At-Large Delegates to Faculty Council

Eligibility:

- Must have an FTE of .50 and above.

Membership Terms:

- Three year term, you may serve a maximum of two consecutive terms.
- Terms begin on September 1st and end on August 31st.

Duties:

To be a voting member of the Faculty Council. The Faculty Council shall conduct the business of the SoM Faculty, with responsibilities including but not limited to the following (see page 9 of the bylaws for a full list of duties):

- To propose, review, and/or recommend actions relative to major academic programs of the School of Medicine
- To receive reports of the Standing Committees via the Executive Committee and to review the actions taken.
- To forward recommendations to the Faculty and/or the Executive Committee.
- To receive and consider any matters presented to it by a member of the Faculty Council, Executive Committee, or the Executive Dean of the School of Medicine.

To be a voting member of the Executive Committee. The major responsibility is to conduct the day-to-day business of the SoM Faculty. This function shall include but not be limited to the following (see page 23 of the bylaws for a full list of duties):

- Serve through the Executive Dean as liaison between the faculty and the administration of the Medical Center.
- Be responsible for overseeing the implementation of recommendations of the Faculty Council.
- Present recommendations of the Executive Committee to the Faculty Council for action.
- Advise the Executive Dean on manners concerning the welfare and function of the School of Medicine.
- Participate in the selection of the Executive Dean in accordance with the Handbook for Faculty.

Time Commitment:

- The Executive Committee meets every other month for one-hour from September – May.
- The Faculty Council meets every other month for one-hour from October – June.

Attendance Requirements:

- A member with unexcused absences from 50% or more of the meetings in a one-year period shall be replaced.

Contact: Elizabeth Harner - SoM Faculty Affairs and Development (FAD)
Vice-Chair to Faculty Council

Eligibility:
- Must have an FTE of .50 and above.
- Have to be a current Faculty Council member or have served within the previous five years.

Membership Terms:
- One-year term. The Vice-Chair will succeed to the position of Chair in the following year.
- Term begins on September 1st and ends on August 31st.

Duties:
- Serve as the Chair in the absence of the Chair.
- Assume the position of Chair in the following year.

To be a voting member of the Executive Committee. The major responsibility is to conduct the day-to-day business of the SoM Faculty. This function shall include but not be limited to the following (see page 23 of the bylaws for a full list of duties):
- Serve through the Executive Dean as liaison between the faculty and the administration of the Medical Center.
- Be responsible for overseeing the implementation of recommendations of the Faculty Council.
- Present recommendations of the Executive Committee to the Faculty Council for action.
- Advise the Executive Dean on manners concerning the welfare and function of the School of Medicine.
- Participate in the selection of the Executive Dean in accordance with the Handbook for Faculty.

Time Commitment:
- The Leadership Meeting (Executive Dean, Chair of Faculty Council, and Vice-Chair of Faculty Council) meets every other month for 30-minutes from September – May.
- The Executive Committee meets every other month for one-hour from September – May.
- Faculty Council meets every other month for one-hour from October – June.

Contact: Elizabeth Harner - SoM Faculty Affairs and Development (FAD)
**Student Admissions Subcommittee of the Academic and Professionalism Committee (APC)**

**Membership Terms:**
- Three-year term.
- Term begins on September 1st and ends on August 31st.

**Duties:**
- Appoint SoM faculty members and students to the Selection Committee to assist in selection of applicants for admission.
- Recommend applicants to the APC for admission to the School of Medicine.
- Propose to the APC changes in criteria and processes for admission to the School of Medicine.

To be a voting member of the APC. This function shall include the following duties:
- In matters involving student dismissals, the APC shall make recommendations directly to the Executive Dean.
- Recommendations that require changes to prerequisite requirements or significant changes to admissions or promotions policy shall be made to the Faculty Council for their review and approval or recommendation to the SoM Faculty, and those related to procedures shall be made to the Executive Committee, who in turn will relay recommendations appropriately.

To be a voting member of the Selection Committee. This function shall include the following duties:
- Interview 30-40 applicants and be responsible for presenting those applications to the committee.
- Vote upon interviewed applicants.
- Determine which applicants will be offered acceptance to the SoM.

**Time Commitment:**
- Total of approximately 220 hours
  - Reviewing applicants for a decision to invite for an interview. (~30 hours)
  - The Student Admissions Committee meets monthly for one-hour. (~10 hours)
  - The APC meets monthly for two-hours. (~30 hours)
  - The Selection committee requires ~150 hours:
    - 40 hours of interviews
    - 60 hours prep for interviews and committee presentations.
    - 50 hours of meetings; weekly for two-hours from September – March on Tuesday evenings.

**Contact:** Brian Steele- SoM Admissions
**Student Promotions/Special Programs Subcommittee of the Academic and Professionalism Committee (APC)**

**Membership Terms:**

- Three-year term.
- Term begins on September 1st and ends on August 31st.

**Duties:**

- Review the academic progression of all medical students at the completion of each teaching unit.
- Review the academic record of any student having academic difficulties; review may result in submission of written recommendation for probations, suspension or dismissal to the APC.
- Recommend to the APC those students who have satisfactorily completed Phase I of the Curriculum for promotion to Phase II.
- Recommend to the Executive Dean, through the APC, the list of students proposed for graduation.
- Review and make recommendations to APC concerning student special program requests and define the standards for satisfactory completion of Special Programs.
- Review and make recommendations concerning any matters of professionalism, including but not limited to aspects of personal behavior, ethics, and intrapersonal interactions with faculty, other students, and patients.

To be a voting member of the APC. This function shall include the following duties:

- In matters, involving student dismissals, the APC shall make recommendations directly to the Executive Dean.
- Recommendations that require changes to prerequisite requirements or significant changes to admissions or promotions policy shall be made to the Faculty Council for their review and approval or recommendation to the SoM Faculty, and those related to procedures shall be made to the Executive Committee, who in turn will relay recommendations appropriately.

**Time Commitment:**

- The Student Promotions/Special Programs Subcommittee meets monthly for one-hour.
- The APC meets monthly for two-hours.

**Contact:** Angela Gosserand – SoM Student Affairs
Appointments, Promotion and Tenure Committee – Kansas City and Wichita

Eligibility:
- Must be a Professor; tenured or clinical scholar.
- Not more than one faculty member from a department may serve on this committee at any given time.

Membership Terms:
- Three-year term.
- Term begins on September 1st and ends on August 31st.

Duties:
- Review and make recommendations regarding those individuals considered for appointment and promotion and/or tenure on each Campus.
- Review and approve recommendations presented by the Post-Tenure Review Committee.

Time Commitment:
- Weekly two-hour meetings begin in the second week of September and run through the first week of December.
- One joint meeting (KC & WI committees) is held in mid-January, this is a 2 ½ hour meeting.
- Monthly meetings for new faculty hires are from February – August for 30 mins-1 hour each.
  * In September-December, new faculty hires are reviewed along with the promotion/tenure applicants during the scheduled two-hour meeting.
- Summer meeting for KC & WI Committees. Held in mid-late July, this is a 3-hour meeting.
- New committee members will attend a 30-minute orientation prior to the summer meeting.

Attendance Requirements:
- In-person attendance for all meetings is required.
- All meetings are required with the exception of an unavoidable conflict.
- Joint meeting in January is mandatory.

**KC Contact:** Angie Basgall - SoM Faculty Affairs and Development (FAD)

**WI Contact:** Julie Galliart – Faculty Affairs and Development
**Education Council**

Five members are appointed by the Executive Dean. For each appointed position, a slate of candidates will be provided through the Elections Call for Nominations.

**Membership Terms:**

- Three-year term.
- Term begins on September 1st and ends on August 31st.

**Duties:**

- Be responsible for the regular and timely review of the curriculum of the School of Medicine, including its implementation and evaluation.
- Make recommendations to the Executive Dean on modifications to the overall goals of the content and organization of the required curriculum and of other requirements for graduation.
- Make recommendations to the Executive Dean for the implementation of any detailed changes in curriculum and/or its organization consistent with, and necessary to attain, the overall educational policy goals and competencies established and approved by the SoM Faculty.
- Encourage and foster innovation in the curriculum, taking advantage of the unique characteristics of the different campuses.
- Review the results of outcome measures on a continuing basis and make recommendations for improvements based on those measures.

**Time Commitment:**

- Meetings are held the third Thursday of each month, 12-1:30pm.

**Attendance Requirements:**

- Attendance is taken at every meeting.

**Contact:** Connie Kramer – SoM Office of Medical Education
Elections Committee

Membership Terms:

- Three-year term. Members shall not serve consecutive terms.
- Term begins on September 1st and ends on August 31st.

Duties:

- Assist with the SoM Faculty Governance Elections by:
  - Contacting each nominee, submitted by the faculty during the Call for Nominations, to determine his/her eligibility and willingness to be on the ballot.
  - Verifying that each successful candidate meets all relevant criteria for their elected position.

Time Commitment:

- One one-hour meeting is held in September, with additional meetings as needed during the year. A majority of the correspondence is via e-mail.
- Verify nominee’s eligibility (~1-2 hours).

Contact: Elizabeth Harner - SoM Faculty Affairs and Development (FAD)
Research Committee

Eligibility:

- History of external funding is required.
- Experience in reviewing grants for federal or national funding agencies is preferred.
- No more than two members may have a primary appointment in any single department.

Membership Terms:

- Three-year term, you may not serve more than two consecutive terms.
- Term begins on September 1st and ends on August 31st.

Duties:

- Review, score, and discuss grant proposals.
- Funding proposals and award reviews:
  - SoM Faculty Research Investigator Award Reviews – 1/year (August – September)
  - SoM Bridging Fund Reviews – 3/year (September, January, May)
  - SoM Bridging Fund Reviews (off-cycle)-on-going
  - SoM Investigator Assistance Program – 1/year (March)
  - Bohan Lectureship Award Applications – 2/year (November, June/July)
  - Research Equipment and Resource Procurement Applications (regular cycle) – 1-2/year (October/November, June/July)
  - Research Equipment and Resource Procurement applications (off-cycle) – ongoing every month
  - Other research award initiatives as appropriate

Time Commitment:

- The Committee meets the first Wednesday of each month (over 12 months) for one-hour.
- Preparation for meetings includes reviewing proposals submitted (~1-2 hours/month).

Attendance Requirements:

- Attendance at all meetings is expected.
- No more than two unexcused or three total absences per year.

KC Contact: Rosa Meagher - SoM Research