

UIC COLLEGE OF MEDICINE HANDBOOK ON COMMITTEES

Introduction

The College's committees provide a significant opportunity for faculty members to become involved in College management and decision-making. This Handbook briefly describes the work of College committees, expectations of members, and normal meeting times and dates. For further information, faculty should feel free to contact individual committee chairs. It is the hope of the Committee on Committees that this information will assist faculty members in identifying areas of interest and that they will communicate that interest to either our Committee or to the appropriate slating individuals.

COLLEGE OF MEDICINE COMMITTEES

Executive Committee (elected)

Chair: Joseph Flaherty, M.D.

The Executive Committee is the major advisory body to the Dean in the conduct of College business, in the formulation and execution of College policies. It has the responsibility to act on academic issues delegated to it by the faculty, including student admission, appraisal and promotion, faculty appointments and promotions, educational policy, and research policy. The executive committee normally meets the fourth Wednesday of every other month, beginning in October. Meetings are held on a rotating basis at the four regional sites of the College and normally last from 9:30 A.M. until 1:00 P.M. Because of the duration of the meetings and the occasional need to travel to other College sites, it is important that members be aware of the time commitment of essentially six days per year for service on this important body.

Committee on Committees (elected)

Chair: Rochelle Cohen, Ph.D.

The Committee on Committees is charged with developing slates candidates for election to standing committees of the College, determining the number of students to serve on appropriate College committees, advising the Dean on appointment of persons to fill temporary vacancies on standing committees, and periodically reviewing the size and composition of standing committees and recommending needed changes to the faculty. The Committee on Committees also serves as the Senate Elections Committee and oversees the annual election of faculty members to the UIC Senate. It is important that members have a good understanding of the direction and goals of the College and of activities of the various College committees and a sensitivity to the interests and needs of faculty members. This Committee meets three to four times per year using teleconferencing.

Committee on Admissions (elected)

Chair: Joseph Flaherty, M.D.

Vice Chair: Leslie J. Sandlow, M.D.

The functions of the Committee on Admissions include formulating and recommending policies for admission to the College of Medicine and accepting students based on standards designed to meet these policies. The Committee normally meets from 11:30 A.M. until 1:30 P.M. on the third Thursday of every month. Teleconferencing is available for members at the regional campuses. Committee members are expected to participate in the interview process, and review applications.

The Committee reviews a substantial number of applications for admission received each year, and recommends appropriate disposition of applicants. Members will be asked to devote a substantial amount of time to reviewing and evaluating candidates. Time commitment to this committee may involve four hours per week from September to April.

Committee on Instruction and Appraisal (elected)

Chair: George Kondos, MD

The Committee regularly reviews and recommends to the Executive Committee the instructional, evaluation, and appraisal policies of the College for undergraduate medical education. In consultation with the Education Coordinating Committees, it establishes the minimum competencies expected for all graduates of the College of Medicine and monitors the effectiveness of the curriculum and appraisal instruments. It ensures that the curriculum offered and appraisal mechanisms used meet requirements for the Liaison Committee on Medical Education accreditation. When appropriate, the Committee on Instruction and Appraisal encourages the site Educational Programs to work in a cooperative/collaborative manner or to develop unique, individual curricular offerings. The Committee meets the first Wednesday of each month from 11:30 a.m. to 12:30 p.m. with the use of videoconferencing to all sites. In addition, the CCIA holds a one day retreat each year. A minimum of outside time commitment is required of members.

Committee on Student Promotions (elected)

Chair: Rick Miller, MD

The Committee on Student Promotions spends the majority of its time dealing with students with academic difficulties. The etiology of these problems is analyzed, and the committee acts on recommendations from the sites as to whether students should be delayed, placed in remedial programs or be dropped from the College for poor scholarship. This is accomplished in a careful manner and the rights of students are preserved by due process. The Committee also formally promotes students, delays students in class and determines when students may return to the curriculum, and recommends students for graduation and for graduation with honors when warranted. Meetings occur on the fourth Friday of the month from 1:00 to 3:00 P.M. Teleconferencing to all sites is used.

Committee on Faculty Appointments, Promotions and Tenure (appointed)

Chair: Norman Estes, MD

The Committee on Faculty Appointments, Promotions and Tenure reviews and makes recommendations regarding College criteria for appointment to or promotion within the academic tracks and on the format by which individual recommendations for appointment or promotion are forwarded to the Dean. It also reviews proposals for the appointment or promotion of individual faculty members at the associate professor and professor ranks in the Academic (RT), Academic (CI), Research and Clinical Discipline Tracks and for the awarding of tenure. It makes recommendations based upon the College's prescribed criteria and standards.

The Committee is normally asked to consider approximately 50 of such recommendations for appointment or promotion each year. Its meetings involve two full-day retreats, one in November and one in December and normally five additional teleconferenced meetings of two to three hours duration held throughout the year. Members are required to review individual applications in advance of meeting dates, often necessitating several hours of preparation time.

Committee on Clinical and Adjunct Appointments and Promotions (appointed)

Chair: Ergün Önal, M.D.

The Committee on Clinical and Adjunct Appointments and Promotions reviews recommendations for appointment and promotion of faculty at the associate professor and professor ranks in the Clinical and Adjunct Tracks. It makes recommendations based on the College's prescribed criteria and standards.

The Committee normally considers approximately 30 recommendations each year. It has teleconferenced meetings throughout the year. Members are required to review individual applications in advance of meeting dates.

Committee on Research (elected)

Chair: To be named

The Committee on Research advises the Dean on institutional issues that impact on basic and clinical research across the College of Medicine. The committee is responsible for making recommendations that improve the environment for research and advising on policies and procedures for the conduct of research.

Committee on Student Awards and Scholarships (elected)

Co-Chairs: Glenn Netto, M.D., Peggy Wheeler, M.D.

The Committee charge includes the following:

1. Awarding scholarships for the purpose of recruiting highly accomplished applicants to the college during the admissions process,
2. Awarding funds donated to the college to honor medical students achievements,
3. Awarding the Bertram A. Richardson Scholarships for foreign study to qualified students within the College in collaboration with student affairs deans,
4. Awarding the students who receive college-wide recognition previously done at Honors Day in collaboration with student affairs deans, and
5. Working with Advancement to facilitate connections between student award recipients and donors.

The committee may delegate some of the above work to subcommittees, for instance the Richardson scholarship and Honors Day awards. These subcommittees will report regularly on their work to the full Committee. The full Committee typically meets at least four times per year, at which teleconferencing is used. Outside time required of members includes reviewing applicants for the various awards and scholarships.

Committee on Faculty Awards (elected)

Chair: R. John Solaro, Ph.D.

The Committee accumulates and disseminates information about internal and external faculty fellowships and awards (excluding those research awards considered by the Committee on Research). It may actively solicit nominations for such awards and, where appropriate, make nominations. These nominations are forwarded to the Dean. The Committee is responsible for the Faculty of the Year Award and the University Scholars nominations from the College of Medicine. Meetings occur approximately four times a year and teleconferencing is used.

Committee on Continuing Medical Education (elected)

Chair: L. J. Sandlow, M.D.

The College Committee on Continuing Medical Education is responsible for educational programs for physicians beyond the level of undergraduate and graduate medical education, for reviewing and ratifying certification of all Category 1 CME programs submitted to the College committee by the Program site committees, for ensuring collegewide compliance with ACCME standards on CME. It also develops and approves collegewide continuing medical education policies and provides oversight for all College and regional CME activity.

The Committee meets four times a year– January and July via teleconferences for one hour; October and April, at a central Illinois location or at a site for an all day retreat.

STANDING COMMITTEES

College of Medicine

	<u>Number of Faculty Members</u>	<u>Election/Appointment Process</u>
Executive Committee	24	elected by faculty on a site basis
Committee on Committees	12	elected by faculty on a site basis
Admissions	24	elected by faculty after slating by Committee on Committees
Instruction and Appraisal	24	elected by faculty after slating by Committee on Committees; the chairs of regional curriculum/ instruction committees are among members
Student Promotions	18	elected by faculty after slating by Committee on Committees; the chairs of regional promotion/student advancement committees are among members
Faculty Appointments, Promotions and Tenure	12	appointed by the Dean after consultation with Committee on Committees
Clinical and Adjunct Appointments and Promotions	6	appointed by the Dean after consultation with Committee on Committees
Research	24	elected by faculty after slating by Committee on Committees
Student Awards and Scholarships	12	elected by faculty after slating by Committee on Committees
Faculty Awards	6	elected by faculty after slating by Committee on Committees
Continuing Medical Education	12	elected by faculty after slating by Committee on Committees; chairs of the regional continuing education committees are among members.

College of Medicine at Chicago

	<u>Number of Faculty Members</u>	<u>Election/Appointment Process</u>
Chicago Executive Committee	24	elected by faculty; members include Chicago's 12 regular and 12 alternate representatives to the College Executive Committee
Committee on Committees	6	elected by faculty after slating by the Dean
Curriculum Committee	32	elected by the faculty after slating by Committee on Committees
Student Advancement Committee	23	elected by the faculty after slating by Committee on Committees
Continuing Medical Education	22	elected by the faculty after slating by Committee on Committees

For further information contact::

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College of Medicine at Peoria

	<u>Number of Faculty Members</u>	<u>Election/Appointment Process</u>
Executive Committee	26	13 elected by faculty; 13 department chairs
Subcommittee of Executive Committee	8	4 elected by Executive Committee; 4 appointed by Regional Dean
Committee on Committees	5	elected by faculty after slating by Regional Dean
Faculty Fellowships and Awards	9	elected by faculty after slating by Committee on Committees
Pre-Clinical Curriculum and Evaluation	11	roster as defined by bylaws
Clinical Curriculum and Evaluation	12	roster as defined by bylaws
Library	6	special committee appointed by Regional Dean
Research	12	elected by faculty after slating by Committee on Committees
Student Awards and Scholarships	13	elected by faculty after slating by Committee on Committees
Student Promotions	14	elected by faculty after slating by Committee on Committees

For further information on any of these committees, contact:

Lorin D. Whittaker, Jr., MD, FACS
COM-Peoria Committee on Committees
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College of Medicine at Rockford

	<u>Number of Faculty Members</u>	<u>Election/Appointment Process</u>
Executive Committee	27	8 elected by faculty; 19 members by virtue of position
Committee on Committees	8	elected by faculty after slating by Committee on Committees
Instruction and Appraisal	8	elected by faculty after slating by Committee on Committees
Student Affairs	16	elected by faculty after slating by Committee on Committees
Faculty Appointments, Promotions, and Tenure	8	elected by faculty after slating by Committee on Committees
Research	8	elected by faculty after slating by Committee on Committees
Continuing Education	14	elected by faculty after slating by Committee on Committees

For further information on any of these committees, contact:

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COM-Rockford Committee on Committees
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College of Medicine at Urbana

	<u>Number of Faculty Members</u>	<u>Election/Appointment Process</u>
Executive Committee	12	elected by faculty after slating by Committee on Committees
Committee on Committees	9	elected by faculty after slating by Committee on Committees
Education Policy Committee	10	9 elected by faculty after slating by Committee on Committees; 1 appointed by Regional Dean by virtue of position
Student Progress and Promotions	9	elected by faculty after slating by Committee on Committees
Appointments, Reappointments, and Promotions	9	elected by faculty after slating by Committee on Committees
Research	9	6 elected by faculty after slating by Committee on Committees; 3 appointed by Regional Dean by virtue of position
Faculty Appeals and Grievances	5	elected by faculty after slating by Committee on Committees
Graduate and Continuing Medical Education	16	3 elected by faculty after slating by Committee on Committees; 13 appointed by Regional Dean by virtue of position
Committee on Capricious Grading	3	elected by faculty after slating by Committee on Committees

For further information on any of these committees, contact:

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