

A Guide to Committees at the School of Medicine and Health Sciences



The University of North Dakota (UND) School of Medicine and Health Sciences (SMHS) is home to many School-approved committees consisting of both faculty and staff who work to ensure the smooth functioning of the School. Such committees include Standing Committees as Bylaws and the Committee on Promotion and Tenure to Programmatic Committees like the Biomedical and Health Sciences Curriculum Committee. The following document has been developed to help faculty and staff better understand the committees at the SMHS and how their participation both improves the School and fits into their workload.

FAQs:

1. How long am I allowed to serve on a committee?

A typical term of service is three years. Due to unique factors, some service terms are shorter in nature.

2. Do I have to be elected to a committee, or can I volunteer and/or be appointed?

Most committees have membership positions that can be filled either through election or appointment by the Dean. However, there are some committees, such as the Medical Student Admissions Committee, that only have elected positions.

3. Do I have to be either a faculty member or a clinical faculty member to serve?

Yes, you must be either a faculty member or a clinical faculty member to serve. However, if you are not currently a clinical faculty member and wish to become one, please reach out to the Office of Education and Faculty Affairs at 701.777.2515.

4. Do I meet the criteria to serve for every committee?

Due to various needs of each unique committee, not all faculty members will meet the criteria to serve on every committee.

5. How do I know if I meet the requirements to serve on a particular committee?

The SMHS [Bylaws](#) document provides general guidance on who is eligible to serve on each committee. [The Undergraduate Medical Education Committee Governance Document](#) also provides guidance. Please feel free to reach out to the School's Chief of Staff, Dr. Judy Solberg, at judy.solberg@UND.edu, to inquire or discuss any questions you have.

6. Do I have to be from the North East Campus or Grand Forks to service?

Absolutely not! We are proud of being a community-based School of Medicine and Health Sciences and welcome and encourage faculty from across the state to serve on committees.

7. Do I have to provide anything to be considered for service?

Generally speaking, you do not have to provide anything to be considered for service. The one exception to this is that to be eligible to serve on the Research Committee, you must submit a

copy of your Curriculum Vitae (CV) to the Nominations Committee. The Nominations Committee reviews the CVs to make sure that candidates meet the qualifications listed in the requirements.

You are welcome to submit a short narrative describing your qualifications and reasons why you would be a great candidate. Those narratives are combined and shared with voting membership.

School-wide committees:

This document was prepared to locate detailed information on committee service in one place. In our quest to be as transparent as possible, we list meeting frequency, workload, and charge; however, please understand that these general statements relating to the committee's workload are based on past experience and anticipated workload. As such, there may be an adjustment to the workload and schedule in the future.

Faculty Council (FC)

Charge:

Ensure that the School meets its Purpose Statement; provide oversight of the School's Strategic Plan; recommend School-wide policy to the Dean upon recommendations from its committees; provide oversight over its committees and their performance; and communicate its actions to all members of the faculty.

Membership:

Each department chair; seven biomedical sciences faculty; three clinical sciences members; three health sciences faculty; and three students.

Workload:

Low

Workload details:

This committee manages the creation of the School's Strategic Plan that will be in alignment with the University's Strategic Plan. Membership reviews the current Strategic Plan. All School-wide policies that are reviewed by the Bylaws Committee come to FC for final review and approval, approximately 20 plus policies.

Estimated schedule:

FC is required to meet at least once a quarter for up to a two-hour time frame. It usually meets on the first Monday from 3:00-5:00 p.m. in August, November, February, and May. Other business is often conducted over email.

Bylaws Committee

Charge:

Review the School's Bylaws on a biennial basis; review School-wide policies on an annual basis; address any issues or concerns at any time at the request of the FC; incorporate into the Bylaws all amendments approved by the faculty; incorporate editorial changes into the Bylaws; advise FC on resolving conflicts or omissions; and post updated Bylaws.

Membership:

Three members of the basic sciences faculty; three members of the clinical sciences faculty; and three members of the health sciences faculty.

Workload:

Moderate

Workload details:

Specifically, this Committee reviews all School-wide policies, the School's Bylaws, requests for revision of policy, and requests for amendments to the Bylaws.

Estimated schedule:

The Bylaws Committee usually meets one to two times per month. There is some assignment work to be completed ahead of the meeting when reviewing policies.

Committee on Promotion and Tenure (CPT)

Charge:

Develop School-wide policy and procedure in the form of CPT Guidelines for conducting periodic performance reviews and recommendations for promotion and tenure of faculty of the School. Such policies shall be based upon guidance from the University Faculty Handbook. The Faculty Council must approve proposed School-wide policies developed by CPT before they may be promulgated.

Ensure that every department develops promotion and tenure guidelines for their faculty consistent with the School's CPT Guidelines.

Approve all departmental guidelines for promotion and tenure of faculty to ensure comparable processes throughout the School and conformity with University and System rules, policies, and procedures.

Independently evaluate each dossier submitted to the School CPT. Review and make recommendations on promotion using only the approved criteria established by the submitting department.

Independently evaluate each dossier submitted to the School CPT. Review and make recommendations on the award of tenure using only the approved criteria established by the submitting department.

Review and provide counsel regarding the credentials of individuals for appointment within faculty title services and rank.

Membership:

Three members of the scientist scholar faculty; three members of the clinician scholar faculty; and three members of the educator scholar faculty. Faculty must be at the Associate Professor or Professor level. Chair are ineligible to serve.

Workload:

High in the Fall, low throughout the rest of the academic year.

Workload details:

Specifically, CPT reviews hires throughout the year which are scattered and are usually voted on electronically. Every dossier is submitted for promotion, and promotion and tenure must be reviewed by the committee.

Estimated schedule:

A typical year will have three-to-four meetings that last anywhere from one to two hours each. Primary and secondary reviewers are assigned to dossiers with each faculty member being assigned approximately three. In February, the dossiers for probationary faculty are reviewed, and while numbers vary annually two to three meetings are planned to accomplish those reviews. Aside from late Fall, the rest of the year is quiet with December being the busiest month.

Committee on Resources for Education (CoRE)

Charge:

Identify needs and recommend solutions regarding educational resources that affect the academic and research programs of the School and its stakeholders. Engage in long-range planning to meet current and future needs and make recommendations to Faculty Council.

Membership:

Two members from the Biomedical and Health Sciences Curriculum Committee; one representing the basic sciences and one representing the health sciences. One member from the College of Nursing and Professional Disciplines. The Director of the Simulation Center, or designee. The Chief Information Officer, or designee. The Director of Library Resources. Three students: one from each of the basic sciences, clinical sciences, and health sciences areas. One representative from the Office of Education Resources. One representative from the Indians into Medicine Program. One representative from the Undergraduate Medical Education Committee. One additional representative appointed by the Dean.

Workload:

Low

Workload details:

Investigation and recommendation work.

Estimated schedule:

CoRE meets at least quarterly, but as much as once per month is possible; meetings are approximately one hour in length.

Nominating Committee

Charge:

Prepare a list of qualified nominees for each available voting position on the Faculty Council, School-wide committees, and Programmatic committees. Ensure insofar as possible that candidates represent the diversity of the faculty. Hold and manage faculty elections to select qualified individuals to fill those voting positions in the Faculty Council, School-wide committees, and Programmatic Committees.

Membership:

Three members of the basic sciences faculty; three members of the clinical sciences faculty; and three members of the health sciences faculty.

Workload:

Modest in the Spring; low throughout the rest of the year

Workload details:

There are approximately three to four meetings that last up to one hour each in the Spring of the year. Most of the detailed work occurs when a committee member reaches out to proposed faculty members to serve on the committee; most of this work is conducted over email.

Estimated schedule:

Most of the work is conducted from February through April.

Research Committee

Charge:

Develop and recommend School-wide policy and guidelines for the conduct of research in biomedical, educational, and clinical sciences. Formulate strategies and approaches to prioritize the investment of institutional research resources, recommend School-wide policies for priorities in research and methods to support interdisciplinary and translational research and support mentorship of faculty.

Membership:

Seven members nominated and elected at large; and five members appointed by the Dean. All committee members must have research activity, peer-reviewed publications and/or peer-

reviewed research funding. A faculty member must submit their CV for review by the Nominations Committee if they seek nomination to this committee.

Workload:

Moderate to high

Workload details:

The Research Committee reviews seed grant applications from time to time and recommends awards to the Dean's Office. One of the major items that the Research Committee manages is the Frank Low Research Day, which occurs in April. This is a large School-wide event that takes considerable planning and coordination.

Estimated schedule:

The Research Committee meets monthly for approximately one hour throughout the year.

Programmatic Committees:

Undergraduate Medical Education Committee (UMEC)

Charge:

UMEC, in collaboration with the dean, shall oversee the undergraduate medical education program. It has full authority over the design, management, implementation, and assessment of its curriculum. UMEC shall establish policy to carry out the charge of the committee and to meet LCME accreditation requirements.

Membership:

Chair of UMEC (Assistant Dean for Medical Curriculum); Vice Chair of UMEC (Associate Dean for Teaching and Learning); four members of the basic sciences faculty; four members of the clinical sciences faculty with one member each from the NE, NW, SW, and SE campuses; Director of INMED; two medical students; and one regional campus dean.

Workload:

High

Workload details:

UMEC shall be responsible for the oversight of the medical curriculum as a whole including the detailed development, design, management, implementation, integration, evaluation, and enhancement of the undergraduate medical education program, including program objectives, the learning objectives for each required curricular segment, instructional and assessment methods appropriate for the achievement of those objectives, content and content sequencing, ongoing review and updating of content, and evaluation of course, clerkship, and teacher quality.

UMEC is responsible for the ongoing monitoring, review, and revision of medical education program objectives, learning objectives, content, and instructional and

assessment methods.

UMEC shall establish academic policy as necessary to comply with LCME standards and elements and to meet the duties defined in the School's purpose statement as stated in the North Dakota Century Code (N.D.C.C. § 15-52-01).

Establish, oversee, and generate/modify the charges of committees and *ad hoc* committees. These committees shall assist UMEC in the overall design, management, implementation, integration, evaluation, and enhancement of the undergraduate medical education program curriculum. These committees shall also assist in developing academic policies for the medical program and procedures that allow UMEC to carry out its responsibilities.

Estimated schedule:

UMEC meets the second and fourth Wednesdays of the month via Zoom, usually from 4:30-6:00 p.m. Blackboard is a means of communicating.

Biomedical and Health Sciences Curriculum Committee (BHSCC)

Charge:

The BHSCC will oversee the biomedical and health sciences undergraduate and graduate programs' curriculum requests pursuant to University policy and procedure.

Membership:

Four members of the health sciences faculty; two members of the basic sciences faculty; one member of the clinical sciences faculty; and three students (one from health sciences, one from clinical sciences, and one from basic sciences).

Workload:

Low

Workload details:

The Committee reviews all new curriculum and all changes to curriculum requests for all programs at the School, except for the medical program.

Estimated schedule:

The committee meets once a month (if there are curriculum change requests). Meetings generally last 30 minutes, but no longer than 1 hour and the committee generally meets over a lunch hour. There is no work required outside of the meetings, except for reading the requests prior to attending the meetings.

Medical Student Admissions Committee

Charge:

The Medical Student Admissions Committee shall have sole and final authority and responsibility for accepting students to the undergraduate medical education program. The committee processes, screens, and accepts applicants to become medical students at the SMHS medical program, in accordance with the admissions policy and procedures by UMEC and the Dean.

Membership:

Six members of the basic sciences faculty, six members of the clinical sciences faculty, and eight medical students.

Workload:

High, November through January; low, during the rest of the year

Workload details:

The Committee has been meeting virtually. They are responsible for screening applicants, selecting applicants for interviews, conducting applicant interviews and assessing applicants, making acceptance decisions, creating a list of alternates, making offers of acceptance, and approving/disapproving requested deferrals.

The Committee also recommends policy on criteria for student selection to UMEC and ensures compliance with all applicable LCME standards and elements for medical student selection and admissions. The Committee annually reviews policies related to its responsibilities and informs UMEC of its findings. The Committee must also ensure that the selection of individual medical students for admission is not influenced by any political or financial factors and must follow the School's and University's conflict of interest policies in committee proceedings and voting.

The Medical Student Admissions Committee shall report its activities and policy recommendations to UMEC as well as provide a list of admitted students following each admission cycle. Finally, the Committee shall inform UMEC and the Medical Student Academic Performance Committee (MSAPC) of its actions and deliberations.

Estimated schedule:

The Medical School Admissions Committee meets two to three times between July and August for virtual training. The committee members are asked to complete electronic assessments on applicants each week from July into November. There are typically five full Fridays and Saturdays of interviews and one extra half day on a Friday. On these Fridays and Saturdays, we interview applicants, come together to talk about each applicant, and complete assessments. It is expected that each member participates in at least three to four of the interview weekends. We meet once more for the annual admissions retreat to discuss the admissions cycle and our current policies and procedures. A lot of the communication with the committee is through emails instead of more meetings.

Medical Student Academic Performance Committee (MSAPC)

Charge:

The Medical Student Academic Performance Committee (MSAPC) shall be responsible for determining advancement and graduation of medical students and for making decisions regarding leave of absence, disciplinary action, probation, suspension, and dismissal.

Membership:

Three members of the basic sciences faculty, three members of the clinical sciences faculty (each representing a separate regional campus), and four students representing members of the medical student body.

Workload:

Moderate to high

Workload details:

MSAPC shall recommend academic policy and procedure for the medical program to UMEC in order for it to effectively carry out its responsibilities. MSAPC shall review and recommend academic policy and procedure related to medical student academic performance, advancement, and graduation, and report its findings to UMEC annually. MSAPC shall report its activities and policy recommendations to UMEC as they are approved by the voting membership. MSAPC shall inform UMEC and MSAC of their actions and deliberations as they impact the work of those committees. While UMEC has the responsibility of setting policy related to advancement, graduation, leave of absences, probation, suspension and dismissal of medical students, it is the sole responsibility of MSAPC to carry out those policies and to make decisions affecting students according to those policies. In accordance with UMEC policy, MSAPC is responsible for review and approval of all recommendations for Honors decisions in Phase 1 required courses.

Estimated schedule:

The committee meets every 4th Tuesday of the month at 1 p.m. A calendar invitation for the entire academic year for 1 p.m. to 4 p.m. is sent in case there are several hearings. Hearings typically take 30-45 minutes per student so there are times that the meetings last until 4 p.m. The committee members receive the hearing documents 4 business days before the meeting so it is assumed that members would read those documents prior to attending the hearings.

If there are no student hearings or class promotions, the meeting is typically cancelled 10 business days before it is scheduled.

There are times when voting is conducted electronically via email.