

UIC COLLEGE OF MEDICINE HANDBOOK ON COMMITTEES

Introduction

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

COLLEGE OF MEDICINE COMMITTEES

Executive Committee (elected)

Chair: Mark I. Rosenblatt, M.D., Ph.D.

The Executive Committee is the major advisory body to the Dean in the conduct of College business, in the formulation and execution of College policies. It has the responsibility to act on academic issues delegated to it by the faculty, including student admission, appraisal and promotion, faculty appointments and promotions, educational policy, and research policy. The executive committee normally meets the second Wednesday of every other month, beginning in October. Meetings are held on a rotating basis at the four regional sites of the College and generally last from 10:15 A.M. until 12:30 P.M. Because of the duration of the meetings and the occasional need to travel to other College sites, it is important that members be aware of the time commitment of essentially six days per year for service on this important body.

Committee on Committees (elected)

Chair: Gloria Elam, M.D.

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

Committee on Admissions (elected)

Chair: Trevonne Thompson, M.D.

The Committee on Admissions (COA) reviews applications and renders admissions decisions. The COA members are responsible for ensuring that the application and admissions processes and policies conform to the mission and goals of the University of Illinois College of Medicine. The COA develops policies and procedures that will select students in a fair and equitable manner, including the criteria by which each applicant will be evaluated. Subcommittees may be established when needed.

The Committee on Admissions generally meets from 12:00pm until 1:30pm on the third Thursday of every month. Teleconferencing is available for the members on the Rockford and Peoria campuses. Committee members are expected to review their share of applications. The COA reviews a substantial number of applications, and the applicant review process is time-sensitive. Members will be asked to dedicate the appropriate amount of time to review applicants, prepare for the COA meetings, and attend the COA meetings. The time commitment to this committee ranges from 3-5 hours per week from August to March.

Committee on Instruction and Appraisal (elected)

Chair: George Kondos, M.D.

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

Committee on Student Promotions (elected)

Chair: Michael Bresler, M.D.

The Committee on Student Promotions has both faculty members and student members who review the progress of students through the curriculum. The Committee applies College policies in regard to promotion from year to year in the curriculum, leaves of absence for various medical and academic and other reasons, returns to the curriculum following leaves of absence, repeat years, changes in class, withdrawals, dismissals, eligibility for graduation, and determination of certain honors at graduation. The Committee is supported in its work by ex officio service by the College Registrar and administrators and staff from the site offices of Student Affairs. The Committee meets monthly via teleconference among the sites.

Committee on Faculty Appointments, Promotions and Tenure (appointed)

Chair: Jonna Frasor, Ph.D.

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

The Committee is normally asked to consider approximately 50 to 70 such recommendations for appointment or promotion each year. Its meetings involve four to five full-day sessions in October and one in November and normally three additional meetings of two to three hours duration held throughout the year. Members are required to review individual applications and prepare written assessments in advance of meeting dates, often necessitating several hours of preparation time.

Committee on Clinical and Adjunct Appointments and Promotions (appointed)

Chair: Pauline Maki, Ph.D.

The Committee on Clinical and Adjunct Appointments and Promotions reviews recommendations for non-salaried appointment and promotion of faculty at the associate professor and professor ranks in the Clinical and Adjunct Tracks. It makes recommendations based on the College's prescribed criteria and standards. The Committee normally considers approximately 20 to 30 recommendations each year, and convenes on an "as needed" basis.

Committee on Research (elected)

Chair: Bellur Prabhakar, Ph.D.

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

Committee on Student Awards and Scholarships (elected)

Chair: Peggy Wheeler, M.D.

The primary activities of the Committee include the allocation of funds donated to the College for honoring medical students' achievements, the identification and awarding of the Bertram A. Richardson Scholarships for foreign study to qualified students within the College of Medicine, and conducting the various aspects of the College of Medicine's Honors Day activities. Subcommittees, which report to the full Committee, specifically address the Richardson scholarship awards and preparation for Honors Day. The Committee meets four to six times per year, typically on a Monday.

Committee on Faculty Awards (elected)

Chair: Geri Donenberg, Ph.D.

The Committee is responsible for advising the dean on the Faculty of the Year Award and the University Scholars nominations from the College of Medicine. The Committee may also disseminate additional information about internal and external faculty fellowships and awards. It may actively solicit nominations for such awards and, where appropriate, make nominations. Meetings occur approximately three times a year.

Committee on Continuing Medical Education (elected)

Chair: Mitchell King, M.D.

The College Committee on Continuing Medical Education is responsible for educational programs for physicians beyond the level of undergraduate and graduate medical education, for reviewing and ratifying certification of all Category 1 CME programs submitted to the College committee by the Program site committees, for ensuring collegewide compliance with ACCME standards on CME. It also develops and approves collegewide continuing medical education policies and provides oversight for all College and regional CME activity. The Committee meets in February and August via teleconferences for one hour; and in October and April at a central Illinois location or at a site for an all-day retreat.

Emeritus Review Committee (appointed)

Chair: Marcelo Bento Soares, Ph.D.

The Emeritus Review Committee's primary charge is to review and take action on recommendations for emeritus/emerita appointments. The Committee's actions are advisory to the Dean. The Committee also reviews and makes recommendations concerning the College's criteria for emeritus/emerita appointment, and the form by which such recommendations will be submitted to the College. The Committee typically convenes twice a year.

Committee on Student Experience (elected)

Chair: Mark Gonzalez, M.D.

The Committee on Student Experience evaluates the effectiveness of the College of Medicine student support services and oversees assessment instruments used for monitoring the student experience for medical students and graduate students. The Committee provides feedback to the college to promote iterative improvements to the redesign of the student experience; ensures that the support services offered and assessment methods used are consistent with all

requirements for Liaison Committee on Medical Education accreditation; and encourages the development of unique student support endeavors, including academic research in medical education relating to the student experience. The Committee meets on a monthly basis.

Committee on Diversity, Equity and Inclusion (elected)

Chair: TBA

The Committee on Diversity, Equity and Inclusion reviews and refines the college-wide strategic direction, goals, and ongoing strategic initiatives that will most positively enhance diversity, equity and inclusion for the faculty, staff, student body, and community it serves.

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