## Table of Contents

<table>
<thead>
<tr>
<th>Authority</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selection of Student Members</td>
<td>1</td>
</tr>
<tr>
<td>Other University and School of Medicine Committees</td>
<td>1</td>
</tr>
<tr>
<td>Nomination/Election Process</td>
<td>1</td>
</tr>
<tr>
<td>Voting Privileges</td>
<td>2</td>
</tr>
<tr>
<td>Minutes of Committee and Subcommittee Meetings</td>
<td>2</td>
</tr>
</tbody>
</table>

### Committees Related to the University of South Carolina

<table>
<thead>
<tr>
<th>Committees Mandated by the University of South Carolina Faculty Manual</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Science Unit Tenure and Promotion Committee</td>
<td>3</td>
</tr>
<tr>
<td>Clinical Unit Tenure and Promotion Committee</td>
<td>3</td>
</tr>
<tr>
<td>Medical Library Tenure Committee</td>
<td>3</td>
</tr>
</tbody>
</table>

### Committees Related Directly to the Office of the Dean

| Faculty Representation Committee                                      | 3    |
| Executive Committee                                                   | 4    |
| Basic Science Advisory Committee                                      | 5    |
| Biomedical Engineering Committee                                      | 5    |
| Clinical Advisory Committee                                            | 6    |
| Student Promotions Committee                                           | 6    |
| Academic Review Subcommittee                                          | 7    |
| Honor Committee                                                        | 7    |
| Academic Standards Committee                                           | 8    |
| Grade Change Subcommittee                                             | 8    |
| Women in Science and Medicine Committee                               | 9    |
| Appointment and Promotion Committee for Non-Tenure-Track Basic Science Faculty | 9    |
| Appointment and Promotion Committee for Non-Tenure-Track Clinical Faculty | 10   |
| Conflict of Interest Committee                                        | 10   |

### 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) and the Office of the Associate Dean for Research and Graduate Education

<p>| Through the Office of Admissions and Enrollment Services              | 11   |
| Admissions Committee                                                 | 11   |
| Through the Office of Curricular Affairs and Media Resources         | 12   |
| Curriculum Committee                                                 | 12   |
| Standing Subcommittees                                               | 13   |
| M-I/M-II Subcommittee                                                | 13   |
| M-III/M-IV Subcommittee                                              | 14   |
| Interdepartmental/Interdisciplinary Integration Subcommittee          | 14   |
| Independent Learning Development and Implementation Committee        | 15   |
| Ad Hoc Subcommittee                                                  | 15   |
| Curriculum Accommodations Subcommittee                               | 15   |</p>
<table>
<thead>
<tr>
<th>Committees</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Through the <strong>Office of the Associate Dean for Research and Graduate Education</strong></td>
<td>16</td>
</tr>
<tr>
<td>Graduate Education Committee</td>
<td>16</td>
</tr>
<tr>
<td>Biomedical Science Graduate Subcommittee</td>
<td>16</td>
</tr>
<tr>
<td>Nurse Anesthesia Graduate Subcommittee</td>
<td>17</td>
</tr>
<tr>
<td>Rehabilitation Counseling Graduate Subcommittee</td>
<td>17</td>
</tr>
<tr>
<td>Genetic Counseling Graduate Subcommittee</td>
<td>17</td>
</tr>
<tr>
<td>Certificate Program Admissions Committee</td>
<td>17</td>
</tr>
<tr>
<td>Through the <strong>Office of Student and Career Services</strong></td>
<td>18</td>
</tr>
<tr>
<td>Leave of Absence Committee</td>
<td>18</td>
</tr>
<tr>
<td>Scholarship and Loan Committee</td>
<td>18</td>
</tr>
<tr>
<td>Student Services Committee</td>
<td>19</td>
</tr>
<tr>
<td>Committee Related to the Office of the Dean Through the <strong>Office of Administration and Finance</strong></td>
<td>19</td>
</tr>
<tr>
<td>Committees Related to the Health and Safety of SOM Faculty Members, Students, and Staff</td>
<td>19</td>
</tr>
<tr>
<td>Wellness Promotion Committee</td>
<td>19</td>
</tr>
<tr>
<td>Committees Related to the Office of the Dean Through the <strong>Office of Continuous Professional Development and Strategic Affairs</strong></td>
<td>20</td>
</tr>
<tr>
<td>Faculty Affairs Committee</td>
<td>20</td>
</tr>
<tr>
<td>USC SOM/PHR Continuing Medical Education Organization Steering Committee</td>
<td>21</td>
</tr>
<tr>
<td>Committee Related to the Office of the Dean Through the <strong>Office of Minority Affairs</strong></td>
<td>22</td>
</tr>
<tr>
<td>Minority Affairs Committee</td>
<td>22</td>
</tr>
<tr>
<td>Committee Related to the Office of the Dean Through the <strong>Medical Library</strong></td>
<td>22</td>
</tr>
<tr>
<td>Library Committee</td>
<td>22</td>
</tr>
<tr>
<td>Committee Related to the Office of the Dean Through the <strong>Office of Information Technology</strong></td>
<td>23</td>
</tr>
<tr>
<td>Information Technology Committee</td>
<td>23</td>
</tr>
<tr>
<td>Members of the Faculty Senate</td>
<td>24</td>
</tr>
<tr>
<td>APPENDIX 1 - SOM Committee Membership Recusal Policy</td>
<td>25</td>
</tr>
</tbody>
</table>
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.

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:  
     - Angela Murphy, Pathology, Microbiology, and Immunology, 2013-2016  
     - Janet Fisher, Pharmacology, Physiology, and Neuroscience, 2015-2018
2 elected clinical science faculty members:
   Kathryn Stephenson, Pediatrics, 2013-2016
   Craig Stuck, Neuropsychiatry and Behavioral Science, 2013-2016

2 faculty members elected at large:
   Trey Brown, Pediatrics, 2013-2016 (Chair)
   Jennifer Hucks, Internal Medicine, 2014-2017

2 faculty members appointed by the Dean:
   Larry Reagan, Pharmacology, Physiology, and Neuroscience, 2013-2016
   Shawn Chillag, Internal Medicine, 2013-2016

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
   Shawn Chillag, 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
   James Nottingham, Surgery (Interim)

3 members elected from the FRC, 2 of who should be from basic science departments:
   Angela Murphy, Pathology, Microbiology, and Immunology, 2013-2016
   Kathryn Stephenson, Pediatrics, 2013-2016
   Janet Fisher, Pharmacology, Physiology, and Neuroscience, 2015-2018

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

Interim 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 years

**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. **Clinical Advisory Committee**: advises the Dean on issues related to the clinical sciences in the SOM.

**CHAIR**: Elected by members – 2-year term - election to be held in September for the following calendar year

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

**MEETING FREQUENCY**: Monthly

**MEMBERS**:
- Executive Dean: Les Hall (Chair)
- Chairs of all clinical departments: (*denotes voting members)
  - E. J. Mayeaux, Family and Preventive Medicine*
  - Shawn Chillag, Internal Medicine*
  - Souvik Sen, Neurology*
  - Meera Narasimhan, Neuropsychiatry and Behavioral Science*
  - Judith Burgis, Obstetrics and Gynecology* (Chair)
  - John Walsh, Orthopaedic Surgery*
  - Caughman Taylor, Pediatrics*
  - Francis Neuffer, Radiology*
  - James Nottingham, Surgery* (Interim)

Consultants (non-voting):
- Associate Dean for Clinical Affairs/Chief Medical Officer: William Anderson
- Chief Contracting Officer: Tan Platt
- Interim Director of Legal Affairs: Craig Stanley

F. **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
  - E. J. Mayeaux, Family and Preventive Medicine
  - Shawn Chillag, Internal Medicine
  - Mitzi Nagarkatti, Pathology, Microbiology, and Immunology
  - Souvik Sen, Neurology
  - Meera Narasimhan, Neuropsychiatry and Behavioral Science
  - Judith Burgis, Obstetrics and Gynecology
  - John Walsh, Orthopaedic Surgery
  - Caughman Taylor, Pediatrics
  - Marlene Wilson, Pharmacology, Physiology, and Neuroscience
  - Francis Neuffer, Radiology (Chair)
  - James Nottingham, Surgery (Interim)

3 faculty members elected from the FRC, 2 of who should be from basic science departments:
- Angela Murphy, Pathology, Microbiology, and Immunology, 2013-2016
- Kathryn Stephenson, Pediatrics, 2013-2016
- Janet Fisher, Pharmacology, Physiology, and Neuroscience, 2015-2018
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:
     - Jim Fadel, Pharmacology, Physiology, and Neuroscience, 2013-2016
     - Craig Stuck, Neuropsychiatry and Behavioral Science 2014-2017
     - Tracy Voss, Internal Medicine, 2014-2017
     - Scott Carney, Pediatrics, 2015-2018

   Student Promotions Committee Chair: Francis Neuffer

   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)
G. **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:
  - Janet Fisher, Pharmacology, Physiology, and Neuroscience, 2013-2016
  - Jason Hawn, Pediatrics, 2013-2016
  - Andrew Sides, Internal Medicine, 2014-2017
  - Alex McDonald, Pharmacology, Physiology, and Neuroscience, 2015-2018
  - James Parrott, Pediatrics, 2015-2018
- 1 M-IV student (1 M-IV alternate)
  - Tom Lenz, M-IV
  - Joe King, 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
  - Jason Hawn, Pediatrics, 2013-2016
- 3 elected faculty members:
  - Paul Housley, Pharmacology, Physiology, and Neuroscience, 2013-2016
  - Michy Kelly, Pharmacology, Physiology, and Neuroscience, 2013-2016
  - Roz McConnaughy, Library, 2013-2016

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

**staffed by Director of Enrollment Services/Registrar**: Robert Rhinehart
H. **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:
   - Suzanne Bertollo, Family and Preventive Medicine, 2013-2016
   - Rebecca Widener, Pediatrics, 2013-2016
   - Patricia Witherspoon, Family and Preventive Medicine, 2014-2017
   1 representative appointed by the Dean:
   - Laura Kane, Library, 2015-2018
   2 SOM alumni/ae appointed by the Dean:
   - Rebecca Payne, Neuropsychiatry and Behavioral Science, 2013-2016
   - Sylvia Brook, Pediatrics, 2014-2017
   2 SOM non-faculty staff members appointed by the Dean:
   - Toni Bracey, Office of the Associate Dean for Research and Graduate Education, 2013-2016
   - Nan Barker, Neuropsychiatry and Behavioral Science, 2014-2017
   **Medical Students:**
   - Shannon Theobald, M-II
   - Whitney Dawson, M-IV
   **Graduate Student:**
   - Taryn Cranford
   SOM Liaison Officers serve as ex officio, non-voting members: Mary Beth Poston, Internal Medicine; and Jeanette Jerrell, Neuropsychiatry and Behavioral Science

I. **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
Narendra Singh, Pathology, Microbiology, and Immunology, 2013-2016
Bob Price, Cell Biology and Anatomy, 2014-2017 (Chair)
Tad Pedigo, Pharmacology, Physiology, and Neuroscience, 2015-2016

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

J. **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
Ali Rizvi, Internal Medicine, 2013-2016 (Chair)
James Bouknight, Neuropsychiatry and Behavioral Science, 2013-2016
Swamy Venkatesh, Neurology, 2013-2016
Brian Keisler, Family and Preventive Medicine, 2015-2018
Janice Edwards, Obstetrics and Gynecology, 2015-2018
Frank Voss, Orthopaedic Surgery, 2015-2018
Luther Williams, Pediatrics, 2015-2018
James Nottingham, Surgery, 2015-2018

K. **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 science departments appointed by the Dean after consultation with the FRC:
Shawn Chillag, Internal Medicine, 2014-2015
Chris Turley, Pediatrics, 2014-2016

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

Interim 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:
   - Shawn Chillag, Internal Medicine, 2014-2017
   - Robin Welsh, Pediatrics, 2014-2017
   - Erika Blanck, Cell Biology and Anatomy, 2015-2018
   - Daping Fan, Cell Biology and Anatomy, 2015-2018
   - Paul Housley, Pharmacology, Physiology, and Neuroscience, 2015-2018

   Up to 6 faculty members appointed by the Dean after consultation with the FRC:
   - O’Neill Barrett, Emeritus Faculty Member, 2013-2016
   - Donna Ray, Continuous Professional Development and Strategic Affairs, 2013-2016
   - Warren Derrick, Emeritus Faculty Member, 2014 -2017
   - James McCallum, Dorn VA Medical Center, 2015-2016
   - John Frutchey, Dorn VA Medical Center, 2015-2016
   - Abdul Ghaffar, Emeritus Faculty Member, 2015-2018

   Medical Students:
   - Candace Broussard, M-IV
   - Humna Fayyaz, M-II
   - Brett Fowler, M-IV
   - Parker Freels, M-II
   - Greg Ogunnowo, M-IV
   - Casey Shook, M-IV
   - Lauren Wingfield, M-IV

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

   Assistant Dean for Minority Affairs: Carol McMahon
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, 2 faculty members from each basic science department, and 1 faculty member from Biochemistry elected by the faculty of the department:
  Tripp Bell, Radiology
  Brian Keisler, Family and Preventive Medicine 2012-2016 (Chair)
  Allison Jackson, Obstetrics and Gynecology, 2013-2016
  Fernando Navarro, Surgery, 2013-2016
  Davinder Lally, Internal Medicine, 2013-2016
  Carole Oskeritzian, Pathology, Microbiology, and Immunology, 2013-2016
  Tom Faber, Neurology, 2013-2016
  Ryan Hess, Orthopaedic Surgery, 2014-2017
  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

Medical Students:
  Ruosi Liu, M-II
  Andrew McCurry, M-II
  Alyson Ford, M-IV
  Kyle Jones, M-IV

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
Assistant Dean for Minority Affairs: Carol McMahon
Associate 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 science Curriculum Committee members who have expressed interest in this subcommittee:
      Lindsie Cone, Family and Preventive Medicine
      Jim Fadel, Pharmacology, Physiology, and Neuroscience
      Holly LaVoie, Cell Biology and Anatomy (Chair)
      Carole Oskeritzian, Pathology, Microbiology, and Immunology
      Greg Talente, Internal Medicine
      Britt Wilson, Pharmacology, Physiology, and Neuroscience

      Medical Students:
      Kyle Jones, M-IV
      Ruosi Liu, M-II

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

      Representation from both basic science and clinical science 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 science Curriculum Committee members who have expressed interest in this subcommittee:
   - Tom Faber, Neurology
   - Ryan Hess, Orthopaedic Surgery
   - Allison Jackson, Obstetrics and Gynecology
   - Davinder Lally, Internal Medicine (Chair)
   - Fernando Navarro, Surgery
   - Kathy Stephens, Palmetto Health

   Medical Students:
   - Alyson Ford, M-IV
   - Andrew McCurry, M-II

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

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

   Representation from both basic science and clinical science 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 science Curriculum Committee members who have expressed interest in this subcommittee:
   Donald Kenney, Student and Career Services
   Carol McMahon, Minority Affairs
   Francis Neuffer, Radiology
   Donna Ray, Faculty Development (Chair)

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

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

Representation from both basic science and clinical science 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 science Curriculum Committee members who have expressed interest in this subcommittee:
      Brian Keisler, Family and Preventive Medicine
      Carol McMahon, Minority Affairs
      Ruth Riley, Library

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

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: 3-year, staggered terms
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: 3-year stagger terms for I faculty members
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: 3-year staggered terms for faculty members
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

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:
Ken Walsh, Pharmacology, Physiology, and Neuroscience, 2013-2016
John Eberth, Cell Biology and Anatomy, 2015-2018
Narendra Singh, Pathology, Microbiology, and Immunology, 2015-2018

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:
Erika Blanck, Cell Biology and Anatomy, 2013-2016
Christine Turley, Pediatrics, 2013-2016
Trey Brown, Pediatrics, 2014-2017
Karen McMullen, Library, 2014-2017

1 appointed faculty member in the Department of Neuropsychiatry and Behavioral Science:
Nikki Campbell, Neuropsychiatry and Behavioral Science, 2012-2015 (Chair)

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:
Susan Wood, Pharmacology, Physiology, and Neuroscience 2013-2016
Julie Anderson, Pediatrics, 2014-2017
Antoinette Williams, Internal Medicine, 2014-2017
Karen McMullen, Library, 2015-2018
William Posey, Pediatrics, 2015-2018

Medical Students:
Kyle Johnson, M-II
Sarah Cain, 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:
- Karen McMullen, Library, 2013-2016
- Matt Orr, Family and Preventive Medicine, 2013-2016
- Meshia Waleh, Family and Preventive Medicine, 2014-2017
- Melanie Blackburn, Pediatrics, 2015-2018

Medical Students:
- Michael Lever, M-II
- Kasey Shook, 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:
3 elected faculty members
Andrew McGown, Orthopaedic Surgery, 2013-2016
Taixing Cui, Cell Biology and Anatomy, 2013-2016
Jocelyn Harmon, Pediatrics, 2015-2018

3 non-faculty SOM staff members appointed by the Dean:
Rachel Peters, Pediatrics, 2013-2016
Laura Howell, Library, 2014-2017
Debra Krotish, Continuous Professional Development and Strategic Affairs, 2015-2018

Medical Students:
Jacob White, M-II
Lindsay Vendetta, M-IV

Graduate Student:
Allison Manuel

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
William Owens, Internal Medicine, 2013-2016
Jay Potts, Cell Biology and Anatomy, 2014-2017
James Jackson, Orthopaedic Surgery, 2015-2018

2 faculty members appointed by the Dean after consultation with the Faculty Representation Committee
James Catropp, Pathology, Microbiology, and Immunology, 2013-2016
Helmut Albrecht, Internal Medicine, 2015-2018

Executive Committee member (to serve as chair): E. J. Mayeaux

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

B. **USC SOM/PHR Continuing Medical Education Organization Steering Committee:**
establishes policies and procedures for joint USCSOM and PHR continuing medical education organization.

**CHAIR:** Co-chaired by the Dean and PH Chief Medical Officer

**TERM OF OFFICE:** Appointed members serve 3-year, staggered terms; other members are ex-officio

**MEETING FREQUENCY:** As Needed

**MEMBERS:**
- Linda Bell, SC DHEC
- Jenny Bloom, Higher Education & Student Affairs – USC
- Eric Brown, Simulation Center – PHR
- Chuck Carter, Family Medicine – PHR
- Edward Catalano, Lab & Pathology – PHR
- Shawn Chillag, Internal Medicine – SOM
- Cheryl Coble, Clinical Integration – PHR
- Lindsie Cone, Information Technology – SOM
- Mike Dunphy, SC College of Pharmacy
- Teri Evans, CPD & Strategic Affairs – SOM/PHR
- Rick Foster, SC Hospital Association
- Lorri Gibbons, SC Hospital Association (Invited Guest)
- Stan Hickson, Administration – PHR
- Sandy Hyre, DMH
- Mark Mayson, Administration – PHB
- Joel Nesbitt, Clinical Quality and Patient Safety – PHR
- James McCallum, DVAMC
- Jan Probst, Public Health
- Donna Ray, CPD & Strategic Affairs – SOM/PHR
- Ruth Riley, Medical Library/Executive Affairs – SOM
- John Singerling, Administration – PHR
- James Stallworth, Pediatrics – SOM
- Kathy Stephens, Medical Education – PHR
- Pamela Stephens, PHB (Invited Guest)
- N. John Stewart, Emergency – PHR
- Shawn Stinson, Clinical Quality and Patient Safety – PHR
- Carolyn Swinton, Patient Care Administration – PHR
- Wanda Taylor, Corporate Compliance – PHR
- Cindy Voris – SC College of Pharmacy
- Craig Stanley, Interim Director of Legal Affairs – SOM

Executive Dean: Les Hall, Co-Chair
PH Chief Medical Officer: James Raymond, Co-Chair

Associate Dean for Continuous Professional Development and Strategic Affairs: Morris Blachman
VI. Committee related to the Office of the Dean through the Office of Minority Affairs:

A. Minority Affairs 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: Assistant Dean for Minority Affairs

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 Assistant Dean for Minority Affairs:
   Meshia Waleh, Family and Preventive Medicine, 2013-2016

1 basic science faculty member appointed by the Dean after consultation with the Assistant Dean for Minority Affairs:
   Vacant

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:
   Uchechi Egbuhuzo, M-IV
   Jason Wray, M-IV

Assistant Dean for Minority Affairs: 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:
    Norma Frizzell, Pharmacology, Physiology, and Neuroscience, 2013-2016
    David Rotholz, Pediatrics, 2013-2016
    Scott Strayer, Family and Preventive Medicine, 2013-2016
    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

Medical Students:
    Chris Chaudhary, M-II
    Kate Parnell, 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:
        Paul Housley, Pharmacology, Physiology, and Neuroscience, 2013-2016
        E. J. Mayeaux, Family and Preventive Medicine, 2013-2016
        Helmut Albrecht, Internal Medicine, 2015-2018
        James Selph, Neurology, 2015-2018

Medical Students:
    Lee Turner, M-II
    Sean Battle, 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
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**:
- Kevin Bennett, Family and Preventive Medicine, 2013-2016
- Norma Frizzell, Pharmacology, Physiology, and Neuroscience, 2013-2016
- Carole Oskeritzian, Pathology, Microbiology, and Immunology, 2013-2016
- 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
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