

3349-3-72 Appendix G – university standing committees.**(A) Purpose**

To establish the name, membership, manner of membership selection and appointment; and to delineate the authority of the standing committees of the university.

(B) Scope

This appendix to the university faculty bylaws addresses the standing committees of the university. Standing committees of individual colleges are established in the respective college appendices (e.g., college of medicine appendix G) and are not addressed in this document. See exhibit one for a list of college-related standing committees.

(C) Definitions

- (1) “Affiliated faculty.” A non-tenure track faculty member who is non-salaried or whose primary role is not as a faculty member.
- (2) “Appointing authority” or “standing committee appointing authority.” The single executive, or person designated by them, responsible for and authorized to appoint a standing committee of the university.
- (3) “Board of trustees” or “board.” The governing body for the university and all its components.
- (4) “College.” For the purposes of this rule, college includes all the colleges organized under the authority of the Northeast Ohio medical university (“NEOMED” or “the university”). Herein the college of medicine may be referred to as “COM,” the college of pharmacy as “COP”, and the college of graduate studies as “COGS.”
- (5) “Dean.” The chief academic and presiding officer of each of the respective colleges of the university. The authority and responsibilities of the deans are further defined in

paragraph (E) of rule 3349-3-01 of the Administrative Code.

- (6) "Faculty." Faculty hold tenured, tenure track and non-tenure track appointments that are approved by the board of trustees of the Northeast Ohio medical university. Full-time and part-time designations for faculty will be determined by their respective college(s).
 - (7) "President." The chief executive officer of the university responsible for its overall administration and for enforcing the bylaws, policies and procedures of the university. The president is an ex officio member of all standing committees of the university.
 - (8) "Salaried faculty." A tenured, tenure track or non-tenure track faculty member that is full-time, part-time or co-funded and whose primary role is as faculty.
 - (9) "Standing committees of the university" or "standing committees." Permanent committees intended to fulfill certain obligations of the university and are appointed to address specified subjects which promote the university's purpose.
 - (10) "Vice president for academic affairs or VPA." The chief academic officer of the university
 - (11) "Vice president for health affairs or VPHA." The chief health affairs officer of the university
 - (12) "Vice president for research or VP for Research." The chief research officer of the university
- (D) Committees
- (1) Name and function
- The names and functions of the standing committees of the university may be altered upon the request of the

committee chair or co-chairs and upon the recommendation of the appointing authority and the approval of the university bylaws committee.

(2) Subcommittees

The standing committees may develop permanent or ad hoc subcommittees or task forces as are necessary to conduct their business. Subcommittees and task forces may include individuals other than standing committee members.

(3) Reporting

Standing committees shall submit actions and recommendations to the president, vice president, or appropriate appointing authority.

(4) Meetings

- (a) Meetings will be held at a time and manner that will promote participation.
- (b) Meetings may be held either in person or via electronic means that will allow all the members to fully participate.

(5) Voting

- (a) Voting will take place at the meeting in which a quorum is present and voting, whether the meeting is held in person or by electronic means. Voice votes are most common; however, written ballots may be used when appropriate.
- (b) If a full vote of the membership is desired, votes may be taken by electronic means.
- (c) The chair of a standing committee will vote only in the case of a tie.

(6) Minutes

Minutes of the standing committees shall be kept to record the actions of the committee and shall be available upon request, unless otherwise indicated in paragraph (F) of this rule.

(7) Nominations for membership

The university nominating and membership committee (UNMC) will make appointment recommendations to the appropriate appointing authority to fill open and/or expiring membership positions in accordance with procedures set forth in paragraph (F) (1) (a) of this rule.

(8) Membership

- (a) The membership of all committees shall be informed by accreditation standards and guidelines or other governing law or regulations.
- (b) Membership should be diverse to reflect a wide range of opinions and constituents. It is the responsibility of all members of a Standing Committee to be advocates of a diverse campus population and promote a sense of community that is equitable and inclusive.
- (c) Terms of appointment are three years beginning July first unless otherwise specified. Terms shall be staggered to provide continuity. A member may be appointed for an unlimited number of terms.
- (d) Upon the request of the committee chair and approval by the appointing authority, a member may be replaced prior to the completion of a term when the member has failed to attend at least fifty per cent of the regularly scheduled meetings of the committee or if there is a perceived conflict of

interest.

- (e) If a committee member is unable to serve because of extenuating circumstances, he/she should notify the committee chair, who should solicit a replacement for the position from the UNMC chair.

(9) Notification

The appointing authority shall appoint and reappoint all members in writing, upon the recommendation of the UNMC in accordance with the prescribed committee composition and reporting structure of university bylaws.

(10) Quorum

The majority of voting members present at a meeting, whether in person or via electronic means constitutes a quorum, unless otherwise specified in the bylaws or policies of the university.

(11) Conflict of interest

Unless otherwise stated in paragraph (F) of this rule, members of a committee shall be guided by university conflict of interest rules which may limit or exclude any member with a direct personal or pecuniary conflict of interest in a matter from discussion or vote.

(E) Identification of committees

- (1) A list of university standing committees can be found in exhibit one of appendix (G) of the bylaws. Each committee's charge and composition may be found in paragraph (F) of this rule.
- (2) A list of additional university committees reporting to the president and standing committees of the colleges may be found in exhibit two of appendix (G) of the bylaws. This list is for informational purposes only. The charges

and compositions for these committees are outside the scope of this document.

- (F) Charge and membership of the university standing committees
 - (1) University nominating and membership committee (UNMC)
 - (a) Purpose
 - (i) The chair of the UNMC will be notified by the office of the VPAA of any open and/or expiring membership positions on the standing committees of the university.
 - (ii) The UNMC shall review all openings and solicit nominations in a manner deemed appropriate for the type of committee vacancy, which may include:
 - (a) A call for nominations to the faculty membership from which self-nominations will be encouraged and accepted;
 - (b) A request for nominations from the deans of the colleges, department chairs of the respective college departments, and directors or executive directors of administrative departments;
 - (c) A request call for nominations will be made of each student cohort with an open position on a standing committee of the university. ~~from the NEOMED student council for student representatives.~~ Eligible students must:

- (i) Be interested in serving on the committee and able to attend the meetings;
 - (ii) Be good representatives of the student body of the relevant colleges within NEOMED; and
 - (iii) ~~Have the endorsement of the respective college dean. Be enrolled and in good standing as determined by the university registrar; and~~
 - (iv) Have the endorsement of the respective college dean. The call for nominations, verification of good academic and professional standing, and voting processes will be conducted in partnership with the Office of Student Services to produce student members for UNMC consideration.
 - (iii) The UNMC will select nominees by a majority vote of its members and make final recommendations to the appropriate appointing authority.
- (b) Membership
- (i) Membership shall include the following voting members
 - (a) Two faculty representatives recommended by the university faculty council;
 - (b) Two faculty representatives from the college of medicine;

- (c) Two faculty representatives from the college of pharmacy;
 - (d) One faculty representative from the college graduate studies.
 - (ii) No member of the UNMC shall be precluded from serving on any other committee.
 - (c) Officers
 - (i) The chair shall be elected by a majority vote of its members.
 - (ii) A vice chair may be elected by a majority vote of its members.
- (2) University faculty council (UFC)
 - (a) Purpose

The UFC is a body established to promote faculty dialogue, facilitate shared governance, advocate on behalf of faculty, and to assure a faculty voice in academic decision-making and governance of faculty matters such as appointments, promotions, and tenure.
 - (b) Membership
 - (i) The membership of UFC shall include:
 - (a) Two members from each department with five or more full-time salaried faculty, selected by respective departmental faculty;
 - (b) One member from each department with one to four full-time salaried faculty, selected by respective departmental

faculty;

- (c) Two members of the graduate faculty selected by the graduate faculty council;
 - (d) One member of the NEOMED affiliated faculty from the college of medicine;
 - (e) One member of the NEOMED affiliated faculty from the college of pharmacy.
- (ii) Faculty shall be chosen by peer election whenever possible, following a call for nominations. If an insufficient number of nominations are received, the UNMC may make additional recommendations to fill vacant positions.

(c) Officers

- (i) A chair and vice chair of UFC shall be elected by a majority vote of the UFC.
 - (a) The term of service for the chair and vice chair is two years.
 - (b) Each officer may serve his or her two-year term even if it extends beyond their appointed term as UFC member.
 - (c) Each officer may seek one additional two-year term of service.
- (ii) Upon conclusion of the chair's term, the vice chair will assume the role of chair. If the chair leaves office prematurely, the vice chair will assume the role of chair for the balance of the chair's term. If the rising chair is unable or unwilling to serve as chair, a

new chair shall be elected prior to or at the next scheduled meeting.

- (iii) If a vice chair is unable or unwilling to serve as vice chair, a new vice chair shall be elected prior to or at the next scheduled meeting.
 - (iv) The chair and vice chair will serve as representatives to the Ohio faculty council; the UFC may designate alternate representatives.
- (d) Procedures of the UFC
- (i) The UFC shall use Robert's Rules of Order newly revised to facilitate its meetings unless it is in conflict with these bylaws. The chair shall preside over the meetings of the UFC. In the absence of the chair, the vice chair shall preside.
 - (ii) Meetings shall be held at least once every two months, or upon ten calendar days' notice by the chair.
 - (iii) A meeting shall also be held upon the written request of three members of the UFC. The request will be addressed to the chair. A meeting will be held within thirty days of the request. A notice detailing the time, place and exact purpose of the meeting shall be emailed to all the members of the council at least three days in advance of the meeting.
- (e) Meetings and minutes
- (i) From time to time, the UFC may convene meeting of the faculty, committees or groups to facilitate its work.

- (ii) UFC meetings are open to any faculty member, student or staff member. An executive session of the council may be called by the chair, as required. During an executive session, only elected members of the UFC may be present. The UFC may only vote on matters in open sessions of the council.
 - (iii) Every effort will be made to have representatives of the administration available for each meeting as requested by the chair of the UFC.
 - (iv) The president of the university, as its chief executive officer, shall have the privilege of the floor of the UFC, at his or her discretion.
- (f) Liaison between UFC and college leadership

Resolutions adopted by a majority vote of the UFC shall be forwarded to the VPAA with copies to the president.

(3) University bylaws committee (UBC)

(a) Purpose

The UBC:

- (i) Reviews amendments and revisions to current faculty policies and bylaws, solicits input and recommendations from the deans of the colleges and the UFC, and recommends their approval to the appointing authority;
- (ii) Initiates amendments to existing faculty policies, bylaws and appendices as needed;

- (iii) Ensures that university faculty bylaws, and related appendices are up-to-date and accessible to all constituents by designing and maintaining a review calendar whereby bylaws are reviewed at least every seven years.
- (b) Membership
- (i) All members of this committee are voting members and will include faculty and administrators elected and appointed to represent faculty and administrative interests. Membership includes:
 - (a) One faculty member from the college of graduate studies;
 - (b) Two faculty from the college of pharmacy;
 - (c) Two faculty from the college of medicine;
 - (d) The chair of the UFC or designee;
 - (e) One faculty or administrative appointee to promote representational balance and diversity; and,
 - (f) General counsel - ex officio.
 - (ii) As new colleges are added to the university, additional faculty representatives will be elected by their respective faculty to serve as members of the committee.
- (c) Officers

The VPAA, in consultation with general counsel, shall appoint the chair of the UBC.

(4) University scholarships and awards committee (USAC)

(a) Purpose

The USAC functions as an advisory group to the office of enrollment services on issues, policies and concerns related to all aspects of student financial aid, as needed. The committee:

- (i) Reviews and recommends rule for the administration of all financial aid programs within the guidelines of federal and state laws, and university policies;
- (ii) Periodically, reviews financial aid programs for the purpose of recommending changes, additions or program improvements;
- (iii) Assists with the identification and selection of scholarship/award recipients as needed; and
- (iv) Serves as the vetting and/or review body for student appeals involving decisions of financial aid.

(b) Membership

- (i) The membership is comprised of the following:
 - (a) Director, office of financial aid – ex officio; voting;
 - (b) Senior executive director of strategic enrollment initiatives – ex officio;
 - (c) Senior development officer, advancement – ex officio;

- (d) Faculty or administrative appointee to promote representational balance and diversity;
 - (e) Student services representative;
 - (f) Division of administration and finance representative;
 - (g) One faculty or administrative representative from each college;
 - (h) One student representative from each college with a preference for students in their second programmatic year or beyond.
 - (ii) Non-voting student members serve one-year terms.
 - (iii) Ex officio members and student representatives are non-voting members of the committee, except where noted.
 - (c) Officers
 - The financial aid director will serve as the chair of this committee.
- (5) University tenure and promotions committee (UTCP)
- (a) Purpose
 - The UTPC reviews and evaluates the credentials of applicants for tenure and/or promotion. Given the confidentiality of the committee's work, no minutes of its meetings shall be recorded or maintained.

(b) Membership

Voting membership includes:

- (i) Nine tenured faculty members appointed by the president; there shall be no more than two members at the associate professor rank and no faculty at the assistant professor rank or below. There will be no department chairs on the committee.
- (ii) A diversity of members representing the breadth of departments and faculty with at least one from each department with tenure track faculty, and with at least two from each college which grants tenure.

(c) Officers

- (i) The chair shall be a tenured professor elected by a majority vote of the UTPC. The chair is a voting member of the committee who will abstain from voting unless the votes of the other committee members are tied.
- (ii) A vice chair shall be a tenured professor elected by a majority vote of the UTPC. The vice chair plays the same role as any other member of the committee if the chair of the committee is chairing the meeting. If the chair is absent at a meeting, the vice chair assumes the responsibilities of the chair, including not voting unless the votes of the other committee members are tied.

(d) Conflict of interest - criteria

Any member of the committee must disclose all real and/or perceived conflict of interest of any of its members to the committee. A committee member has a conflict of interest if he/she:

- (i) Is related to the person who is evaluated or has a close comparable relationship.
 - (ii) Has a substantial financial interest in any evaluated activities by the person who is evaluated, both personal and professional.
 - (iii) Within the past three years, has collaborated with or has been in a close mentoring relationship with the person who is evaluated, or is dependent in some way on the candidate's services.
 - (iv) Within the past three years, has played a major professional role as part of a funded research project with the person who is evaluated.
 - (v) Is preparing to enter into a relationship that would be defined as a conflict in accordance with the listed guidelines.
- (e) Conflict of interest – tenure advisory committee
- No conflict of interest is presumed to exist if the UTPC member is currently part of the tac for the candidate, however, if the UTCP member is:
- (i) The chair of the tac and,
 - (ii) The single author of a final tac report, he/she will recuse themselves from a formal vote on the candidate in the UTPC.
- (f) Conflict of interest – evaluation procedure

The UTPC shall evaluate a member's declared or perceived conflict of interest to determine if the conflict is substantial enough to exclude him/her from discussion and/or voting on a pending tenure case. This evaluation shall include:

- (i) Examination of the factors that surround the potential conflict;
- (ii) In the presence of the affected member and with their participation, discussion of these factors;
- (iii) In the absence of the affected member, discussion of these factors and related circumstances and a vote on whether the affected member can:
 - (a) Contribute to the discussion of the pending tenure case; and
 - (b) Vote on the pending tenure case.
- (g) Criteria for candidate review and voting
 - (i) Each candidate for tenure and/or promotion will be reviewed by no fewer than five voting members.
 - (ii) The chair, with the concurrence of the committee, may appoint an ad hoc member or members who meet(s) the criteria for voting membership to review and vote on candidates in order to meet the minimum number of members.
 - (iii) When the committee is considering a candidate for tenure and promotion to associate professor, associate professors

who are committee members will discuss and vote.

- (iv) When the committee is considering a candidate for promotion to professor, associate professors on the committee may participate in the discussion but will not vote.

(6) University student accessibility services committee (USASC)

(a) Purpose

The USASC serves as the review and approval body for student requests for disabilities accommodations in compliance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and state and local requirements regarding persons with disabilities. The committee oversees and adheres to related university rule to ensure that efforts to provide reasonable accommodations do not impose an undue burden, present a direct threat to the health or safety of others, or fundamentally alter the nature of its programs, services or activities.

(b) Membership

- (i) The membership is comprised of the following:
 - (a) Three faculty from the college of medicine;
 - (b) Three faculty from the college of pharmacy;
 - (c) Learning center director or designee – ex officio;

- (d) Academic services assessment representative – ex officio;
 - (e) Registrar or designee – ex officio;
 - (f) Office of the general counsel legal representative – ex officio.
 - (ii) At least one faculty representative from the college of medicine or college of pharmacy must have a dual appointment with the college of graduate studies.
 - (iii) Ex officio members are non-voting.
 - (c) Officers
 - (i) The committee will have two co-chairs. At least one of the co-chairs will have a dual appointment in the college of graduate studies.
 - (ii) The co-chair representing the college of origin of the student requesting accommodations will chair the meeting.
- (7) University mental health committee (UMHC)
- (a) Purpose

The UMHC serves to advance mental wellness and self-care for NEOMED students, faculty, and staff by adopting a comprehensive approach to mental health promotion and suicide prevention. Target strategies include reducing the stigma of mental illness, increasing help-seeking behavior, and encouraging a culture of mutual concern for one another. To achieve these goals, the committee:
 - (i) Recommends resources regarding mental health and suicide prevention; and

- (ii) Provides training and promotes emotional wellness and support for the campus and greater community.
- (b) Membership
- (i) The membership is comprised of the following voting members:
 - (a) Chair of the department of psychiatry – ex officio;
 - (b) Director, campus mental health initiatives – ex officio;
 - (c) Director of public safety – chief of police – ex officio;
 - (d) Senior executive director, academic affairs and student services – ex officio;
 - (e) Director, counseling and student wellness – ex officio;
 - (f) Office of the general counsel; legal representative – ex officio;
 - (g) Human resources representative;
 - (h) Public relations and marketing representative;
 - (i) Faculty relations and professional development representative;
 - (j) College of medicine – faculty representative;

- (k) College of pharmacy – faculty representative;
 - (l) College of graduate studies – faculty representative;
 - (m) Department of psychiatry – resident representative;
 - (n) College of medicine – student representative;
 - (o) College of pharmacy – student representative;
 - (p) College of graduate studies – student representative.
 - (ii) Student representatives will serve one-year terms.
 - (iii) The chair of the department of psychiatry may serve a dual role as college of medicine representative, if so designated by the college.
- (c) Officers
 - (i) The chair of this committee will be the current director of campus mental health initiatives.
 - (ii) The vice-chair will be determined by committee vote.
- (8) University diversity council
 - (a) The university diversity council (UDC) is an advisory body to the president of the university. The UDC:
 - (i) Establishes annual goals based on best practices for the recruitment, retention, and

promotion of diverse faculty, staff, and students in alignment with the university strategic plan;

- (ii) Promotes awareness of and assists in the development of institutional practices designed to enhance diversity, equity, and inclusion; and
- (iii) Is a forum for consultation on diversity issues.

(b) Membership

All members must have a commitment to diversity, equity and inclusion and be willing to assist in the implementation of the diversity and inclusion strategic plan and to serve as a liaison to his/her respective college or department. Voting membership includes:

- (i) Ex officio members
 - (a) Presidential appointee to serve as chair;
 - (b) Admissions and financial aid representative;
 - (c) Public relations and marketing representative;
 - (d) Institutional research representative;
 - (e) University student services representative;
 - (f) Diversity, equity and inclusion, executive director – ex officio;
 - (g) Diversity, equity and inclusion, assistant director – ex officio.

- (h) Representative from the wasson center for clinical skills training, assessment, and scholarship.
 - (ii) Faculty and student representatives
 - (a) One faculty representative from each of the colleges;
 - (b) One college of graduate studies student representative serving a one-year term; student representative from each of the colleges.
 - (c) One M1 student representative, serving a two-year term, who will assume one of two M2 positions in his or her second year;
 - (d) One P1 student representative, serving a two-year term, who will assume one of two P2 positions in his or her second year;
 - (e) Two M2 student representatives serving a one-year term. One of the two M2 positions will be filled by the previous year's M1 student representative. The remaining M2 position will be filled each year by election;
 - (f) Two P2 student representatives serving a one-year term. One of the two P2 positions will be filled by the previous year's P1 student representative. The remaining P2 position will be filled each year by election.
- (iii) Members-at-large

Up to ten members-at-large representing faculty and/or staff who have general interest in diversity.

(iv) Ad hoc members (non-voting)

(a) Up to five ad hoc members from the NEOMED faculty, staff, or student body may be selected by a subcommittee of the Council, in consultation with the Chair, to support the initiatives or diverse representation of the council;

(b) Ad hoc members will be appointed for a one-year term; and

(c) Nominations for student ad hoc members will be solicited from student groups with a charge that supports the present need of the council.

(c) Meetings

(i) The council meets at least six times per academic year.

(ii) The chair will schedule and preside over meetings. The chair may organize additional meetings at his/her discretion. Administrative support shall be provided by the office of diversity, equity and inclusion.

(9) Academic management partnership (AMP)

(a) Purpose

AMP supports the development and review of university academic policies for recommendation to the VPAA. All University academic policies must be reviewed and formally recommended by AMP before

being presented to the VPAA for final approval. AMP initiates, reviews and/or endorses university processes to improve the efficiency, clarity and effectiveness of managing the academic needs of the colleges and university. AMP provides guidance and process expertise during new academic program development to ensure comprehensive planning and smooth implementation. AMP establishes a collaborative team of college and university representatives for the management of academic policies, processes and services to support the overall success of students and communicates to stakeholders, including faculty, staff and executive leadership, in a timely and comprehensive way.

(b) Membership

- (i) Members include administrative and faculty representatives to promote the academic management interests of each college and the university departments. The voting membership is comprised of the following:
- (a) Senior executive director of academic affairs & student services – ex officio
 - (b) University registrar –ex officio
 - (c) Up to two administrative representatives from the college of graduate studies;
 - (d) Up to two administrative representatives from the college of medicine, one of which is the associate dean responsible for curriculum leadership with decision-making authority;
 - (e) Up to two administrative representatives from the college of pharmacy, one of

which is the Associate Dean responsible for curriculum leadership with decision-making authority;

(f) One faculty representative from the university faculty council;

(g) One administrative representative from academic services;

(h) One administrative representative from academic technology services;

(i) One administrative representative from Information Technology;

(j) Up to two administrative representatives from the office of the vice president of academic affairs;

(k) One administrative representative from financial aid.

(l) One administrative representative from the wasson center for clinical skills training, assessment, and scholarship

(ii) As new colleges are added to the university, additional administrative representatives will be recommended by the dean of the respective college.

(c) Officers

(i) The chair is the senior executive director of academic affairs and student services.

(ii) The vice chair is the university registrar.

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