NORTHEAST OHIO MEDICAL UNIVERSITY	Policy No: 3349-03-70
POLICY TITLE: Appendix G – College of Medicine Standing Committees	EFFECTIVE DATE: October 5, 2011 REVISED: July 1, 2026
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 or College) 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 Dean and approval by the 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 DAG for action.

(b) Each Standing Committee shall make at least one report of its activities to the DAG each academic year.

(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 the 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 people who are voting members.

(7) Minutes

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. 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 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.

(b) Faculty self-nominations will be encouraged and accepted by the Nominating and Membership Committee. Faculty employed by NEOMED must secure the support of the Department Chair prior to submitting a self-nomination.

(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) Terms of appointment are three (3) years beginning July 1, unless otherwise specified. Following the restructuring of a committee's composition, terms may be staggered to provide for continuity. A member may be appointed for an unlimited number of terms. To qualify for membership on any COM standing committee, the member or proposed member must have an appointment in the College for faculty members or be a student in good standing in the College for student members.

(c) A faculty 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 participate in at least fifty (50) percent of the six (6) most regularly scheduled meetings of the committee. If the departing member served as Chair or Co-Chair on the committee, the office is not automatically conferred upon the new member. The committee should elect or appoint new officers according to their standard operating procedures. Faculty members who disagree with the Committee Chair regarding replacement may appeal to the Dean, whose decision is final. This provision does not apply to student members.

(10) Notification

The Dean shall notify all members in writing upon the recommendations of the Nominating and Membership Committee, or in the case of elected members, upon successful election, 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) Conflict of Interest

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 the open positions on the standing faculty committees of the College that do not require direct election. The Committee will make appointments and transmit these appointments to the DAG and the Dean for notification..

(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.

(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 appointed by the COM Nominating and Membership Committee and notified by the 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 eighteen (18) faculty, of which at least nine (9) must be non-Rootstown-based faculty members. Any regional campus must be represented by at least one (1) faculty member. The committee will elect a Chair and a Vice Chair. The faculty membership must include at least (1) member from each regional campus

(iii) University Director of Admissions (ex officio without vote);

(iv) Director of Area Health Education Center (ex officio, without vote); and

(v) Ten (10) medical students comprised of five (5) M1 students (non-voting) and five (5) M2 students (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 COM Curriculum Committee has sole decision-making and policy-making authority and is responsible for oversight, evaluation and management of the curriculum overall, including its segments and courses. The 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 pertinent Liaison Committee on Medical Education (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 Medical Degree Program as adopted by the Curriculum Committee and will not have decision-making authority unless specifically delegated by the Curriculum Committee. Additionally, the Clinical Curriculum Subcommittee will serve to provide professional development and support to the Curriculum Experiential Directors.

(i) The Pre-Clerkship Curriculum (M1/M2) Subcommittee will consist of a course director from the M1 year and a course director from the M2 year, both selected by the nominating and membership committee. One (1) M1 and one (1) M2 student from the Student Curriculum Council will also serve as voting members. Three (3) at-large voting members will be elected by a faculty-wide vote. The Pre-clerkship Curriculum Subcommittee (PCS) will select a chair from its faculty members. The Associate Dean for medical education assigned to M1/M2 will serve as administrative liaison (ex-officio, without vote). Unless otherwise directed by the PCS Chair, all M1 and M2 course directors will be invited guests to all meetings.

(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 Clinical Curriculum Subcommittee (CCS) will select a chair from its faculty membership. The Associate Dean for medical education assigned to M3/M4 will serve as administrative liaison (ex- officio, without vote).

(iii) The Evaluation and Assessment Subcommittee (EAS) will consist of eleven (11) members: One (1) member will be selected by the Pre-Clerkship Curriculum (M1/M2) Subcommittee; one (1) member will be selected by the Clinical Curriculum (M3/M4) Subcommittee; and seven (7) members will be elected at large by a faculty-wide vote. Two (2) student voting members will be selected by the Student Curriculum Council, one (1) from the M1/M2 segment and one (1) from the M3/M4 segment. The EAS will select a chair from among its faculty membership. The Assistant Dean of Curriculum Data and Assessment will serve as administrative liaison (ex officio, without vote).

(c) Voting membership of the Curriculum Committee will consist of eight (9) faculty and two (2) students as delineated below:

(i) The Pre-Clerkship Subcommittee Chair will serve as a voting member. If the Chair is unavailable for a meeting, the PCS Chair may appoint a designee to attend.

(ii) The Clinical Curriculum Subcommittee Chair will serve as a voting member. If the Chair is unavailable for a meeting, the CCS Chair may appoint a designee to attend.

(iii) The Evaluation and Assessment Subcommittee Chair will serve as a voting member. If the Chair is unavailable for a meeting, the EAS Chair may appoint a designee to attend.

(iv) Four (4) faculty members at-large will be elected in a faculty-wide vote as voting members. The Nominating and Membership

Committee will assure that at least one (1) at-large member at any given time is a clinician and at least one (1) faculty member at any given time is a non-clinician.

(v) One (1) faculty member at large will be elected from any regional campus as a voting member by the faculty on that campus.

(vi) The Student Curriculum Council will elect one (1) M4 and one (1) M2 student to serve as voting members.

(vii) The Curriculum Committee (CC) will be chaired by one of the at-large faculty members and be elected by the CC. The Chair will serve for one (1) year but may be re-elected without a limit on the number of terms. 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.

(d) Non-voting membership (ex officio)

(i) The Senior Associate Dean of Medical Education.

(ii) The Associate Dean for Admissions and Student Affairs, or designee.

(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 appointed by the Nominating and Membership Committee including:

(i) A clinical science faculty member from the committee to serve as Chair;

(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 DAG will advise on policy and strategy for the COM. The DAG is responsible for:

(i) Advising the Dean in the allocation of resources;

(ii) Recommending the formation of ad hoc committees and task force groups to support and inform COM initiatives;

(iii) Approving course and clerkship directors as recommended by the Senior Associate Dean for Medical Education with the consent of the appropriate Department Chair;

(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 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) Regional Campus Dean from any regional campus(es)

(iii) Up to six (6) Department Chairs as elected annually by the group of COM Department Chairs;

(iv) COM Vice Dean (to serve as Vice Chair of the Committee);

(v) COM Senior Executive Director of Operations;

(vi) Senior Associate Deans, Associate Deans, and Assistant Deans;

(vii) Chair or Vice Chair elected to University Faculty Council to represent the COM;

(viii) Chair of Faculty Forum elected by the COM faculty;

(ix) A faculty member-at-large from the central campus elected in a faculty-wide vote; and

(x) A faculty member-at-large from each regional campus elected in a faculty-wide vote by the faculty on that campus.

(c) From time to time, the membership of the DAG may be modified by the 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. CAPP is responsible for tracking the academic and professional progress of all students enrolled in the Medical Degree program at NEOMED. 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) 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 members appointed by the

Nominating and Membership Committee, 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 the other a basic science faculty member

(b) One (1) M4 student (voting).

(iii) Non-Voting Membership includes:

(a) The Assistant Dean of Student Affairs (ex officio) or designee;

(b) The University Registrar (ex officio) or designee; and

(c) The Associate Dean of Admissions and Student Affairs who shall serve as administrative liaison.

(d) One (1) M3 student.

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 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

(i) The purpose of the CAPP Executive Review is to review appeal petitions from students for whom CAPP has decided upon a repeat academic year or dismissal.

(ii) CAPP Executive Review 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 Chair and administrative liaison (ex officio, voting only to resolve a tie);

(b) At least four (4) faculty members from the COM appointed by the Dean with equal representation from the basic sciences faculty and the clinical faculty, and none of whom are serving concurrently on the COM CAPP Committee;

(c) The Assistant Dean of Student Affairs who shall serve as a student support 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 at the discretion of the Dean. Decisions made by Executive CAPP are final.

(7) Faculty Forum

(a) The Faculty Forum (FF) promotes faculty communication and engagement in the mission of the College and provides faculty a venue for:

(i) discussing issues and policies related to education, research, and service within the College;

(ii) commenting upon proposed changes in College Bylaws and Appendices;

(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 on the above items with the DAG and University Faculty Council (UFC).

(b) All 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 FF meetings. Terms of appointment do not apply to membership in FF.

(c) The Chair will be chosen by majority vote of the faculty following a call for nominations (including self-nominations). A Vice Chair may also be chosen by the same process but is not a required position for the function of FF.

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

(ii) The Chair/Vice Chair must be able to facilitate and promote engagement among the members.

(iii) If a Vice Chair is elected, they will serve as the designated successor to the Chair.

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

(d) Procedures

(i) The FF is responsible for:

(a) establishing its rules of operation;

(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 DAG or UFC, as required; and

(e) making recommendations to the DAG or UFC, as appropriate.

(ii) FF does not require quorum to function as a forum for faculty discussion. Whether or not quorum is reached, any issues raised at FF may be brought to DAG by the Chair.

(iii) All votes required by FF will be conducted by email and submitted to the full membership. If a call for votes receives less than a twenty percent (20%) 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 (20%) 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 the majority.

(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 Dean;

(iii) The Dean of any regional campus(es)

(iv) The Vice Dean;

(v) At least two (2) faculty members appointed by the Nominating and Membership Committee.

(vi) Associate Dean of Admissions and Student Affairs.

(vii) Associate Dean of Clinical Faculty Affairs;

(viii) Assistant Dean of Curriculum Data and Assessment.

(ix) Senior Associate Dean of Medical Education;

(x) A representative from the office of the University Dean of Students; and

(xi) A student representing the Student Impact Committee