes in Standing Committees:** The dean may decide to form additional committees based on institutional or regulatory requirements, requests for formation of additional COMLS standing committees and/or alteration of current COMLS standing committees may be also be submitted to the Dean of the COMLS by any faculty member. Thereafter, and at the direction of the Dean, the SCOC chair will convene the SCOC to review the request and solicit additional documentation and information as needed. The SCOC will make the recommendation to the Dean on the need for addition/alteration of COMLS standing committees.
- 4) Records for each standing committee, including the SCOC shall be archived. These records will include the membership roster, committee charge, meeting frequency, chair/committee responsibilities, and meeting process, including agendas and minutes, as applicable. These records will be maintained in the Office of Faculty Development and Affairs and updated on an annual basis by the committee chair. A list of COMLS standing committees, membership, and their charge will be available through the Dean's Office and on the applicable websites.
- 5) 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 SCOC.
- 6) SCOC 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: <u>/s/</u> _____ Imran I. Ali, M.D. Dean of the College of Medicine and Life Sciences Vice Provost for Health Education <u>September 11, 2025</u> _____ Date <i>Review/Revision Completed by: Dean, College of Medicine and Life Sciences Chair, Standing Committee Oversight Committee Office of Legal Affairs</i>	Policies Superseded by This Policy: • <i>None</i> Initial effective date: December 23, 2020 Review/Revision Date: 9/11/25 Next review date: 9/11/28
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