

APPENDIX G

INSTITUTIONAL STANDING COMMITTEES OF ACADEMIC COUNCIL

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APPENDIX G

INSTITUTIONAL STANDING COMMITTEES OF ACADEMIC COUNCIL¹

Section 1. Purpose

To establish the name, membership, manner of membership selection and appointment; and to delineate the authority of the Standing Committees of Academic Council.

Section 2. Committees

A. Name and Function

The names and function of the Standing Committees may be altered by a majority vote of the Academic Council.

B. Subcommittees

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

C. Reporting

1. Standing Committees shall submit recommendations for substantive policy changes to the Academic Council for action.
2. Standing Committees shall make at least one report of its activities to the Academic Council each academic year.

D. Meetings

1. Meetings will be held at a time and manner that will promote participation.
2. These meetings may be held either in person or via video conference and teleconference or by any other modality that will allow all the members to hear each other and participate at the same time.
3. 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.
4. When meeting via electronic means, a member who wants to speak should identify him/herself.

E. Voting

¹ The College of Pharmacy (COP) began to recruit faculty in November, 2005, and is not, at the time of this writing, fully populated. As faculty members join the COP, the COP will fill positions as set forth herein in accordance with its numbers and priorities.

1. 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.
2. Votes may also be taken by mail or by email when a full vote of the membership is desired. The secretary of the Committee shall determine who has a right to vote and will send ballots only to those persons who are voting members.

F. Minutes

1. Minutes of the Standing Committees shall be kept to record the actions of the committee and shall be forwarded to the President or designee.
2. Minutes of all Standing Committees are available for review in the President's office, and a list of available minutes will be attached to the Academic Council minutes.

G. Nominations

1. The Office of Faculty Affairs shall annually notify all constituencies in writing of expiring terms of the committee members of the Standing Committees of the Academic Council in order to solicit nominations for consideration by the Nominating and Membership Committee.
2. Self nominees and other nominees are encouraged and accepted.
3. When requested, Department Chairs are expected to submit a list of nominations from each department.
4. When requested, Clinical Deans are expected to submit potential nominees from each hospital to the Clinical Chairs.

H. Membership

1. A faculty committee is a body to which a trust is committed. A committee is delegated responsibility to consider, investigate, to take action on, or to report on important faculty matters.
2. The membership of all committees shall be representative of all the Colleges of the Institution unless otherwise required by accrediting standards and guidelines or other governing law or regulation.
3. A member may be replaced, upon the recommendation of the Nominating and Membership Committee, prior to the completion of a term upon the request of the Committee Chair when the member has failed to attend at least 50 percent of the regularly scheduled meetings of the Committee.

I. Notification

The President shall appoint and reappoint all members in writing. Committee Chairs will notify removed committee members in writing.

J. Quorum

The 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.

Section 3. Committee Charge and Membership

A. Admissions Committees

1. College of Medicine Admissions Committee

The purpose of the *College of Medicine Admissions Committee* is twofold: (1) to oversee the admissions process by setting guidelines for the selection of the Colleges' students in accordance with all applicable requirements and standards on selection, the Institutional Board of Trustees' Admissions Policy, and other policies promulgated by the Academic Council; and (2) to insure that the faculty have final responsibility for the selection of their respective students in order to make individual candidate recommendations to the Dean.

Terms are four years; membership totals twenty-one (21) members and includes:

- a. five COM community-based faculty;
- b. six COM Rootstown campus faculty;
- c. the three consortium university liaison officers (voting);
- d. one COP faculty member;
- e. two M4 medical students;
- f. Assistant Dean for Student Affairs and Admissions (nonvoting);
- g. Director, Admissions (nonvoting);
- h. Director, Diversity and Multicultural Affairs (nonvoting); and
- i. the Chair who must be a COM faculty member.

2. College of Pharmacy Admissions Committee

The purpose of the *College of Pharmacy Admissions Committee* is twofold: (1) to oversee the admissions process by setting guidelines for the selection of the Colleges' students in accordance with all applicable requirements and standards on selection, the Institutional Board of Trustees' Admissions Policy, and other policies promulgated by the Academic Council; and (2) to insure that the faculty have final responsibility for the selection of their respective students in order to make individual candidate recommendations to the Dean.

- a. Terms are four years; membership totals seventeen (17) members and includes:
 - i. the Executive Associate Dean of the College of Pharmacy (Chair);
 - ii. three Pharmacy Practice faculty;
 - iii. three Pharmaceutical Sciences faculty;
 - iv. two Pharmacy students;
 - v. two COM Rootstown-based faculty;
 - vi. one COM Clinical faculty member;
 - vii. two practicing Pharmacists, who may or may not be faculty;
 - viii. the Assistant Dean for Student Affairs and Admissions (ex-officio without vote);
 - ix. the Director of Admissions (ex-officio without vote); and

- x. the Director of Diversity and Multicultural Affairs (ex-officio without vote).

- b. All Admissions Committee members must be actively involved in the teaching or advising of NEOUCOP students.

B. Bylaws Committee

The *Bylaws Committee* drafts, reviews, and prepares amendments for the Bylaws of the Faculty and its procedural appendices. Voting membership includes:

1. three community-based faculty;
2. four Rootstown campus faculty members;
3. one member from a consortium university; and
4. General Counsel.

C. Executive Curriculum Committee

The *Executive Curriculum Committee (ECC)* has decision-making and policy-making authority responsible for the oversight and evaluation of the curriculum. The ECC will communicate to the students and faculty, and report, at least quarterly, to Academic Council. Terms are three years, and voting membership includes:

1. Associate Dean for Health Professions Education, Chair;
2. Faculty member, Vice Chair
3. * three or four community-based faculty;
4. * three or four Rootstown campus faculty;
5. Director for Curriculum;
6. Director for Assessment;
7. Chair, Student Curriculum Council; and
8. Community Constituent.

* *Dependent upon Vice Chair.*

D. Faculty Appointments and Promotions Committee

The *Faculty Appointments and Promotions Committee* evaluates the credentials of nontenure-track applicants for appointment and promotion. A majority of members shall be Professors and may include Associate Professors. The membership includes:

1. two community-based faculty from each College;
2. two Rootstown campus faculty from each College; and
3. one community-based faculty at large who will serve as Chair.

E. Information and Academic Technology Committee

The *Information and Academic Technology Committee* recommends policy, strategic plans, and priorities concerning educational, scientific and administrative computer technology. Voting membership includes:

1. four community-based faculty;
2. four Rootstown campus faculty;
3. one representative from the division of Academic Affairs;

4. one representative from the division of Administration and Finance;
5. one representative from the division of Institutional Advancement;
6. one representative from the division of Research;
7. two major teaching affiliate representatives;
8. two students from each College;
9. Associate Dean for Health Professions Education;
10. Assistant Dean for Student Affairs and Admissions;
11. Director, Information Center; and
12. Director, Information Technology.

F. Nominating and Membership Committee

The *Nominating and Membership Committee* shall review all openings and nominations received and make recommendations for membership and leadership (Chair and Vice Chair) of the Committees of Academic Council to the Academic Council for approval throughout the year. The Nominating and Membership Committee may recommend members of ad hoc committees of the Academic Council.

The President appoints the Chair of the Nominating and Membership Committee. The chair will present a membership slate for the Nominating and Membership Committee for consideration by the Academic Council. Members shall serve staggered, three-year terms. Voting membership includes:

1. six community-based faculty; and
2. three Rootstown campus faculty.

G. Research Committee

The *Research Committee* recommends research policies and priorities consistent with the Institution's mission.

Membership includes:

1. two community-based faculty;
2. four Rootstown campus faculty; and
3. Associate Dean for Research, who shall serve as chairperson.

I. Tenure and Promotions Committee

The *Tenure and Promotions Committee* reviews and evaluates the credentials of tenure-track applicants for tenure or promotion. At least one of the members shall be a tenured member of Academic Council and shall serve as chair. Voting membership includes:

1. one tenured faculty member from each academic department of the Institution;
2. one community-based faculty member from the College of the candidate;
3. no more than two members will be at the associate professor level, and no faculty at the assistant professor level or below may serve;
4. a tenured faculty member who is currently a member of the Academic Council shall serve as chairperson;
5. a committee member may participate in the discussion but may not vote on a candidate who is in the committee member's department; and
6. for consideration for promotion to Professor, Associate Professors may participate in the discussion but may not vote.

Section 4. Expert Consultation

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