

 <b>NORTHEAST OHIO MEDICAL UNIVERSITY</b>	<b>Policy No: 3349-03-70</b>
<b>POLICY TITLE: Appendix G – COM</b> <b>College of Medicine Standing Committees</b>	<b>EFFECTIVE DATE: October 5, 2011</b> <b>REVISED: January 29, 2019</b> <b>FINAL DRAFT: 2.18.19</b>
<b>RESPONSIBLE DEPARTMENT: College of Medicine</b>	<b>Faculty, College of Medicine</b>

(A) Purpose

The purpose of this Appendix is to establish the name, membership, manner of membership selection and appointment of Standing Committees of the College of Medicine (COM), and to delineate their authority.

(B) Scope

This Appendix addresses the Standing Committees of the College of Medicine.

(C) Definitions

- (1) “Administrative Chair.” Where specified, an Administrative Chair signifies an ex-officio individual who provides administrative leadership to assist the faculty Chair of a committee, typically curriculum-related committees. The Administrative Chair collaborates with the faculty Chair in establishing the agenda, preparing and distributing meeting materials, serving as the initial point of contact for administrative questions, and acting as a liaison for membership to subcommittees. The Administrative Chair may conduct a meeting in the absence of and with the consent of the faculty Chair.
- (2) “College.” A College is a collective body of faculty who prescribe and conduct a course of study leading to the award of a degree or degrees. Herein the College of Medicine may be referred to as “COM,” the College of Pharmacy as “COP,” and the College of Graduate Studies as “COGS.”
- (3) “Dean.” The Dean is the Chief Academic and Presiding Officer of each of the respective Colleges of the University. The authority and responsibilities of the Deans are further defined in Section E of the University Faculty Bylaws.
- (4) “Dean’s Leadership Group.” The College of Medicine Dean’s Leadership Group is a Standing Committee of College of Medicine faculty, Department Chairs and College faculty Administrators that sets policy, determines overall strategic

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(5) “Faculty Standing Committees” or “Standing Committees.” The Faculty Standing Committees are appointed to represent the College in its interests related to the mission, role and functions of the College. These committees shall develop policy and provide recommendations to the Dean’s Leadership Group (DLG).

(D) Standing Committees

(1) Names and Functions

The names and functions of the Standing Committees may be altered from time to time upon recommendation by the COM Dean or the COM Dean’s Leadership Group.

(2) Subcommittees

Standing Committees may develop such subcommittees as are necessary to conduct their business. Such subcommittees may include persons other than Standing Committee members.

(3) Reporting

(a) Standing Committees shall submit recommendations for substantive policy changes to the COM Dean’s Leadership Group for action.

(b) Each Standing Committee shall make at least one report of its activities to the COM Dean’s Leadership Group each academic year.

(4) Meetings

(a) Meetings will be held at a time and manner that will promote participation.

(b) Meetings may be held in person, via video conference or teleconference, or by any other modality that will allow all the members to hear each other and to participate at the same time.

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- (c) Any member may request that he/she be allowed to participate via electronic means. The Committee Chair will take reasonable measures to accommodate such requests, if deemed appropriate by the Chair.
  - (d) When meeting via electronic means, a member who wants to speak should identify him/herself.
- (5) Voting
- (a) Usually, voting will take place at the meeting, whether the meeting is held in person or by electronic means. Voice votes are most common; however, written ballots may be used when requested.
  - (b) Votes may also be taken by mail or by email when a full vote of the membership is desired. The Committee Chair shall confirm who has a right to vote and will send ballots only to those persons who are voting members.
- (6) Minutes
- (a) Minutes of each Standing Committee meeting shall be kept recording the actions of the Committee and shall be available for review. Minutes of Standing Committees responsible for reviewing individually identifiable performance of faculty members or students (Non-Tenure Faculty Appointment and Promotions Committee, Admissions Committee, Nominating and Membership Committee, Committees on Academic and Professional Progress) shall record matters related to policy or procedure, but not discussion or actions regarding individuals reviewed by the committee.
- (7) Nominations

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- (a) The Office of the Vice President for Academic Affairs (VPAA) shall annually notify the chair of the COM Nominating and Membership Committee, all COM Rootstown based and clinical faculty, Department chairs of the College, and the chairs of University Faculty Council and Faculty Forum of expiring terms of the members of the Standing Committees of the College of Medicine in order to solicit nominations for consideration. The Dean appoints members of the Standing Committees upon the recommendation of the COM Nominating and Membership Committee.
- (b) Faculty self-nominations will be encouraged and accepted by the Nominating and Membership Committee.

(8) Membership

- (a) A faculty committee is a body to which a trust is committed. A committee is delegated responsibility to consider, to investigate, to take action on, or to report on important faculty, student and academic matters.
- (b) 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.
- (c) Terms of appointment are three (3) years beginning July 1, unless otherwise specified. Following the restructuring of a committee’s composition, terms may be initially staggered to provide for continuity.
- (d) A member may be replaced, prior to the completion of a term, upon the request of the Committee Chair and approval of the Dean, when the member has failed to attend at least fifty (50) percent of the regularly scheduled meetings of the committee.

(9) Notification

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The COM Dean shall appoint and reappoint all members in writing upon the recommendations of the Nominating and Membership Committee in accordance with these bylaws, and with the prescribed committee composition and reporting structure.

(10) Quorum

The majority of members present at a meeting, whether in person or via electronic means, of the Standing Committees constitute a quorum unless otherwise specified in the Bylaws.

(11) University conflict of interest rules shall be in effect and any member with a direct personal or pecuniary conflict of interest in the matter being considered may be excluded from the discussion but must abstain from voting on the matter.

(12) Expert Consultation

The Chair of a given committee may request the attendance and participation of expert consultants as needed to promote the purposes and goals of the committee.

(E) Charge and Membership for the Standing Committees

(1) Nominating and Membership Committee

(a) The purpose of the Nominating and Membership Committee is to determine the best faculty candidates to serve in open positions on the standing faculty committees of the COM. The committee will make membership recommendations for appointment by the Dean.

(b) Voting members are peer elected and include:

- (i) Three (3) Rootstown based faculty; and,
- (ii) Three (3) clinical faculty.

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- (c) The Committee will elect a chair from its membership.
- (2) Admissions Committee
  - (a) The purpose of the College of Medicine Admissions Committee is twofold:
    - (i) To oversee the admissions process by setting policies and guidelines for the selection of the College’s students in accordance with all applicable requirements and standards on selection; and,
    - (ii) To ensure that the faculty have final responsibility for the selection of their students.
  - (b) Members are recommended by the COM Nominating and Membership Committee and appointed by the COM Dean. Membership includes:
    - (i) Assistant Dean of Admissions (ex officio, without vote) who will be the Chair of the Committee;
    - (ii) At least eight (8) additional faculty, of which ~~half or more~~ at least four (4) must be clinical science faculty members; one faculty member will be designated Vice Chair by the Nominating and Membership Committee;
    - (iii) University Director of Admissions (ex officio without vote);
    - (iv) The Assistant Dean of Students (ex officio, without vote);
    - (v) University Vice President of Diversity, Equity, and Inclusion, or designee (ex officio, without vote);
    - (vi) Director of Area Health Education Center (ex officio, without vote); and,

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(vii) Two (2) medical students, one (1) M1 student (non-voting) and one (1) M2 student (voting). Student members serve staggered two-year terms commencing when elected as an M1.

(3) Curriculum Management and Assessment Committee

(a) The Curriculum Management and Assessment Committee (CMAC) has decision-making and policymaking authority and is responsible for oversight and evaluation of the curriculum, including oversight of the overall educational program and achievement of effective curriculum management. CMAC will communicate significant changes in the curriculum to the students and faculty on a regular basis.

(b) Voting Membership

(i) At least nine (9) faculty members from which the Committee will select the Co-Chairs including the following:

(a) The Vice Chairs of the M1/M2 and M3/M4 Curriculum Subcommittees of CMAC (ex officio);

(b) At least three (3) basic science faculty; and,

(c) At least three (3) clinical science faculty.

(ii) The peer elected Chair of the Student Curriculum Council (M4), and the peer elected Student Curriculum Council (M2) member;

(c) Non-Voting Membership – Ex Officio

(i) Associate Dean of Medical Education (serves as Administrative Chair);

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- (ii) Senior Associate Dean of Academic Affairs;
  - (iii) Assistant Dean of Outcome Measures;
  - (iv) Assistant Dean of Quality Measures.
  - (v) Executive Director of Interprofessional Education and Simulation;
  - (vi) University Manager, Assessment;
  - (vii) University Registrar;
  - (viii) University Director, Learning Center;
  - (ix) COM Director of Faculty Development;
  - (x) COP Curriculum Committee Chair or designee.
- (4) Non-tenure Track Faculty Appointments and Promotions Committee
- (a) The Non-tenure Track Faculty Appointments and Promotions Committee evaluates the credentials and education and research portfolio of applicants for appointment and promotion without tenure and makes recommendations to the Dean. A majority of faculty members shall be Professors and the balance will be Associate Professors.
  - (b) Membership is comprised of at least seven (7) COM faculty members including:
    - (i) A clinical science faculty member to serve as Chair (as appointed by the Nominating and Membership Committee);
    - (ii) At least three (3) clinical science faculty; and,

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(iii) At least three (3) basic science faculty.

(5) Dean’s Leadership Group

(a) The COM Dean’s Leadership Group (DLG), in consultation with the Dean, will establish policy and strategy for the College of Medicine. The DLG is responsible for:

- (i) Advising the Dean in the allocation of resources;
- (ii) Approving membership of Standing Committees of the COM;
- (iii) Recommending the formation of ad hoc committees and task force groups to support and inform COM initiatives;
- (iv) Advising the Dean regarding University issues of significance to the COM;
- (v) Recommending strategic and tactical initiatives and operations of importance to the COM;
- (vi) Assuring alignment of policies and strategies with NEOMED COM and University Missions;

(b) Membership is comprised of the following ex officio positions:

- (i) COM Dean (to serve as Chair of the Committee);
- (ii) Rootstown-based Department Chairs;
- (iii) COM Vice Dean (to serve as Vice Chair of the Committee);
- (iv) COM Executive Director of Operations;
- (v) All COM Associate Deans and Assistant Deans;

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- (vi) Chair or Vice Chair elected to University Faculty Council who represents the COM;
- (vii) Chair of Faculty Forum elected by the COM faculty.
- (c) From time to time, the membership of the COM DLG may be modified by the COM Dean to assure appropriate input and breadth of experience.
- (6) Committees on Academic and Professional Progress (CAPP)

The purpose of the Committees on Academic and Professional Progress (CAPP) is to assess student academic performance, to assess professional readiness for continued studies, and to determine appropriateness of curricular leave. The CAPP process includes timely notice to the student of the CAPP referral, disclosure of evidence on which the referral is based, an opportunity for the student to respond, and an opportunity for due process. The CAPP process is designed to enforce specific guidelines for academic advancement and to determine acceptable academic standing for curricular leave, while at the same time providing for a review of each student’s individual situation and aggregate performance. All CAPP meetings are private, and all material presented and discussed in CAPP meetings is confidential.

- (a) Phase 1 CAPP
  - (i) Deals exclusively with students in the baccalaureate component of the College of Medicine’s Baccalaureate to MD pathway programs.
  - (ii) Membership includes:
    - (a) At least nine (9) COM faculty (including the COM Admissions Committee chair); among the faculty, there will be designated co-chairs;

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- (b) One (1) M4 student;
  - (c) One (1) M3 student (ex officio, without vote);
  - (d) Assistant Dean of Students (ex officio, without vote);
  - (e) The University Registrar (ex officio, without vote); and,
  - (f) University coordinators of the Baccalaureate to MD program (ex officio, without vote).
- (iii) Student members are peer elected and appointed by the COM Dean. The COM Dean is notified of decisions made by Phase 1 CAPP. The University Registrar will provide written notification of committee decisions to affected students.
- (b) Phase 2 CAPP
- (i) Phase 2 CAPP is responsible for tracking the academic and professional progress of all students enrolled in the MD program at NEOMED.
  - (ii) Voting Membership includes:
    - (a) At least five (5) faculty among whom two (2) will be designated Co-Chairs; one of the Co-Chairs shall be a clinical faculty member;
    - (b) One (1) M4 student (voting);
  - (iii) Non-Voting Membership includes:
    - (c) One (1) M3 student;

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- (d) The Assistant Dean of Students (ex officio); and,
  - (e) The University Registrar (ex officio).
- (iv) Student members are peer elected and appointed by the Dean. The COM Dean is notified of decisions made by Phase 2 CAPP. The Senior Executive Director of Academic Affairs and Student Services will provide written notification of committee decisions to affected students. The Office of the VPAA will provide administrative support for this Committee.
- (b) CAPP Executive Review Committee
- (i) The purpose of the Executive Review CAPP is to review appeal petitions from students dismissed by Phase 1 or Phase 2 CAPP, and to uphold the decision made by Phase 1 or Phase 2 CAPP or remand the case back to Phase 1 or Phase 2 CAPP based on one or both of the following circumstances: (1) compelling new information that was not available to the Phase 1 or 2 CAPP at the time of their deliberation; or (2) evidence of a defect or irregularity in the Phase 1 or 2 CAPP proceeding. The student petition for review must include significant and new information that was not available for presentation to the Phase 1 or Phase 2 CAPP, or evidence of a defect or irregularity in the Phase 1 or Phase 2 CAPP Committee proceeding.
  - (ii) Membership includes:
    - (a) Vice Dean or designee, College of Medicine; serves as Chair for COM CAPP cases; (ex officio, votes in the case of a tie for COM cases; voting member for other College CAPP cases);

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- (b) Vice Dean or designee, College of Pharmacy; serves as Chair for COP CAPP cases; (ex officio, votes in the case of a tie for COP cases; voting member for other College CAPP cases);
  - (c) Vice Dean or designee, College of Graduate Studies; serves as Chair for COGS CAPP cases; (ex officio, votes in the case of a tie for COGS cases; voting member for other College CAPP cases);
  - (d) Six (6) faculty; three (3) from the College of Medicine; and, three (3) from the College of Pharmacy;
  - (e) Six (6) faculty delegates, two (2) from each College, who are invited by the respective Chair to participate when appropriate (e.g., when voting members are unavailable or College representation is needed); and,
  - (f) The University Registrar (ex officio, without vote);
- (iii) Voting faculty members serve staggered three-year terms. Decisions made by Executive CAPP are final. The Senior Executive Director of Academic Affairs and Student Services provides written notification of committee decisions to affected students. The Office of the VPAA will provide administrative support for this Committee.

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REFERENCES

FORMS

CROSS-REFERENCE

REVISION HISTORY

Original Appendix G

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Revised and Approved by College of Medicine Core Faculty Council  
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RULES PROMUGLATED UNDER

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