



Office of the Dean
School of Medicine

Policy Title: Policy on Committees

Last Review/Revision/Approval: August 2024

Review Cycle: 4 years

**Body Responsible for
Review/Revision/Initial Approval:** Office of Faculty Affairs

Responsible Dean: Senior Associate Dean for Faculty and Institutional Affairs

**Relevant LCME Element:
(if applicable)** 1.3

Policy Statement/Purpose:

The LSU School of Medicine Committees are dedicated to a variety of activities and functions of the school. They provide an opportunity and mechanism for faculty members to provide input and to participate in decision-making related to multiple aspects of school operations and success. Through the committees, faculty members are also actively involved in the development and revision of policies and procedures that govern the school's function and performance.

Policy Guidelines:

1. Committee assignments are the responsibility of the Dean and Senior Associate Dean for Faculty and Institutional Affairs in consultation with representatives of the Faculty Assembly.
2. Committees may be charged with making recommendations or empowered to make decisions within the scope of their stated purpose. Recommendations for major changes in policy or curriculum are generally approved by the Faculty Assembly and Administrative Council before final approval by the Dean.
3. The Dean may override some committee decisions and recommendations that are not in the best interest of the school. The Dean may not override student admissions decisions, and the dean will only override decisions regarding curriculum changes if implementation is deemed fiscally impossible.

4. The School of Medicine has both standing committees and ad hoc committees or task forces; the latter are appointed by the Dean for specific projects or current issues.
5. The School of Medicine has two general types of standing committees, those with member composition determined by specific role within the school or university and those with rotating volunteer committee members with finite terms of appointment. All committees will be led by a chairperson and those with critical, time-sensitive responsibilities will have a vice-chairperson.
6. Terms of appointment for committees with rotating membership are generally three years; reappointment to a committee assignment is possible.
7. Faculty committee composition is revised annually. There are three mechanisms for identifying possible committee members: self-nomination; nomination by department head; and solicitation through the Faculty Assembly. A summary description of each committee is found on the Faculty Affairs webpage to facilitate the nomination and selection process.
8. Committee composition is designed to reflect the diversity of faculty, staff, and learner community of the School of Medicine, as well as the geographical distribution of the faculty. Faculty from regional campuses are strongly encouraged to serve on standing committees. Committees that serve primary functions for the school, such as Admissions, Curriculum and Student/Faculty Promotions committees, have at least one representative from a regional campus.
9. At least one elected Delegate of the Faculty Assembly is assigned to each of the rotating standing committees. An effort will also be made to include an elected Delegate of the Faculty Assembly on each ad hoc committee of the School of Medicine. The Faculty Assembly is represented on all formal search committees formed by the Dean.
10. Committee members are voting members unless a circumstance arises in which a member must recuse themselves. These circumstances include conflicts of interest and, if applicable, are noted in the committee descriptions.
11. Some committees include members who serve strictly in an advisory role because of their experience and/or expertise. These members are designated on the committee roster as “ex-officio, non-voting” members.
12. Medical students and house officers are appointed to committees as appropriate.
13. The Senior Associate Dean for Faculty and Institutional Affairs may convene the committee chairs to identify specific committee charges and/or goals and objectives that relate to the School of Medicine Strategic Plan or other campus initiatives.