



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:** Office of Faculty and Institutional 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 charged by the Dean to perform assigned 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 Directives:**

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, 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.
6. All committees will be led by a chairperson or co-chairs, who may be appointed by the Dean or Senior Associate Dean for Faculty and Institutional Affairs. Chairs may also be selected or voted upon by other committee members. Chairs serve for three years and may renew if desired.
7. Terms of appointment for committees with rotating membership are generally three years; reappointment to a committee assignment is possible.
8. Faculty committee composition is revised annually. There are three mechanisms for identifying possible committee members: self-nomination; nomination by department head or Senior Associate Dean for Faculty and Institutional Affairs; and solicitation through the Faculty Assembly. A committee description that includes the charge to each committee is found in this policy's appendix and on the Faculty and Institutional Affairs webpage to facilitate the nomination and selection process.
9. Committee composition reflects 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, have at least one regional campus representative.
10. At least one elected Delegate of the Faculty Assembly is assigned to each of the rotating standing committees. An effort is also 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.
11. 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 in the appendix.
12. Some committees include members, such as Associate Deans, 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.
13. Unless otherwise stated in the committee description, a quorum is met when >50% of voting faculty members are present in person or virtually, and votes require >50% in favor to pass.
14. Medical students and house officers are appointed to committees as appropriate.
15. 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.