

Vice Chair to Faculty Council

Eligibility:

- Nominees: Kansas City or Wichita – Basic or Clinical Science
- Must be a current Faculty Council member or have served within the previous five years.
- Must have an FTE of .50 or above

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.
- During the year as Chair, will also serve as the SOM representative on Faculty Assembly Steering Committee.
- 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:
- 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 matters 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 30 minutes from September - May.
- Faculty Council meets every other month for one hour from October - June.

At-Large Delegate to Faculty Council

Membership Terms:

- Three year term, you may serve a maximum of two consecutive terms.
- Term begins on September 1 and end on August 31
- Must have an FTE of .50 or above

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 SOM Faculty Bylaws for a full list of duties):
- 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 SOM Faculty 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 matters concerning the welfare and function of the School of Medicine.

Time Commitment:

- The Executive Committee meets every other month for 30-minutes from September - May.
- 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.

Education Council

In total, six members with staggered terms are appointed by the Executive Dean. For each appointed position whose term is ending, a slate of candidates will be collected through the Elections Call for Nominations and the slate will then be presented to the Executive Dean.

Membership Terms:

- Three-year term.
- Term begins on September 1 and ends on August 31.
- Must have an FTE of .50 or above

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, 12:00-1:30pm.

Attendance Requirements:

- Attendance is taken at every meeting.

Student Admissions Committee

Membership Terms:

- Three-year term for elected members.
- Term begins on September 1 and ends on August 31.
- Must have an FTE of .50 or above

Duties:

- Appoint community members and students to the Committee to assist in selecting of applicants for admission.
- Recommend applicants for admission to the School of Medicine.
- Propose changes in criteria and processes for admission to the School of Medicine.
- To be a member of the selection process. This function shall include the following duties:
 - Interview 30-40 applicants and be responsible for presenting those applications to the committee.
 - Vote on interviewed applicants.
 - Determine which applicants will be offered acceptance to the School of Medicine.

Time Commitment:

- Total of approximately 200 hours.
- Reviewing applicants for a decision to invite for an interview. (~30 hours).
- Interview applicants (~50 hours).
- Prep for interviews and committee presentations (~60 hours).
- Meetings; weekly Tuesday evening two-hour meetings from September-March, on an as-needed basis from April to September (~60 hours).

Student Promotions and Special Programs Committee:

Membership Terms:

- Three-year term.
- Term begins on September 1 and ends on August 31.
- Must have an FTE of .50 or above

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 remediation requirements or referral to the APC for administrative review and action, including dismissal.
- Approve promotion of students from Phase I of the Curriculum to Phase II.
- Recommend and submit list to the Executive Dean of students eligible 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.

Time Commitment:

- The Student Promotions/Special Programs Committee meets monthly for one hour.

Academic and Professionalism Committee (APC)

Membership Terms:

- The standard term length is three-years.
- Term begins on September 1 and ends on August 31.
- Must have an FTE of .50 or above

Duties:

- Conduct formal student reviews after receiving referral for academic or professionalism concerns from the Student Promotions and Special Programs Committee.
- Conduct hearings and administer remediation/disciplinary measures as indicated.
- In matters involving student dismissals, the APC shall make recommendations directly to the Executive Dean.
- Develop and oversee professionalism standards for the School of Medicine.

Time Commitment:

- Zoom meetings on the second Monday of each month, 3:30-5:00pm (meetings rarely last more than 1 hour).

Appointments, Promotion and Tenure Committee - Kansas City (KC) and Wichita (WI)

Eligibility:

- Only Professors are eligible for membership. All must be tenured or on the clinical scholar track.
- Up to two faculty members from one primary department may serve on the committee.
- Must have an FTE of .50 or above

Membership Terms:

- All members will complete a three-year term.
- Term begins on September 1 and ends on August 31.
- Members are eligible to serve consecutive terms.
- Members may also be a member or chair of their respective Department APT Committee.

Responsibilities:

- Review and make recommendations regarding for all faculty promotion and/or tenure applicants on the Kansas City, Wichita, and Salina campuses.
- Review and make recommendations regarding those individuals considered for new faculty hire appointments on the Kansas City campus.
- Review recommendations from the Post-Tenure Review Committee on post-tenure reviewed faculty.

Time Commitment:

- Weekly 2-3 hour meetings begin in mid-September and last through late November. Meetings are held on Thursday's and scheduled from 4:00-7:00 p.m. This is subject to change based on the final number of applicants.
- One joint meeting for the KC & WI sub-committees is held in the first week of January. This is a 2-hour meeting.
- One business meeting for KC & WI sub-committees is held on the third Tuesday in February at 4:00 p.m. this is a 1-hour meeting.
- Monthly meetings for new faculty hires are scheduled for the months of February through August.
- In the months of September through December, new faculty hires are reviewed along with the promotion/tenure applicants during the scheduled meetings.
- One summer meeting for KC & WI committees is held in the first week of August. This is a 3-hour meeting.
- New committee members will attend a 30-minute orientation in June or July.

Attendance Requirements:

- Attendance for all meetings is required.
- Exception for absence can be made due to an unavoidable conflict.
- All meetings are held via Zoom.

Elections Committee

Membership Terms:

- Three-year term unless otherwise note. Members shall not serve consecutive terms.
- Term begins on September 1 and ends on August 31.
- Must have an FTE of .50 or above

Duties:

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

Time Commitment:

- The committee meets for one-hour in the fall, with additional meetings scheduled as needed during the year. Most of the committee work takes place via email.
- Contact department chairs with call-for-nominations information (~1-2 hours).
- Verify nominee's eligibility (~1-2 hours).

Phase I Subcommittee

Membership Terms:

- Three-year term.
- Must have an FTE of .50 or above

Duties:

- The regular and timely review of Phase I required modules/blocks and courses, using processes developed by the Educational Council.
- Organization of the first and second year academic calendars.
- Consideration of issues related to the delivery of education, including issues involving more than one module/block.
- Addressing other Phase I curricular issues raised by the Education Council.

Time Commitment:

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

Attendance Requirements:

- Attendance is taken at every meeting.

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.
- Must have an FTE of .50 or above

Membership Terms:

- Three-year term, you may not serve more than two consecutive terms.

Duties:

- Facilitate communications concerning research-related issues between the faculty and the administration.
- Provide advice on policies regarding research programs.
- Perform peer review and provide advice on use of intramural research funds.
- Assist in the planning and provide advice on implementation of programs to enhance the research environment.
- Funding proposals and award reviews:
 - 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 (IAP) Reviews - 3/year (March, July, November).
 - Bohan Lectureship Award Applications - 2/year (November, June/July).
 - Research Equipment and Resource Procurement Applications (RERPA) (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.
- Policy development/Review:
 - Ad hoc reviews of center and institute proposals.
 - Space and infrastructure discussion as it pertains to SOM research-intensive investigators.
- Other Activities:
 - Discussion and evaluation of KUMC Research Core facility.
 - Guest speaker discussions.

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.