COMMITTEE MEMBERSHIP

2016-2017

1 July 2016
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APPENDIX 1 - SOM Committee Membership Recusal Policy 25
University of South Carolina
School of Medicine

Committee Membership
2015-2016

Authority

Except as otherwise required by USC and/or LCME regulations and policies (e.g., the Student Academic Responsibility Committee, Admissions Committee, Curriculum Committee), all committees and subcommittees are advisory to the Dean and operate in accord with the policies and procedures contained in the USC Faculty Manual. All chairs of committees must be faculty.

Selection of student members

At the mid-point of the spring semester, the Assistant Dean for Student Affairs sends each enrolled medical student a memorandum in which student self-nominations for service on School of Medicine committees and subcommittees for the next academic year are sought. The Assistant Dean for Student Affairs, in consultation with other personnel in the Office of Medical Education and Academic Affairs, assesses each interested student's eligibility for service, as well as his/her area of personal interest and ability and his/her willingness to serve prior to informing the Dean of eligible nominees. The Associate Dean for Medical Education and Academic Affairs then selects student members of committees and subcommittees from the list of eligible nominees. To be eligible to serve on School of Medicine committees and subcommittees, a student must be currently enrolled and in good academic standing; no student repeating an academic semester or year is eligible for service on School of Medicine committees or subcommittees until the repeat semester/year has been completed successfully.

Other USC and SOM committees

The revised committee structure does not relate to membership on other committees of USC, the SOM Educational Trust, of SOM-affiliated hospitals, or the SOM strategic planning process. The process of selection for membership on these committees is distinct from the selection process for faculty, administrative, and joint faculty/administrative committees.

Nomination/election process

The Faculty Representation Committee is responsible for developing and administering the procedures for nomination and election of faculty members to committee and subcommittee places designated for elected members. The Faculty Representation Committee will advise the Dean on the selection of faculty members for committee and subcommittee places designated for appointees. It is expected that each faculty member under consideration for nomination for an elected committee and subcommittee position will, prior to the election, discuss his/her nomination with the chair of his/her department.
Voting privileges

All faculty, students, administrators, and non-faculty SOM staff members, who are members of SOM committees and subcommittees, whether elected, appointed, or ex-officio, are eligible to vote unless otherwise specified. Consultants and other individuals specifically identified as staff to committees and subcommittees are not eligible to vote.

[N.B. In the USC Faculty Manual, “faculty” is defined as “the President, the Provost and all academic vice presidents and academic associate and assistant vice-presidents; all deans, associate and assistant deans of all schools and colleges; professors, associate professors, assistant professors, all full-time academic instructors and full-time lecturers who are not degree candidates at the University of South Carolina; visiting faculty members, emeriti faculty members, the Vice-President for Student Affairs, Director of University Libraries, professional librarians, Director of Admissions, and such other persons as the faculty sees fit to elect.”

Additionally, “the following members of the faculty shall have the right to present motions and to vote: the President, the Provost, the academic vice presidents, the deans of schools and colleges, chairs of academic departments, professional librarians, full-time faculty in ROTC programs, and those regularly appointed professors, associate professors, assistant professors, and any administrative official who has tenure as a faculty member.”

Finally, “the faculty of a college, school, or department shall consist of all its members having the rank of professor, associate professor, assistant professor, and all full-time instructors and part-time lecturers. Voting rights within a college, school, or department are based upon the same standards as in the University faculty.”]

Minutes of committee and subcommittee meetings

The Chair of each committee and subcommittee will ensure that minutes of each meeting are kept and distributed to committee and subcommittee members. In addition, records of attendance at committee and subcommittee meetings should be kept for each member. July is designated the first month of the academic year, and June is designated the final month of the academic year.
I. Committees related to the University of South Carolina

Committees mandated by the University of South Carolina Faculty Manual

A. Basic Science Unit Tenure and Promotion Committee: formulates specific criteria for tenure and promotion of faculty members in SOM basic science departments, assesses candidates for tenure and/or promotion, and makes recommendations to the SOM Dean.

- **CHAIR:** Elected by members
- **TERM OF OFFICE:** Continuous
- **MEETING FREQUENCY:** As required
- **MEMBERS:** All tenured faculty members in SOM basic science departments

B. Clinical Unit Tenure and Promotion Committee: formulates specific criteria for tenure and promotion of faculty members in SOM clinical departments, assesses candidates for tenure and/or promotion, and makes recommendations to the SOM Dean.

- **CHAIR:** Elected by members
- **TERM OF OFFICE:** Continuous
- **MEETING FREQUENCY:** As required
- **MEMBERS:** All tenured faculty members in SOM clinical departments

C. Medical Library Unit Tenure Committee: formulates specific criteria for tenure and promotion of SOM medical librarians, assesses candidates for tenure and/or promotion, and makes recommendations to the SOM Dean.

- **CHAIR:** Elected by members
- **TERM OF OFFICE:** Continuous
- **MEETING FREQUENCY:** As required
- **MEMBERS:** All tenured medical librarians in the SOM Medical Library

II. Committees related directly to the Office of the Dean:

A. Faculty Representation Committee: coordinates the process of nomination and election of faculty members to SOM committees; advises the Dean on the appointment of faculty members to SOM and University committees; advises the Dean on the number and purpose of SOM committees and subcommittees; and clarifies, with elected and appointed committee chairs, the charges for each SOM committee and subcommittee; addresses with the Dean all matters referred to it by faculty members; and assists the Dean in obtaining faculty members’ input into decision making. The members of the FRC elect 3 members (2 of whom must be from basic science departments) of this committee to represent the faculty on the Executive Committee and 3 members (2 of whom must be from basic science departments) to represent the faculty on the Student Promotions Committee.

- **CHAIR:** Elected by members
- **TERM OF OFFICE:** 3-year, staggered terms; other members are ex-officio
- **MEETING FREQUENCY:** At least once annually in June and additional meetings as required
- **MEMBERS:**
  - 2 elected basic science faculty members:
    - Janet Fisher, Pharmacology, Physiology, and Neuroscience, 2015-2018
    - Ericka Blanck, Cell Biology and Anatomy, 2016-2019
2 elected clinical faculty members:
  Matthew Lee, Pediatrics, 2016-2019
  Tenley Murphy, Family and Preventive Medicine, 2016-2019

2 faculty members elected at large:
  Jennifer Hucks, Internal Medicine, 2014-2017
  Trey Brown, Pediatrics, 2016-2019 (Chair)

2 faculty members appointed by the Dean:
  Larry Reagan, Pharmacology, Physiology, and Neuroscience, 2016-2019
  Tonya Colpitts, Pathology, Microbiology, and Immunology, 2016-2019

Executive Dean: Les Hall

Associate Dean for Medical Education and Academic Affairs: J. T. Thornhill

Associate Dean for Research and Graduate Education: Frank Spinale

Assistant Dean for Executive Affairs: Ruth Riley

Representative from the DVAMC: Sue Haddock

B. Executive Committee: advises the Dean about administration of the SOM.
   CHAIR: Dean
   TERM OF OFFICE: All positions are ex-officio
   MEETING FREQUENCY: Monthly
   MEMBERS:
   Executive Dean: Les Hall (Chair)

Chairs of all departments:
  Wayne Carver, Cell Biology and Anatomy
  E. J. Mayeaux, Family and Preventive Medicine
  Helmut Albrecht, Internal Medicine
  Souvik Sen, Neurology
  Meera Narasimhan, Neuropsychiatry and Behavioral Science
  Judith Burgis, Obstetrics and Gynecology
  John Walsh, Orthopaedic Surgery
  Mitzi Nagarkatti, Pathology and Microbiology
  Caughman Taylor, Pediatrics
  Marlene Wilson, Pharmacology, Physiology, and Neuroscience
  Francis Neuffer, Radiology
  Daniel Clair, Surgery

3 members elected from the FRC, 2 of who should be from basic science departments:
  Janet Fisher, Pharmacology, Physiology, and Neuroscience, 2015-2018
  Erika Blanck, Cell Biology and Anatomy, 2016-2019
  Tenley Murphy, Family and Preventive Medicine, 2016-2019

Associate Deans: William Anderson, Morris Blachman, Carol McMahon, Jeff Perkins, J. T. Thornhill, Frank Spinale, Bernard DeKoning (DVAMC), James Raymond (PH), Kathy Stephens (PH)
Assistant Deans:  Tad Pedigo, Lynn Thomas, Robert Rhinehart, Nancy Richeson, Ruth Riley, Donald Kenney

Director of Legal Affairs:  Craig Stanley

Assistant Dean for Information Technology and Chief Information Officer:  Lindsie Cone

Assistant Dean for Medical Student Education (Florence):  William Hester

Institute Directors:  Richard Hoppmann (Ultrasound Institute)

DVAMC ACOS for Education:  James McCallum

C. **Basic Science Advisory Committee**: advises the Dean about issues related to the basic sciences in the SOM.
   **CHAIR**: Elected by members
   **TERM OF OFFICE**: All positions are ex-officio
   **MEETING FREQUENCY**: Quarterly
   **MEMBERS**:
   Executive Dean:  Les Hall (Chair)

   Chairs of all basic science departments:
   Wayne Carver, Cell Biology and Anatomy
   Mitzi Nagarkatti, Pathology, Microbiology, and Immunology
   Marlene Wilson, Pharmacology, Physiology, and Neuroscience

   Associate Dean for Research and Graduate Education:  Frank Spinale

   Assistant Dean for Preclinical Curriculum:  Lynn Thomas

   Associate Dean for Medical Education and Academic Affairs:  J. T. Thornhill

D. **Biomedical Engineering Committee**: advises the Dean on issues related to biomedical engineering in the SOM.
   **CHAIR**: Elected by members every two year
   **TERM OF OFFICE**: No term limit
   **MEETING FREQUENCY**: As required
   **MEMBERS**:
   Faculty who have a research interest in biomedical engineering or who participate in the Biomedical Engineering Program.
   Susan Lessner, Cell Biology and Anatomy
   Lucia Pirisi-Creek, Pathology, Microbiology, and Immunology
   Jay Potts, Cell Biology and Anatomy
   Joseph Janicki, Cell Biology and Anatomy
   Bob Price, Cell Biology and Anatomy
   David Mott, Pharmacology, Physiology, and Neuroscience
   Shekhar Patel, Cell Biology, and Anatomy

   Associate Dean for Research and Graduate Education:  Frank Spinale
E. **Student Promotions Committee**: advises the Dean about the academic standing of medical students enrolled in the SOM.

**CHAIR**: Elected by members annually in June

**TERM OF OFFICE**: All positions are ex-officio

**MEETING FREQUENCY**: Twice a year in June and January and additional meetings as required

**MEMBERS**:
- Chairs of all departments:
  - Wayne Carver, Cell Biology and Anatomy (Chair)
  - E. J. Mayeaux, Family and Preventive Medicine
  - Helmut Albrecht, Internal Medicine
  - Mitzi Nagarkatti, Pathology, Microbiology, and Immunology
  - Souvik Sen, Neurology
  - Meera Narasimhan, Neuropsychiatry and Behavioral Science
  - Judith Burgis, Obstetrics and Gynecology
  - Jack Wells, Ophthalmology
  - John Walsh, Orthopaedic Surgery
  - Caughman Taylor, Pediatrics
  - Marlene Wilson, Pharmacology, Physiology, and Neuroscience
  - Francis Neuffer, Radiology
  - Daniel Clair, Surgery

- 3 faculty members elected from the FRC, 2 of who should be from basic science departments:
  - Janet Fisher, Pharmacology, Physiology, and Neuroscience, 2015-2018
  - Erika Blanck, Cell Biology and Anatomy, 2016-2019
  - Tenley Murphy, Family and Preventive Medicine, 2016-2019

  **staffed by Assistant Dean for Student Affairs**: Don Kenney

  **ex officio non-voting member**: Associate Dean for Medical Education and Academic Affairs: J. T. Thornhill

1. **Academic Review Subcommittee**: makes recommendations for consideration by the Student Promotions Committee regarding the academic standing of medical students enrolled in the SOM.

**CHAIR**: Chair of Student Promotions Committee

**TERM OF OFFICE**: 3-year, staggered terms for faculty members; Chair is ex-officio

**MEETING FREQUENCY**: Twice a year in May/June and December/January and additional meetings as required

**MEMBERS**:
- 4 elected faculty members:
  - Craig Stuck, Neuropsychiatry and Behavioral Science 2014-2017
  - Tracy Voss, Internal Medicine, 2014-2017
  - Scott Carney, Pediatrics, 2015-2018
  - Norma Frizzell, Pharmacology, Physiology, and Neuroscience, 2016-2019

  **Student Promotions Committee Chair**: Wayne Carver

  **staffed by Assistant Dean for Student Affairs**: Donald Kenney
2. **Honor Committee**: encourages the students of the USC SOM to uphold the highest standards of integrity; informs the students of the USC SOM of the expectations set forth by the written Honor Code; informs the students of the USC SOM of the process of the Honor Council; and serves as a pool of hearing panel members for the Honor Council.

   **CHAIR**: Jim Papadea (M-II)

   **TERM OF OFFICE**: 3-year, staggered terms for faculty advisors; 1 year for Chair (always an M-II)

   **MEETING FREQUENCY**: As needed

   **MEMBERS**:
   - 2 faculty advisors appointed by the Dean:
     - Judith Burgis, Obstetrics and Gynecology, 2015-2018
     - Wayne Carver, Cell Biology and Anatomy, 2015-2017
   - Medical Students:
     - Paige Colgrove (M-II)
     - Michael Hall (M-II)
     - Pooja Patel (M-II)
     - Lee Turner (M-II)
     - Liz Calhoun (M-III)
     - Bryan Everitt (M-III)
     - Matt Blackburn (M-III)
     - Chad Barrs (M-III)
     - Janina Gregorski (M-III) (Florence Liaison)
     - Chase Houghton (M-IV)
     - Cambridge Hines (M-IV) (Advisor)

F. **Academic Standards Committee**: is responsible for the maintenance of academic excellence in the SOM, establishes criteria for determination of satisfactory academic performance for promotion and graduation of medical students, establishes consistent standards for methods of assessing quality, assigning grades, and correcting academic deficiencies of medical students.

   **CHAIR**: Dean

   **TERM OF OFFICE**: 3-year staggered terms for faculty members and 1-year terms for medical students; other members are ex-officio

   **MEETING FREQUENCY**: Twice a year and additional meetings as required

   **MEMBERS**:
   - Executive Dean: Les Hall (Chair)
   - 5 elected faculty members:
     - Andrew Sides, Internal Medicine, 2014-2017
     - Alex McDonald, Pharmacology, Physiology, and Neuroscience, 2015-2018
     - James Parrott, Pediatrics, 2015-2018
     - Sharon Weissman, Internal Medicine, 2016-2019
     - Julie Anderson, Pediatrics, 2016-2019
   - 1 M-IV student (1 M-IV alternate)
     - David Lake, M-IV
     - Kelly Shymkiw, M-IV (alternate)

   **Associate Dean for Medical Education and Academic Affairs**: J. T. Thornhill

   **Assistant Dean for Clinical Curriculum and Assessment**: Nancy Richeson
Registrar: Robert Rhinehart
staffed by Assistant Dean for Preclinical Curriculum: Lynn Thomas

1. **Grade Change Subcommittee**: hears, assesses, and decides upon requests from faculty members for grade changes for medical students in courses, clerkships, and electives.
   
   **CHAIR**: Associate Dean for Medical Education and Academic Affairs
   
   **TERM OF OFFICE**: 1-year terms for faculty members; other member is ex-officio
   
   **MEETING FREQUENCY**: As required
   
   **MEMBERS**:  
   1 faculty member of the Academic Standards Committee selected by Academic Standards Committee members as the representative to the Grade Change Subcommittee  
   Andrew Sides, Internal Medicine, 2016-2019
   
   3 elected faculty members:
   - Katie Stephenson, Pediatrics, 2016-2019
   - Donna Ray, Internal Medicine, 2016-2019
   - Karen McMullen, Library, 2016-2019

   **Associate Dean for Medical Education and Academic Affairs**: J. T. Thornhill (Chair)
   
   **staffed by Director of Enrollment Services/Registrar**: Robert Rhinehart

G. **Women in Science and Medicine Committee**: advises the Dean on issues related to women students, faculty, and staff of the SOM.
   
   **CHAIR**: Elected by members
   
   **TERM OF OFFICE**: 3-year, staggered terms for faculty and staff members and 1-year terms for graduate and medical students; other members are ex-officio
   
   **MEETING FREQUENCY**: Monthly
   
   **MEMBERS**:  
   2 elected faculty members from basic science departments:
   - Felicia Yeh, Library, 2015-2018
   - Udai Singh, Pathology, Microbiology, and Immunology, 2015-2018

   3 elected faculty members from clinical departments:
   - Patricia Witherspoon, Family and Preventive Medicine, 2014-2017
   - Amy Allen, Physician Assistant Program, 2016-2019
   - Emily Lowell, Pediatrics, 2016-2019

   1 representative appointed by the Dean:
   - Laura Kane, Library, 2015-2018

   2 SOM alumni/ae appointed by the Dean:
   - Sylvia Brook, Pediatrics, 2014-2017
   - Victoria Vincent, Genetic Counseling, 2016-2019

   2 SOM non-faculty staff members appointed by the Dean:
   - Nan Barker, Neuropsychiatry and Behavioral Science, 2014-2017
   - Kris Kaigler, Pharmacology, Physiology, and Neuroscience, 2016-2019
Medical Students:
   Krystal Carmichael, M-II
   Akal Zeleke, M-IV

Graduate Student:
   Amanda Sbai

SOM Liaison Officers serve as ex officio, non-voting members: Mary Beth Poston, Internal Medicine; and Jeanette Jerrell, Neuropsychiatry and Behavioral Science

H. **Appointment and Promotion Committee for Non-Tenure-Track Basic Science Faculty:** evaluates the curriculum vitae and application materials for candidates requesting appointment at the Associate Professor or Professor level or promotion to the Associate Professor of Professor level and recommends to the Dean the appropriate faculty rank for the candidate.

   **CHAIR:** Elected by members
   **TERM OF OFFICE:** 3-year, staggered terms
   **MEETING FREQUENCY:** As required
   **MEMBERS:** Associate Professor or Professor (non-tenure track) from each basic science department appointed by the Faculty Representation Committee; Professor (tenure track or non-tenure track) from each basic science department appointed by the Department Chair

   Faculty members appointed by the Faculty Representation Committee
   - Bob Price, Cell Biology and Anatomy, 2014-2017 (Chair)
   - Udai Singh, Pathology, Microbiology, and Immunology, 2016-2019
   - Britt Wilson, Pharmacology, Physiology, and Neuroscience, 2016-2019

   Faculty members appointed by the Department Chair
   - Claudia Grillo, Pharmacology, Physiology, and Neuroscience, 2014-2017
   - Erika Blanck, Cell Biology and Anatomy, 2014-2017
   - Carol McMahon, Pathology, Microbiology, and Immunology, 2015-2018

I. **Appointment and Promotion Committee for Non-Tenure-Track Clinical Faculty:** evaluates the curriculum vitae and application materials for candidates requesting appointment at the Associate Professor or Professor level or promotion to the Associate Professor of Professor level and recommends to the Dean the appropriate faculty rank for the candidate.

   **CHAIR:** Elected by members
   **TERM OF OFFICE:** 3-year, staggered terms for departments with more than one full professor
   **MEETING FREQUENCY:** As required
   **MEMBERS:** Associate Professor or Professor (non-tenure track) from each clinical department

   Brian Keisler, Family and Preventive Medicine, 2015-2018
   Janice Edwards, Obstetrics and Gynecology, 2015-2018
   Frank Voss, Orthopaedic Surgery, 2015-2018
   James Nottingham, Surgery, 2015-2018 (Chair)
   Kaustubh Joshi, Neuropsychiatry and Behavioral Science, 2016-2019
   Sharon, Weissman, Internal Medicine, 2016-2019
   Swamy Venkatesh, Neurology, 2016-2019
   David Rotholz, Pediatrics, 2016-2019
J. **Conflict of Interest Committee**: addresses situations when outside financial interests may overlap or conflict with their activities at the USC SOM and manage compliance with University, SOM, and national policies regarding intellectual or financial conflicts of interest. The committee will provide oversight for recognizing the importance of the research and educational missions to the University and acknowledge that it is enhanced when members of the University community interact with other groups and organizations, including businesses, government entities, not-for-profit groups, professional societies, and other academic institutions, and reasonably address potential conflicts of interest.

**CHAIR**: Elected by members

**TERM OF OFFICE**: 3-year, staggered terms for appointed faculty members; all other members are ex officio

**MEETING FREQUENCY**: As needed.

**MEMBERS**:
- 2 faculty members from clinical departments appointed by the Dean after consultation with the FRC:
  - Chris Turley, Pediatrics, 2014-2016
  - Daniel Clair, Surgery, 2016-2019

- 1 faculty member from a basic science department appointed by the Dean after consultation with the FRC:
  - Larry Reagan, Pharmacology, Physiology, and Neuroscience, 2014-2017

**Director of Legal Affairs**: Craig Stanley

**Assistant Dean for Executive Affairs**: Ruth Riley

**Associate Dean for Clinical Affairs/Chief Medical Officer**: Bill Anderson

**Associate Dean for Continuous Professional Development and Strategic Affairs**: Moss Blachman

**Chief Contracting Officer**: Tan Platt

III. **Committees related to the Office of the Dean through the Office of Medical Education and Academic Affairs (Offices of Admissions and Enrollment Services, Curricular Affairs and Media Resources, Graduate Studies, and Student and Career Services)**:

Through **Office of Admissions and Enrollment Services**:

A. **Admissions Committee**: establishes application/admissions policies and procedures for the SOM; evaluates and recommends to the Dean applicants for admission.

**CHAIR**: Associate Dean for Medical Education and Academic Affairs

**TERM OF OFFICE**: 3-year, staggered terms for faculty members and 1-year terms for medical students; other members are ex-officio

**MEETING FREQUENCY**: Weekly from September through March

**MEMBERS**:
- Up to 12 faculty members elected at large:
  - Robin Welsh, Pediatrics, 2014-2017
  - Erika Blanck, Cell Biology and Anatomy, 2015-2018
  - Daping Fan, Cell Biology and Anatomy, 2015-2018
Up to 12 faculty members appointed by the Dean after consultation with the FRC:
Warren Derrick, Emeritus Faculty Member, 2014 - 2017
Robert Callis, Community Representative, 2015-2016
Abdul Ghaffar, Emeritus Faculty Member, 2015-2018
James McCallum, Dorn VA Medical Center, 2016-2017
Ijeoma Kene-Ewulu, Dorn VA Medical Center, 2016-2017
Roy Mathew, Dorn VA Medical Center, 2016-2017
David Keisler, Retired Faculty Member, 2016-2017
Luther Williams, Retired Faculty Member, 2016-2019
Marty Evaldi, Florence Campus, 2016-2019

Medical Students:
Collin Homer-Bouthiete, M-II
Rebekah Ward, M-II
Rukayat Balogun, M-IV
Tim Day, M-IV
Erik Eadie, M-IV
Araba Bruce-Mensah, M-IV
Derek Voss, M-IV (Florence)

Associate Dean for Medical Education and Academic Affairs:  J. T. Thornhill
Associate Dean for Diversity and Inclusion:  Carol McMahon
Assistant Dean for Clinical Learning:  Suzanne Bertollo
Director of Medical Student Recruitment:  James Stallworth

staffed by Director of Enrollment Services/Registrar:  Robert Rhinehart

Through Office of Curricular Affairs and Media Resources:

B. **Curriculum Committee:** is responsible for the development of and oversight over the content, structure, and pedagogy of the curriculum leading to the M.D. degree and for ensuring that students learn the knowledge, skills, attitudes, and behaviors necessary for the successful practice of medicine.

CHAIR:  Elected by members
TERM OF OFFICE:  3-year, staggered terms for faculty members and 1-year terms for medical students; other members and consultants are ex-officio
MEETING FREQUENCY:  Monthly
MEMBERS:
1 faculty member from each clinical department and 2 faculty members from each basic science department:
Tripp Bell, Radiology
Holly LaVoie, Cell Biology and Anatomy, 2014-2017
Britt Wilson, Pharmacology, Physiology, and Neuroscience, 2014-2017
Jim Fadel, Pharmacology, Physiology, and Neuroscience, 2014-2017
Gregg Talente, Internal Medicine, 2014-2017
Traci Testerman, Pathology, Microbiology, and Immunology, 2015-2018
Shilpa Srinivasan, Neuropsychiatry and Behavioral Science, 2015-2018
Dan Brown, Pediatrics, 2015-2018
Carole Oskeritzian, Pathology, Microbiology, and Immunology, 2016-2019
Andrew Sides, Internal Medicine, 2013-2016
James Cook, Obstetrics and Gynecology, 2016-2019
Brian Keisler, Family and Preventive Medicine 2012-2016 (Chair)
Anil Yallapragada, Neurology, 2016-2019
Phillip Prest, Surgery, 2016-2019
Guillaume Dumont, Orthopaedic Surgery, 2016-2019
Sompong Kraikit, Florence Campus, 2016-2019

Medical Students:
  Abbye Clark, M-II
  Jaya Ruffin, M-II
  Shane Davis, M-IV
  JD Hammond, M-IV
  Zach Craig, M-IV (Florence)

Associate Dean for Medical Education and Academic Affairs: J. T. Thornhill (non voting)

Assistant Dean for Preclinical Curriculum: Lynn Thomas (non voting)
Assistant Dean for Clinical Curriculum and Assessment: Nancy Richeson (non voting)
Assistant Dean for Medical Student Education (Florence): William Hester (non voting)

Consultants:
Director Faculty Development: Donna Ray
Assistant Dean for Student Affairs: Donald Kenney
Director of Library Services: Ruth Riley
Assistant Dean for Information Technology and Chief Information Officer: Lindsie Cone
Director of Enrollment Services and Registrar: Robert Rhinehart
Executive Director of the South Carolina Area Health Education Consortium: David Garr
Associate Dean for Diversity and Inclusion: Carol McMahon
Associated Dean for Graduate Medical Education and Palmetto Health System Vice President for Medical Education: Kathy Stephens

staffed by Administrative Assistant, Office of Curricular Affairs and Media Resources: Martha Aufuldish
1. Standing subcommittees:

a. **M-I/M-II Subcommittee**: is responsible for periodic review and update of all required M-I and M-II courses.
   - **CHAIR**: Elected by members
   - **TERM OF OFFICE**: 1-year terms for faculty members and 1-year terms for medical students; other members are ex-officio
   - **MEETING FREQUENCY**: Called at the discretion of the chair or at the direction of the chair of the Curriculum Committee.
   - **MEMBERS**: At least 4 faculty members appointed by the Curriculum Committee Chair from a roster of basic science and clinical Curriculum Committee members who have expressed interest in this subcommittee:
     - Erika Blanck
     - Lindsie Cone
     - Jim Fadel
     - Traci Testerman
     - Holly LaVoie
     - Carole Oskeritzian
     - Greg Talente
     - Britt Wilson

   Medical Students:
   - Abbye Clark, M-II
   - Shane Davis, M-IV

   Assistant Dean for Preclinical Curriculum: Lynn Thomas (ex officio)

   Course Directors: Erika Blanck

   Representation from both basic science and clinical departments is essential; the subcommittee may also invite as members other faculty members who are not Curriculum Committee members. With the approval of the Subcommittee chair, minutes will be taken and distributed by the Assistant Dean for Preclinical Curriculum.

b. **M-III/M-IV Subcommittee**: is responsible for the periodic review and update of all required M-III and M-IV courses.
   - **CHAIR**: Elected by members
   - **TERM OF OFFICE**: 1-year, terms for faculty members and 1-year terms for medical students; other members are ex-officio
   - **MEETING FREQUENCY**: Called at the discretion of the chair or at the direction of the chair of the Curriculum Committee.
   - **MEMBERS**: At least 4 faculty members appointed by the Curriculum Committee Chair from a roster of basic science and clinical Curriculum Committee members who have expressed interest in this subcommittee:
     - Tripp Bell
     - Dan Brown
     - Anil Yallapragada
     - Guillaume Dumont
James Cook
Andrew Sides
Phillip Prest
Kathy Stephens

Medical Students:
Jaya Ruffin, M-II
Zach Craig, M-IV
JD Hammon, M-IV

Assistant Dean for Clinical Curriculum and Assessment: Nancy Richeson (ex officio)

Assistant Dean for Medical Education (Florence): William Hester (ex officio)

Course Directors/Clerkship Directors:

Representation from both basic science and clinical departments is essential; the subcommittee may also invite as members other faculty members who are not Curriculum Committee members. With the approval of the Subcommittee chair, minutes will be taken and distributed by the Assistant Dean for Clinical Curriculum.

c. **Interdepartmental/Interdisciplinary Integration Subcommittee**: is responsible for the periodic review and update of vertical curricula and for the integration of interdepartmental and interdisciplinary educational efforts.

- **CHAIR**: Elected by members
- **TERM OF OFFICE**: 1-year terms for faculty members; other members are ex-officio
- **MEETING FREQUENCY**: Called at the discretion of the chair or at the direction of the chair of the Curriculum Committee.
- **MEMBERS**: At least 3 faculty members appointed by the Curriculum Committee Chair from a roster of basic science and clinical Curriculum Committee members who have expressed interest in this subcommittee:
  - Richard Frierson
  - Donald Kenney
  - Carol McMahon
  - Robert Rhinehart
  - Donna Ray

Vertical curriculum directors serve as ex officio, non-voting members: Lynn Thomas, Nutrition; Victor Hirth, Geriatrics; Suzanne Bertollo, Patient Quality and Safety; Ashley Jones, Substance Abuse; Allan Brett, Bioethics and Professionalism; Victor Rao, Ultrasound

Associate Dean for Medical Education and Academic Affairs: J. T. Thornhill

Representation from both basic science and clinical departments is essential; the subcommittee may also invite as members other faculty members who are not Curriculum Committee members. With the approval of the Subcommittee chair,
minutes will be taken and distributed by the Assistant Dean for Preclinical Curriculum.

d. **Independent Learning Development and Implementation Subcommittee**: is responsible for developing and implementing Curriculum Committee recommendations in the area of independent learning and selects the medical student recipient of the annual Student Independent Learning Project Award.

   CHAIR: Elected by members
   TERM OF OFFICE: Members are appointed annually by the Curriculum Committee chair
   MEETING FREQUENCY: Called at the discretion of the chair or at the direction of the chair of the Curriculum Committee.
   MEMBERS:
   - At least 3 faculty members appointed by the Curriculum Committee Chair from a roster of basic science and clinical Curriculum Committee members who have expressed interest in this subcommittee:
     - Brian Keisler
     - Carol McMahon
     - Ruth Riley

   Representation from both basic science and clinical departments is essential; the subcommittee may also invite as members other faculty members who are not Curriculum Committee members.

e. **Core Student Assessment Subcommittee**: is responsible for serving as consultants for assessment projects and otherwise serving as leaders to support a culture of assessment throughout the SOM; regularly reviewing SOM assessment policies and procedures and recommending improvements to the SOM Curriculum Committee; supporting SOM assessors with information and resources, including technology recommendations, to maintain and carry out assessment plans—this includes recommending or providing assistance in the development of specific assessments of student learning outcomes.

   CHAIR: Elected by members
   TERM OF OFFICE: Chairs of the curriculum committee's four subcommittees will serve 3 year staggered terms. The medical student will serve a 1 year term. The assistant deans and director of program assessment are ex-officio.
   MEETING FREQUENCY: Called at the discretion of the chair or at the direction of the chair of the Curriculum Committee.
   MEMBERS: Chairs of the subcommittees:
   - Britt Wilson
   - James Cook
   - Donna Ray
   - Brian Keisler

   Medical Student:
   - Jaya Ruffin

   Assistant Dean for Preclinical Curriculum: Lynn Thomas

   Assistant Dean for Clinical Curriculum and Assessment: Nancy Richeson
Assistant Dean for Medical Student Education-Florence: William Hester
Director of Program Assessment and Quality Improvement: Mary Foertsch

Representation from both basic science and clinical departments is essential; the subcommittee may also invite as members other faculty members who are not Curriculum Committee members. With the approval of the Subcommittee chair, minutes will be taken and distributed by the Director of Program Assessment.

2. **Ad hoc subcommittees**

   a. **Curriculum Accommodations Subcommittee:** establishes policies and procedures for testing under non-standard conditions, reviews applications, and selects qualifying students.
   - **CHAIR:** Assistant Dean for Preclinical Curriculum
   - **TERM OF OFFICE:** 1-year terms for faculty member; other member is ex-officio
   - **MEETING FREQUENCY:** Once per year in July/August and additional meetings as required
   - **MEMBERS:** Appointed as needed

   Assistant Dean for Preclinical Curriculum: Lynn Thomas (Chair)

Through **Office of the Associate Dean for Research and Graduate Education:**

C. **Graduate Education Committee:** Oversees all of the Graduate Programs in the SOM. Establishes policies and procedures for the graduate programs consistent with USC and SOM guidelines.
   - **CHAIR:** Elected by members
   - **TERM OF OFFICE:** All members are ex-officio
   - **MEETING FREQUENCY:** As required
   - **MEMBERS:**
     - All directors of SOM graduate programs
     - Edie Goldsmith, Biomedical Science Graduate Programs
     - Shekhar Patel, Biomedical Science Certificate Program
     - Tad Pedigo, Nurse Anesthesia Program
     - Kerry Lachance, Rehabilitation Counseling Programs
     - Janice Edwards, Genetic Counseling Program
     - Amy Allen, Physician Assistant Program

   Associate Dean for Research and Graduate Education: Frank Spinale

D. **Biomedical Science Graduate Subcommittee:** Develops and oversees the content, structure, and pedagogy of the curriculum leading to the M.S., Ph.D., and Post-Baccalaureate Certificate in Biomedical Sciences degrees and for ensuring that students have solid knowledge and skills in biomedical sciences. Ensures that program requirements are met by departments, research focus groups, and students.
   - **CHAIR:** Academic Director for Biomedical Science Graduate Programs
   - **TERM OF OFFICE:** All faculty members are ex-officio
   - **MEETING FREQUENCY:** As required
   - **MEMBERS:**
     - Two appointed representatives from each basic science department:
       - Holly LaVoie, Cell Biology and Anatomy
Angela Murphy, Pathology, Microbiology, and Immunology
Larry Reagan, Pharmacology, Physiology, and Neuroscience
Adam Hartstone-Rose, Cell Biology and Anatomy
Jennifer Nyland, Pathology, Microbiology, and Immunology
Claudia Grillo, Pharmacology, Physiology, and Neuroscience
John Baynes, Pharmacology, Physiology, and Neuroscience

Associate Dean for Research and Graduate Education: Frank Spinale

Academic Director for Biomedical Science Graduate Program: Edie Goldsmith

Director of the Biomedical Certificate Program: Shekhar Patel

Consultant: Jerel Arceneaux, Assistant Director of Student and Career Services

E. **Nurse Anesthesia Graduate Subcommittee**: establishes policies and procedures for the Biomedical Science Graduate Nurse Anesthesia Program consistent with USC and SOM guidelines. Ensures that program requirements are met.
   **CHAIR**: Academic Director of Graduate Nurse Anesthesia Program
   **TERM OF OFFICE**: All faculty members are ex-officio
   **MEETING FREQUENCY**: Twice per year and additional meetings as required
   **MEMBERS**:
   - Academic Director of Graduate Nurse Anesthesia Program: Tad Pedigo (Chair)
   - Clinical Director of Graduate Nurse Anesthesia Program: Tab King
   - Clinical Coordinator: Kevin Leblanc
   - Consultant: Jerel Arceneaux, Assistant Director of Student and Career Services

F. **Rehabilitation Counseling Graduate Subcommittee**: establishes policies and procedures for the Biomedical Science Graduate Rehabilitation Counseling Program consistent with USC and SOM guidelines. Ensures that program requirements are met.
   **CHAIR**: Rehabilitation Counseling Graduate Program Director
   **TERM OF OFFICE**: All faculty members are ex-officio
   **MEETING FREQUENCY**: As required
   **MEMBERS**:
   - Director: Kerry Lachance, Neuropsychiatry and Behavioral Science (Chair)
   - 3 appointed faculty members:
     - Michael Walsh, Neuropsychiatry and Behavioral Science
     - Robert Dawson, Neuropsychiatry and Behavioral Science
     - Vacancy
   - Consultant: Jerel Arceneaux, Assistant Director of Student and Career Services

G. **Genetic Counseling Graduate Subcommittee**: establishes policies and procedures for the Biomedical Science Graduate Genetic Counseling Program consistent with USC and SOM guidelines. Ensures that program requirements are met.
   **CHAIR**: Genetic Counseling Graduate Program Director
   **TERM OF OFFICE**: All faculty members are ex-officio
MEETING FREQUENCY: As required
MEMBERS:
Director: Janice Edwards (Chair)

4 appointed faculty members:
  Richard Ferrante, Director, University Affiliated Programs, Pediatrics
  Emily Jordon, Obstetrics and Gynecology
  Victoria Vincent, Obstetrics and Gynecology
  Peggy Walker, Obstetrics and Gynecology

Consultant: Jerel Arceneaux, Assistant Director of Student and Career Services

H. **Physician Assistant Graduate Subcommittee**: establishes policies and procedures for the Physician Assistant Program consistent with USC and SOM guidelines. Ensures that program requirements are met.
CHAIR: Physician Assistant Program Director
TERM OF OFFICE: All faculty members are ex-officio
MEETING FREQUENCY: As required
MEMBERS:
Director: Amy Allen (Chair)

4 appointed faculty members:
  Misty Chastain, PA Program
  Therin Hill, PA Program
  James Stallworth, PA Program Medical Director
  Frank Spinale, Associate Dean for Research and Graduate Education

Consultant: Jerel Arceneaux, Assistant Director of Student and Career Services

I. **Certificate Program Admissions Committee**: establishes admissions policies/procedures and evaluates applications for the Post-Baccalaureate Certificate in Biomedical Sciences at the SOM; makes recommendations to the Dean for admission of students.
CHAIR: Associate Director of the Certificate Program
TERM OF OFFICE: 3-year, staggered terms for faculty members
MEETING FREQUENCY: Once every two months
MEMBERS
  3 appointed faculty members representing each of the three Basic Science departments:
    John Eberth, Cell Biology and Anatomy, 2015-2018
    Narendra Singh, Pathology, Microbiology, and Immunology, 2015-2018
    David Mott, Pharmacology, Physiology, and Neuroscience, 2016-2019

Associate Director of the Certificate Program: Shekhar Patel

Through Office of Student and Career Services:

J. **Leave of Absence Committee**: makes recommendations to the Associate Dean for Medical Education regarding leaves of absence from the SOM for medical students.
CHAIR: Elected by members
TERM OF OFFICE: 3-year, staggered terms for faculty members
MEETING FREQUENCY: As required
MEMBERS:
4 elected faculty members:
  Trey Brown, Pediatrics, 2014-2017
  Karen McMullen, Library, 2014-2017
  James Stallworth, Pediatrics, 2016-2019
  Traci Testerman, Pathology, Microbiology, and Immunology, 2016-2019

1 appointed faculty member in the Department of Neuropsychiatry and Behavioral Science:
  Kaustubh Joshi, Neuropsychiatry and Behavioral Science, 2016-2019

staffed by Assistant Dean for Student Affairs: Donald Kenney

K. **Scholarship and Loan Committee**: awards all SOM scholarships and awards all long-term loans administered by the SOM.

CHAIR: Elected by members
TERM OF OFFICE: 3-year, staggered terms for faculty members and 1-year terms for medical students; other members and consultants are ex-officio
MEETING FREQUENCY: Twice a year in the spring and fall semesters

MEMBERS:
5 elected faculty members:
  Julie Anderson, Pediatrics, 2014-2017
  Antoinette Williams, Internal Medicine, 2014-2017
  Karen McMullen, Library, 2015-2018
  William Posey, Pediatrics, 2015-2018
  Christine Wheeler, Pathology, Microbiology, and Immunology, 2016-2019

Medical Students:
  Tony Dyer, M-II
  Jennifer Joseph, M-II
  John Montgomery, M-IV

Consultants:
  Bank of America Representative: Pam Carroll
  Douglas Scholarship representative: Claude Smith
  Cantey Scholarship representative: William Cantey

Chief Business Officer and Senior Director of Budget, Finance, Facilities, and Research Administration: Jeff Perkins

staffed by Assistant Dean for Student Affairs: Donald Kenney and Assistant Director of Student Affairs/Financial Aid: Jerel Arceneaux

L. **Student Services Committee**: makes recommendations to the Assistant Dean for Student Affairs-Columbia on ways to improve or implement services to students; selects recipients of annual SOM student awards; makes recommendations to the Assistant Dean for Student Affairs-Columbia and the Associate Dean for Medical Education and Academic Affairs regarding SOM student publications and the SOM *Bulletin*; hears appeals regarding student assignment to Greenville program and lottery issues.

CHAIR: Assistant Dean for Student Affairs-Columbia
TERM OF OFFICE: 3-year, staggered terms for faculty members and 1-year terms for medical
students; other members are ex-officio

**MEETING FREQUENCY:** As needed or twice a year in the Spring and Fall semesters

**MEMBERS:**

5 elected faculty members:
- Meshia Waleh, Family and Preventive Medicine, 2014-2017
- Melanie Blackburn, Pediatrics, 2015-2018
- Norma Frizzell, Pharmacology, Physiology, and Neuroscience, 2016-2019
- Roz McConnaughy, Library, 2016-2019
- Tan Platt, Family and Preventive Medicine, 2016-2019

Medical Students:
- Julian Greer, M-II
- Dani Russell, M-II
- Chase Woollen, M-IV

Assistant Dean for Student Affairs: Donald Kenney (Chair)

Assistant Director of Student and Career Services/Financial Aid: Jerel Arceneaux

Consultant: Director of Alumni Affairs: Debbie Truluck

### IV. Committees related to the Office of the Dean through the Office of Administration and Finance:

Committees related to the health and safety of SOM faculty members, students, and staff members:

#### A. Wellness Promotion Committee:
coordinates and promotes wellness activities for SOM faculty, staff, and students.

**CHAIR:** Elected by members

**TERM OF OFFICE:** 3-year, staggered terms for faculty and staff members, 1-year terms for medical and graduate students

**MEETING FREQUENCY:** Six times per year

**MEMBERS:**

2 elected faculty members
- Jocelyn Harmon, Pediatrics, 2015-2018
- Olabisi Badmus, Family and Preventive Medicine 2016-2019

1 appointed faculty member
- Eileen Walsh, Pediatrics, 2016-2019

3 non-faculty SOM staff members appointed by the Dean:
- Laura Howell, Library, 2014-2017
- Debra Krotish, Continuous Professional Development and Strategic Affairs, 2015-2018
- Ann Faulks, Pediatrics, 2016-2019

Medical Students:
- Matthew Mallard, M-II
- Brittany Thomas, M-II
- Tyler Hammett, M-IV
Graduate Student:
Johnie Hodge

V. Committees related to the Office of the Dean through the Office of Continuous Professional Development and Strategic Affairs:

A. Faculty Affairs Committee: advises the Dean on issues concerning the faculty to include professional development and mentorship, recruitment and diversity, SOM/USC policy impact on faculty, and recognition and/or rewards for faculty for teaching/research/clinical excellence. (The committee does not address issues of Tenure/Promotion.)
CHAIR: Member of the Executive Committee (appointed by the Dean)
TERM OF OFFICE: 3-year staggered terms for faculty members; other members are ex-officio
MEETING FREQUENCY: Quarterly
MEMBERS:
3 elected faculty members
   Jay Potts, Cell Biology and Anatomy, 2014-2017
   James Jackson, Orthopaedic Surgery, 2015-2018
   James Selph, Neurology, 2016-2019
2 faculty members appointed by the Dean after consultation with the Faculty Representation Committee
   Helmut Albrecht, Internal Medicine, 2015-2018
   Sylvia Brook, Pediatrics, 2016-2019
Executive Committee member (to serve as chair): E. J. Mayeaux

Associate Dean for Medical Education and Academic Affairs: J. T. Thornhill

Associate Dean for Diversity and Inclusion: Carol McMahon

Assistant Dean for Continuous Professional Development and Strategic Affairs: Moss Blachman

Director, Faculty Development: Donna Ray

staffed by the Office of Continuous Professional Development and Strategic Affairs

VI. Committee related to the Office of the Dean through the Office of Diversity and Inclusion:

A. Diversity and Inclusion Committee: plans and implement means of increasing the number of students from groups under-represented in the medical profession who are prepared for, recruited to, matriculate at, and graduate from the SOM and who continue their training in residency programs available throughout the state of South Carolina and plans and implements means of increasing the number of under-represented minority faculty in the SOM.
CHAIR: Associate Dean for Diversity and Inclusion
TERM OF OFFICE: 3-year, staggered terms for faculty members, alumni, and HBCU, community, and AHEC representatives; 1-year terms for medical students; other member is ex-officio
MEETING FREQUENCY: As Needed
MEMBERS:
1 clinical faculty member appointed by the Dean after consultation with the Associate Dean for Diversity and Inclusion:
   Olabisi Badmus, Family and Preventive Medicine, 2016-2019

1 basic science faculty member appointed by the Dean after consultation with the Associate Dean for Diversity and Inclusion:
   Shekhar Patel, Cell Biology and Anatomy, 2016-2019

2 minority SOM alumni/ae appointed by the Dean:
   Crystal Johnson
   Cedric Rivers

1 representative of Historically Black Colleges and Universities (HBCUs) appointed by the Dean:
   Karen Rutherford, Benedict College

1 community representative appointed by the Dean:
   Everett Dargan

1 representative of the SC Area Health Education Consortium:
   Angelica Christie

Medical Students:
   Anita Samuel, M-II
   Rocky Wong, M-IV

Associate Dean for Diversity and Inclusion: Carol McMahon (Chair)

VII. Committee related to the Office of the Dean through the Medical Library:

A. Library Committee: advises Director of Library Services on policy matters, especially relating to the collection and staffing of the Medical Library.
   CHAIR: Elected by members
   TERM OF OFFICE: 3-year, staggered terms for faculty members and 1-year terms for graduate and medical students; other members are ex-officio
   MEETING FREQUENCY: Twice per year and as needed
   MEMBERS:
   7 elected faculty members:
      Susan Wood, Pharmacology, Physiology, and Neuroscience 2014-2017
      Greg Gomez, Pathology, Microbiology, and Immunology, 2014-2017
      Dave Jenkinson, Family and Preventive Medicine, 2014-2017
      Paul Bornemann, Family and Preventive Medicine, 2015-2018
      James Catropp, Pathology, Microbiology, and Immunology, 2016-2019
      Jason Hawn, Pediatrics, 2016-2019
      David Rotholz, Pediatrics, 2016-2019

Medical Students:
   Elizabeth Tennant, M-II
   Paul Mester, M-IV
Graduate Student:  
   Yvon Woappi

Director of Library Services: Ruth Riley

Assistant Dean for Information Technology and Chief Information Officer: Lindsie Cone, ex officio

VIII. Committee related to the Office of the Dean through the Office of Information Technology:

A. **Information Technology Committee**: advises the Assistant Dean for Information Technology and Chief Information Officer on policy matters, especially relating to computer needs of students and faculty as they relate to educational programs and research activities and to the structure and function of the SOM computer network and communication systems.
   - **CHAIR**: Elected by members
   - **TERM OF OFFICE**: 3-year, staggered terms for faculty members and 1-year terms for medical students; other members are ex-officio
   - **MEETING FREQUENCY**: Twice per year and as needed
   - **MEMBERS**:
     - 5 elected faculty members:
       - Helmut Albrecht, Internal Medicine, 2015-2018
       - James Selph, Neurology, 2015-2018
       - John Baynes, Pharmacology, Physiology, and Neuroscience, 2016-2019
       - Scott Carney, Pediatrics, 2016-2019
     - Medical Students:
       - Robert Gereige, M-II
       - Jessie Ray, M-IV

Assistant Dean for Preclinical Curriculum: Lynn Thomas

Assistant Dean for Clinical Curriculum and Assessment: Nancy Richeson

Assistant Dean for Information Technology and Chief Information Officer: Lindsie Cone

Manager of Computer Resources: Robert Watson

Director of Library Services: Ruth Riley, ex officio

IX. Members of the Faculty Senate

**Faculty Senate**: 10 SOM tenure-track faculty members are elected to the Faculty Senate of the USC.
   - **CHAIR**: None
   - **TERM OF OFFICE**: 3-year, staggered terms
   - **MEETING FREQUENCY**: Monthly
   - **MEMBERS**:
Taixing Cui, Cell Biology and Anatomy, 2014-2017
Greg Gomez, Pathology, Microbiology, and Immunology, 2014-2017
Alex McDonald, Pharmacology, Physiology, and Neuroscience, 2014-2017
Dev Karan, Pathology, Microbiology, and Immunology, 2015-2017
Michy Kelly, Pharmacology, Physiology, and Neuroscience, 2015-2018
Pavel Ortinski, Pharmacology, Physiology, and Neuroscience, 2015-2018
Ann Ramsdell, Cell Biology and Anatomy, 2015-2018
Tonya Colpitts, Pathology, Microbiology, and Immunology, 2016-2019
Priyantha Herath, Neurology, 2016-2019
Susan Wood, Pharmacology, Physiology, and Neuroscience, 2016-2019
APPENDIX 1

SOM Committee Membership
Recusal Policy
May 2015

Purpose: The purpose of this policy is to formally state those instances when committee members should recuse themselves from voting on actions specifically aimed at applicants and current students in the School of Medicine.

Rationale: While participation, particularly of faculty, on SOM committees is not only encouraged, but necessary for the SOM to function and conduct business; there are instances, specifically involving actions concerning applicants or current students, where the faculty member is expected to recuse his/herself from voting. This is necessary to protect the applicant/student from unfair bias in the process. While the list of committees and potential conflicts is not meant to be all inclusive it is expected that committee members will exercise good judgement and will recuse themselves from the committee prior to the discussion of the applicant/student. A faculty member’s recusal should be noted as part of the official minutes of the committee meeting.

Academic Review Committee
- Close personal relationship with the student
- Current course/clerkship director of student
- Relative of student

Admissions Committees
- Current or former close personal relationship with applicant
- Current professor of applicant
- Relative of applicant

Honor Committee
- Close personal relationship with the student
- Current course/clerkship director of student
- Relative of student

Leave of Absence Committee
- Close personal relationship with the student
- Current course/clerkship director of student
- Relative of student

Student Promotions Committee
- Close personal relationship with the student
- Current course/clerkship director of student
- Relative of student

Student Services Committee
- Close personal relationship with the student
- Current course/clerkship director of student
- Relative of student

Endorsed by the Faculty Representation Committee – 5/29/15; Approved by the Executive Committee – 7/07/15