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POLICY TITLE: Appendix G – College of Medicine Standing Committees	EFFECTIVE DATE: October 5, 2011 REVISED: September 26, 2023
RESPONSIBLE DEPARTMENT: College of Medicine	Faculty, College of Medicine

(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 COM.

(C) Standing Committees

(1) Purpose and Responsibilities

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 make decisions where appropriate, develop policy, and provide recommendations to the Dean’s Advisory Group (DAG).

(2) 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 DAG.

(3) Subcommittees

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

(4) Reporting

- (a)** Standing Committees shall submit recommendations for substantive policy changes to the COM DAG for action.
- (b)** Each Standing Committee shall make at least one report of its activities to the COM DAG each academic year.

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(5) 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.
- (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.
- (d) When meeting via electronic means, a member who wants to speak should identify him/herself.

(6) 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, other voting methods, including electronic methods, may be used at the discretion of Chair or upon request of the committee. A simple majority vote is the standard.
- (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.

(7) 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

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committee. Faculty Forum will not keep minutes in the interest of promoting free discussion. The Chair will present pertinent items at the subsequent DAG meeting.

(8) Nominations

- (a) A representative from the COM Dean’s Office shall notify the Chair of the COM Nominating and Membership Committee, Faculty Forum, the Chairs of the Standing Committees of the COM, and the faculty at large in order to solicit nominations for consideration. The Dean notifies new members of the Standing Committees upon the recommendation of the COM Nominating and Membership Committee and approval of the DAG.
- (b) Faculty self-nominations will be encouraged and accepted by the Nominating and Membership Committee.

(9) 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. Members may serve no more than three consecutive terms of appointment. Should the term limit create an undue burden for a particular committee at a particular time, the Chair may petition the DAG for a single year exception to this standard.
- (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.

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(10) Notification

The COM Dean shall notify all members in writing upon the recommendations of the Nominating and Membership Committee and approval of the DAG, in accordance with these Bylaws and with the prescribed committee composition and reporting structure.

(11) Quorum

The majority of voting 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. For purposes of quorum, a Chair is counted as a voting member.

(12) 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.

(13) 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.


(D) 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 elected by Faculty Forum; and,
- (ii) Three (3) non-Rootstown based clinical faculty elected by peers.


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- (c) The Committee will elect a Chair from its membership.
- (2) Admissions Committee
 - (a) The purpose of the COM 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) Associate Dean of Admissions and Student Affairs (ex officio, without vote), who will be the administrative liaison to the Committee;
 - (ii) At least eight (8) faculty, of which at least four (4) must be non-Rootstown based faculty members; the committee will annually elect a Chair and a Vice Chair;
 - (iii) University Director of Admissions (ex officio without vote);
 - (iv) Director of Area Health Education Center (ex officio, without vote); and,
 - (v) Two (2) medical students, at least one (1) M1 student (non-voting) and at least one (1) M2 student (voting). Student members serve staggered two-year terms commencing when elected as an M1.
 - (vi) For all votes, the majority of voting members must be COM faculty
 - (3) Curriculum Committee
 - (a) The College of Medicine Curriculum Committee has decision-making and policy-making authority and is responsible for oversight, evaluation and management of the curriculum, its courses and course directors. The

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Curriculum Committee will communicate significant changes in the curriculum to the students and faculty on a regular basis. The Curriculum Committee ensures compliance with all LCME curricular elements.

- (b) The Curriculum Committee will have standing subcommittees as outlined below. The subcommittees will advise the Curriculum Committee on matters specified in the Curriculum Management Charter for the MD Program and will not have decision-making authority unless specifically delegated by the Curriculum Committee.
 - (i) The Pre-Clerkship Curriculum Subcommittee will consist of all course directors in the pre-clerkship (M1/M2) curriculum. One M1 and one M2 student from the Student Curriculum Council will also serve as voting members. An additional at-large voting member will be elected by a faculty-wide vote. The Pre-clerkship Curriculum Subcommittee (PCS) will be chaired by a faculty member selected by and from the PCS. The Associate Dean for medical education assigned to M1- M2 will serve as administrative liaison (ex-officio, without vote).
 - (ii) The Clinical Curriculum (M3/M4) Subcommittee will consist of all Clinical Experiential Directors in each clinical discipline, course directors in the M3 and M4 curricular years, and the Director of M4. An M3 and an M4 student from the Student Curriculum Council will also serve as voting members. An additional at-large voting member will be elected by a faculty-wide vote. The Clerkship Curriculum Subcommittee (CCS) will be chaired by a faculty member, selected by and from the CCS. The Associate Dean for medical education assigned to M3/M4 will serve as administrative liaison (ex-officio, without vote). The Faculty Chair may vote if representing their course or in case of a tie.
 - (iii) The Curriculum Evaluation Subcommittee will consist of nine (9) at-large members: three (3) members will be selected by the Pre-Clerkship Curriculum Subcommittee; three (3) members will be selected by the Clinical Curriculum (M3/M4) Subcommittee; three (3) at-large members will be elected by a faculty-wide vote. It will


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be chaired by a faculty member selected by CES serving as Faculty Chair. The Assistant Dean of Curriculum serving as administrative liaison (ex officio, without vote).

- (c) Voting membership of the Curriculum Committee will consist of nine (9) faculty and two (2) students as delineated below:
 - (i) The Pre-Clerkship Subcommittee will elect three (3) faculty from its membership to the Curriculum Committee.
 - (ii) The Clinical Curriculum Subcommittee will elect three (3) faculty from its membership to the Curriculum Committee.
 - (iii) The College of Medicine Nominating and Membership Committee will select three (3) faculty members to the Curriculum Committee. These at-large members should be apportioned to address balance among various stakeholder groups of the faculty.
 - (iv) The Student Curriculum Council will elect one (1) M4 and one (1) M2 student by a vote of their peers.
 - (v) Initial membership should be appointed with staggered terms to allow for 1/3 of the faculty voting members to be replaced or reappointed on an annual basis.
 - (vi) The Curriculum Committee (CC) will be chaired by a Faculty Member selected by the CC. The Senior Associate Dean for Medical Education will serve as administrative liaison (ex officio without vote). The faculty chair will be without vote except in the case of a tie. If the faculty chair is not already a member of the CC, they will become a member upon election as chair and remain so for the duration of the chairmanship.
- (d) Non-voting membership (ex officio)
 - (i) The Senior Associate Dean of Medical Education;


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- (ii) The Chairs of each of the Curriculum Committee subcommittees; and
 - (iii) The Assistant Dean of Student Affairs.
- (4) Non-tenure Track Faculty Appointments and Promotions Committee
- (a) The Non-tenure Track Faculty Appointments and Promotions Committee evaluates the credentials, 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 from the committee to serve as Chair (as appointed by the Nominating and Membership Committee);
 - (ii) At least three (3) clinical science faculty; and
 - (iii) At least three (3) basic science faculty.
- (5) Dean’s Advisory Group (DAG)
- (a) The COM DAG, in consultation with the Dean, will advise on policy and strategy for the COM. The DAG 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;

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- (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; and
 - (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) Up to six (6) Department Chairs as elected annually by the group of COM Department Chairs;
 - (iii) COM Vice Dean (to serve as Vice Chair of the Committee);
 - (iv) COM Senior Executive Director of Operations;
 - (v) Senior Associate Deans and the Associate Dean of Admissions and Student Affairs;
 - (vi) Chair or Vice Chair elected to University Faculty Council who represents the COM;
 - (vii) Chair of Faculty Forum elected by the COM faculty; and
 - (viii) A faculty member-at-large elected in a faculty-wide vote
- (c) From time to time, the membership of the COM DAG 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

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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) CAPP
 - (i) 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 selected by the committee as Co-Chairs; one of the Co-Chairs shall be a clinical faculty member; and
 - (b) One (1) M4 student (voting).
 - (iii) Non-Voting Membership includes:
 - (a) One (1) M3 student;
 - (b) The Assistant Dean of Students (ex officio) or designee
 - (c) The University Registrar (ex officio) or designee; and
 - (d) The Associate Dean of Admissions and Student Affairs who shall serve as administrative liaison.

In the event that a quorum cannot be obtained, the Chair may appoint a delegate member selected from faculty with prior CAPP experience but who has not already heard the case in question.
 - (iv) Student members are peer elected and notified by the Dean. The COM Dean is notified of decisions made by CAPP. Written

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communication of the CAPP decision will be provided to affected students. The Office of the Provost 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 who were dismissed by CAPP.
- (ii) Executive Review CAPP will either affirm the original decision or overturn it.
- (iii) If the Committee overturns a decision, it may place appropriate curricular and monitoring provisions on the student as appropriate. Further monitoring of student progress, in this case, will revert to the CAPP committee.
- (iv) The COM CAPP Executive Review Committee will consist of:
 - (a) Vice Dean or designee, COM, who shall serve as the administrative liaison (ex officio, voting only to resolve a tie);
 - (b) Four (4) faculty members from the COM, none of whom are serving concurrently on the COM CAPP Committee;
 - (c) The Assistant Dean of Students who shall serve as a student advocate and be without vote; and
 - (d) The University Registrar or designee (ex officio, without vote).

In the event that a quorum cannot be obtained, the Chair may appoint a delegate member selected from faculty with prior CAPP experience but who has not already heard the case in question.


- (v) 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

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notification of committee decisions to affected students. The Office of the Provost will provide administrative support for this Committee.

(7) Faculty Forum

- (a) The Rootstown-based Faculty Forum (RFF) promotes faculty communication and engagement in the mission of the College of Medicine (COM). Rootstown-based COM faculty not holding roles in COM administration have shared goals and interests, as well as concerns unique to their departments and disciplines. RFF provides a way to address all of these and communicate about them with COM leadership. RFF does so by providing faculty a venue for:
 - (i) discussing issues and policies related to education, research, and service within the COM;
 - (ii) initiating and approving proposed changes in COM Bylaws;
 - (iii) advocating on behalf of the COM faculty;
 - (iv) assuring faculty a voice in setting policy about matters such as appointments; promotions, tenure, curriculum, and decision making in the COM; and
 - (v) communicating with the COM Dean’s Advisory Group (DAG) and University Faculty Council (UFC) regarding the above.
- (b) All and exclusively Rootstown-based COM faculty not holding an administrative appointment (e.g., Dean, Associate Dean, Assistant Dean, or Department Chair) in the COM hold de facto membership in and thereby may attend RFF meetings. Terms of appointment do not apply to membership in RFF.

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(c) Annually, a Vice Chair will be chosen by majority vote of the faculty following a call for nominations (including self-nominations).

(i) The Chair/Vice Chair must hold rank of associate professor or higher.

(ii) The Chair/Vice Chair must be able to facilitate and promote engagement among the Rootstown-based COM non-administrative faculty.

(iii) Preference will be for the Vice Chair to be from a department other than that of the Chair.

(iv) In the event of no nominations, Faculty Forum may also consider asking Department Chairs to request nominations for the RFF Chair/Vice Chair roles during their department faculty meetings or individual discussions with faculty.

(v) Once selected, the Vice Chair will serve as the designated successor to the Chair.

(vi) The Chair/Vice-Chair role will be a two-year term, with the elected faculty member serving one year as Vice Chair and one year as Chair.


(vii) When the Vice Chair assumes the role as Chair, another faculty member will be elected as Vice Chair to ensure orderly chair succession, continuity of knowledge, processes, and relationships.

(viii) The Chair will be an ex officio member of the COM DAG.


(d) Procedures

(i) The RFF is responsible for:

(a) establishing its rules of operation;

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- (b) determining the agenda for its meetings;
 - (c) meeting regularly, and at least once per semester;
 - (d) considering COM policy and Bylaws changes and reporting results of voting to either the COM DAG or UFC, as required; and
 - (e) making other recommendations to the COM DAG or UFC, as appropriate.
- (ii) The Chair will bring recommendations and votes forward to and represent the RFF at the DAG monthly meetings.
 - (iii) RFF does not require quorum to function as a forum for faculty discussion. Whether or not quorum is reached, any issues raised at RFF may be brought to DAG by the Chair.
 - (iv) All votes required of RFF will be conducted by email and submitted to the full membership. If a call for votes receives less than a twenty percent response rate from the full membership at the end of the initial response period, the Chair may opt to repeat the call for votes and extend the response period. If the response rate remains below twenty percent after the extended response period, the vote will be considered void. Votes will be decided by simple majority. Absence of a response will be counted as abstention and will not contribute to deciding majority.
 - (v) The Vice Chair will serve alongside the Chair and attend DAG meetings in the event the Chair cannot attend.

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(vi) If the Chair cannot fulfill the duties of the Chair position for any reason, the Vice Chair will assume duties of the Chair.

(8) Continuous Quality Improvement Committee

(a) The purpose of the Continuous Quality Improvement Committee is to engage in ongoing and continuous quality improvement processes that establish its short and long-term programmatic goals, result in the achievement of measurable outcomes that are used to improve educational program quality, and ensure effective monitoring of the medical education program’s compliance with accreditation.

(b) Membership includes:

- (i) Associate Dean of Quality Initiatives who will serve as Chair;
- (ii) The COM Dean;
- (iii) The COM Vice Dean;
- (iv) At least two (2) faculty members nominated by the Nominating and Membership Committee;
- (v) Director of Accreditation and Special Projects;
- (vi) Associate Dean of Admissions and Student Affairs;
- (vii) Associate Dean of Clinical Faculty Affairs;
- (viii) Assistant Dean of Outcome Measures;
- (ix) Sr. Associate Dean Medical Education;
- (x) Director of Faculty Development; and
- (xi) A student representing the Student Impact Committee