



UT Health Science Center:	
COM120 Committee Composition and Procedures - COM Faculty Affairs	
Version 1	Publication Date: 05/26/2022

No./Title: COM Committee Composition and Procedures	Resp. Office: Faculty Affairs Approval Body: DFAC & Council of COM	Effective Date: 06/18/21
Category: COM/Faculty	Last Review: new policy	Next Review: 07/01/24
Contact: Polly Hofmann, Ph.D. Sr. Assoc. Dean of Faculty Affairs	 901-448-2464	 phofmann@uthsc.edu
Related Policy: COM Bylaws Section IV		

POLICY

The Bylaws of the University of Tennessee Health Science Center (UTHSC) College of Medicine (COM) establish that the COM has the Council of the College of Medicine, Dean’s Faculty Advisory Council, and ten standing committees. The council/committee general purpose and function, reporting relationships, and chair are given in Section IV of the COM Bylaws. The policies outlined in the present document expand upon this, with more detailed information on committee composition, selection of members, and quorum and recusal policies.

Councils and Standing Committees of UTHSC COM:

1. The Council of the College of Medicine
2. The Dean’s Faculty Advisory Council
3. The Committee on Undergraduate Medical Education (MD)
 - a. Course and Module Directors Curriculum Subcommittee
 - b. Clinical Sciences Subcommittee
 - c. Curriculum Integration Subcommittee
2. Progress and Promotions Committee for a Medical Class 20XX (MD)
3. The Committee on Admissions (MD)
4. The Committee on Professionalism and Student Affairs (MD)
5. The Committee on Appointment, Promotion and Tenure (CAPT)
6. The Committee on Graduate Medical Education
7. Admission Committee (PA)
8. Progress and Promotions Committee (PA)
9. Curriculum Committee (PA)
10. Committee on Professionalism and Student Affairs (PA)

Quorum: Unless otherwise stated below or in the COM Bylaws, fifty-one percent (51%) of the voting membership is considered a quorum.

Recusal: Voting members are required to recuse themselves from votes and/or deliberations for which the member holds a conflict of interest, or for which the member’s impartiality might be reasonably questioned.

Membership Selection: Nominations of faculty for possible committee membership will be obtained

UT Health Science Center:	
COM120 Committee Composition and Procedures - COM Faculty Affairs	
Version 1	Publication Date: 05/26/2022

from the Dean’s Faculty Advisory Council, Chairs, self-nomination/peer nominations, and from appropriate Associate Deans; some of whom serve as chairs of the various standing committees. Typically, where committee membership is not already specifically prescribed, the Executive Dean will appoint committee members from this nomination pool.

Committee Composition:

1. Council of the College of Medicine

Chair: Executive Dean of the College of Medicine

Voting Members:

- Executive Dean of the College of Medicine
- Campus deans at Memphis, Chattanooga, Knoxville, Nashville
- All department chairs in the College of Medicine
- President and President-Elect of the COM Dean’s Faculty Advisory Council (DFAC)
- Directors of College of Medicine programs
- Associate Deans in the College of Medicine

Non-Voting Members:

- Assistant Deans in the College of Medicine
- Other persons approved by the Executive Dean of the College of Medicine

2. Dean’s Faculty Advisory Council

President: Elected by Faculty of the COM

Voting Members:

- Officers of the DFAC
- Elected/volunteer faculty members from all campuses, 39 faculty-at-large. Campus representation is to be proportional to the size of the regular (paid) faculty at that campus. Thus, DFAC is to be comprised of 27 Memphis faculty, 8 Knoxville faculty, 3 Chattanooga faculty, and 1 Nashville faculty.

Non-Member Guests:

- Executive Dean
- Sr. Associate Dean of Faculty Affairs
- President, UTHSC Faculty Senate, or designee (ad hoc)

3. The Committee on Undergraduate Medical Education (MD)

Chair: Associate Dean for Medical Education

Voting Members:

- Associate Dean for Medical Education
- Associate Dean of Student Affairs
- UTHSC COM Alumni, one
- Faculty-At-Large, minimum of 8, including Course and Module Directors of the M1/M2 curriculum and Core Clerkship Directors of the M3 year who do not hold a senior

UT Health Science Center:	
COM120 Committee Composition and Procedures - COM Faculty Affairs	
Version 1	Publication Date: 05/26/2022

administrative title (Assistant/Associate Dean or Chair). A minimum of 1 representative from each regional campus will be a voting member.

- Medical Student representatives, minimum of two

Non-Voting Members:

- Sr. Assistant Dean and Assistant Dean of Basic Science Curriculum
- Sr. Assistant Dean and Assistant Dean of Clinical Sciences Curriculum
- Representatives from SASSI, TLC, and the Library
- Medical Student representatives, minimum of two
- Medical Education Support Staff
- Other persons approved by the Executive Dean of the College of Medicine

Subcommittees of the Committee on Undergraduate Medical Education (MD)

a. Course and Module Directors Curriculum Subcommittee

Chair: Sr. Assistant Dean of Basic Science Curriculum

Voting Members:

- Sr. Assistant Dean of Basic Science Curriculum
- All Course and Module Directors of the M1/M2 curriculum
- Medical Student representatives, four

Non-Voting Members:

- Other persons approved by the Executive Dean of the College of Medicine

b. Clinical Sciences Subcommittee

Chair: Sr. Assistant Dean of Clinical Sciences Curriculum

Voting Members:

- Sr. Assistant Dean of Clinical Sciences Curriculum
- Core Clerkship Directors and Course Directors; Inclusive of Clerkship Directors from Memphis, Knoxville, Chattanooga, and Nashville
- Medical Student representatives, four

Non-Voting Members:

- Other persons approved by the Executive Dean of the College of Medicine

c. Curriculum Integration Subcommittee

Chair: Assistant Dean of Curriculum Integration

Voting Members:

- Assistant Dean of Curriculum Integration
- Sr. Assistant Dean of Clinical Curriculum
- Principal Academic Officer of a regional campus
- Assistant Dean of Basic Science Curriculum
- Faculty-At-Large, minimum of 6, with representation from regional campuses
- Medical Student representatives, two

Non-Voting Members:

UT Health Science Center:	
COM120 Committee Composition and Procedures - COM Faculty Affairs	
Version 1	Publication Date: 05/26/2022

- Other persons approved by the Executive Dean of the College of Medicine

4. Progress and Promotions Committee for a Medical Class 20XX (MD)

This committee is made up of 32 members divided equally into 4 subcommittees. Each subcommittee follows one class and has:

Chair: Recommended by the Associate Dean of Medical Education and confirmed by the Executive Dean; Identified Chair to serve as Chair of all, M1 to M4, Progress and Promotions Committees

Voting Members:

- Chair
- Faculty-At-Large, minimum of 6

Non-Voting Members:

- Sr. Assistant Dean of Basic Science Curriculum
- Sr. Assistant Dean of Clinical Curriculum

Other persons approved by the Executive Dean of the College of Medicine

5. The Committee on Admissions (MD)

Chair: Faculty-at-Large selected by the Executive Dean

Vice Chair: Faculty-at-Large selected by the Executive Dean

Voting Members:

- Chair
- Vice Chair
- Faculty-At-Large from Nashville, typically one
- Faculty-At-Large from Chattanooga, typically two
- Faculty-At-Large from Knoxville, typically three
- Faculty-At-Large from Memphis, minimum of 15
- Community Member(s) (selected by Associate Dean of Student Affairs and approved by the Executive Dean), typically 2
- Medical Student representatives from the 3rd and 4th Years (selected by the Associate Dean of Student Affairs), minimum of 6

Non-Voting Members:

- Associate Dean of Student Affairs & Admissions
- Assistant Vice Chancellor and Chief Diversity Officer
- Assistant Dean for Admissions

Quorum: The quorum required for all voting actions by the Admissions Committee is greater than 50% of the total voting membership of the committee, with more than 50% of those in attendance also being UTHSC faculty members.

Recusal: In the event that an applicant is known by or is a relative of a member of the COA, the Committee member must recuse him/ herself from any deliberation regarding the applicant, including the prescreening process, interviews, Committee discussions, and voting on the applicant.

UT Health Science Center:	
COM120 Committee Composition and Procedures - COM Faculty Affairs	
Version 1	Publication Date: 05/26/2022

Please see Conflict of interest policy for admissions committee members.

6. The Committee on Professionalism and Student Affairs (MD)

Chair: Associate Dean of Student Affairs

Voting Members:

- Associate Dean of Student Affairs
- Faculty-At-Large, minimum of 10, inclusive of faculty from Nashville, Chattanooga, Knoxville, and Memphis
- Medical Student representatives, minimum of 2

Non-Voting Members:

- Assistant Deans of Student Affairs
- Other persons approved by the Executive Dean of the College of Medicine

7. The Committee on Appointment, Promotion and Tenure (CAPT)

Chair: Faculty-at-Large, who is not a Departmental Chair, selected by the Regional Dean

Voting Members:

- Chair
- Faculty-At-Large, see COM Bylaws Appendix F for added details
- Sr Associate Dean of Faculty Affairs (Memphis Campus)

Non-Voting Members:

- Appropriate support staff

8. The Committee on Graduate Medical Education

Chair: Associate Dean of GME / Designated Institutional Official

Voting Members:

- Associate Dean of GME / Designated Institutional Official
- Assistant Dean of GME / Finance Subcommittee Chair
- Medical Educator/ Patient Safety Subcommittee Chair
- Internal Review Subcommittee Chair
- Duty Hour Subcommittee Chair
- Wellbeing Subcommittee Chair
- Associate Dean of Diversity and Inclusion
- Resident Representatives (peer selected annually) maximum of six (6)
- Hospital Representatives (7)
- Core Program Directors (6)
- Coordinator Representatives (peer selected annually) maximum of one (1)

Non-Voting Members:

- GMEC Secretary and other persons approved by the Associate Dean of GME.

Quorum: The quorum required for all voting actions by the GMEC is fifty-four percent (54%) of the total voting membership of the committee.

UT Health Science Center:	
COM120 Committee Composition and Procedures - COM Faculty Affairs	
Version 1	Publication Date: 05/26/2022

9. Admission Committee (PA)

Committee composition is defined in the COM By-Laws Section IV.D

10. Progress and Promotions Committee (PA)

Committee composition is defined in the COM By-Laws Section IV.D

11. Curriculum Committee (PA)

Committee composition is defined in the COM By-Laws Section IV.D

12. Committee on Professionalism and Student Affairs (PA)

Committee composition is defined in the COM By-Laws Section IV.D

APPROVAL HISTORY

Effective: 6/18/21

Revised: N/A