



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 approved by the Faculty Assembly and Administrative Council before final approval by the Dean. Exceptions include policies from the Admissions and Curriculum Committees.
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.

Appendix to Policy on Committees: Committee Charges and Descriptions

Academic Standards Committee

The charge to the Academic Standards Committee is setting standards of achievement for students in the School of Medicine. The committee establishes criteria for promotion from one phase (or year) of medical education to the next and approves guidelines for the Preclerkship and Clerkship Student Promotions Committees regarding the appropriate remediation for students in academic difficulty. It also approves grading policies as recommended by the Preclerkship Course Director Committee and Clerkship Director Committee to ensure that policies and procedures for assigning grades are consistent with the guidelines for student advancement. It presents its recommendations to the Curriculum Steering Committee for final approval.

This committee is comprised of 20-25 faculty members from basic science and clinical departments and 2 student representatives each from the 3rd and 4th year classes. The Associate Deans for Undergraduate Medical Education, Student Affairs, Admissions, and Community Engagement and Health Programs serve in an ex-officio, non-voting capacity.

A quorum is met when greater than 50% of voting faculty members are present. A vote requires 2/3 or more of the present voting faculty members in favor to pass.

Admissions Committee

The charge to the Admissions Committee is to recruit and admit applicants from every geographic, economic, social, and cultural dimension of Louisiana or other states within the country to be trained to provide medical care for the residents of our state and regional communities. The committee has the final authority to approve admissions policies and make decisions on admission to the school.

This committee is comprised of 25-35 faculty members from basic science and clinical departments (including emeritus faculty), 5-10 alumni (including up to 3 house officers), and 12-20 student representatives from the senior class. The Assistant Dean for Admissions serves as Chair in a voting capacity. The Associate Deans for Admissions and Community Engagement and Health Programs serve in an ex-officio, non-voting capacity. The committee's decisions must be free of bias and potential conflicts of interest, therefore, prior to participation and yearly thereafter, each committee member is oriented to the admissions process, conflicts of interest, confidentiality, bias, and the school's mission. Committee members sign annual attestation forms acknowledging recusal from discussions and voting when conflicts of interest are present.

A quorum is met when 18 voting non-student members of the committee are present. A vote requires greater than 50% in favor to pass.

Appointments and Promotions Committee

The charge to the Appointments and Promotions Committee is to 1) review the academic qualifications of proposed new and existing faculty members based on the LSUHSC School of Medicine Promotion and Tenure Procedural Guidelines and Evaluation Criteria, and 2) make recommendations to the Dean regarding appointment, rank, tenure, and/or rank advancement.

This committee is comprised of 7 faculty members at the rank of Professor with Tenure from basic science and clinical departments. The committee members are appointed by the Dean in consultation with the Senior Associate Dean for Faculty and Institutional Affairs. The Senior Associate Dean for Faculty and Institutional Affairs serves in an ex-officio, non-voting capacity.

All committee members must be present or vote electronically for all promotions decisions.

Communications Committee

The charge to the Communications Committee is to improve communications at the School of Medicine, both internally and between the school and the public. The committee aims to identify areas where communications are lacking, establish systems to address these shortfalls, and develop mechanisms to facilitate the acquisition and dissemination of information important to the life of the LSU School of Medicine.

This committee is comprised of faculty members from basic science and clinical departments and 2 student representatives from the 3rd or 4th year classes. The Associate Dean for Alumni Affairs serves in an ex-officio, non-voting capacity.

Community Outreach Committee

The charge to the Community Outreach Committee is to facilitate the expansion of outreach initiatives that will develop educational and service learning opportunities. The committee seeks to leverage the talent and expertise of its faculty and students to advance the school's outreach and strengthen relationships with community partners to address health disparities and promote health equity in our communities.

This committee is comprised of faculty members from basic science and clinical departments, a resident representative, and 3 student representatives from the 3rd or 4th year classes. The Associate Dean for Community Engagement and Health Programs serves as Chair in an ex-officio, non-voting capacity.

Continuing Medical Education Advisory Committee

The charge to the CME Advisory Committee is providing oversight and leadership for the CME activities accredited by the LSU Office of Medical Education. The committee ensures CME activities are planned and implemented according to the Accreditation Council for Continuing Medical Education requirements and American Medical Association Physicians Recognition Award procedures and in compliance with ACCME's Standards for Integrity and Independence in Accredited Continuing Education. The committee is also charged with identifying opportunities for continued growth to serve the educational needs of LSU physicians.

The committee is comprised of faculty members from clinical departments. The Director of CME serves as Chair in an ex-officio, non-voting capacity. The Associate Deans for Alumni Affairs and Academic Affairs serve in an ex-officio, non-voting capacity.

Copping Teaching Award Nomination Committee

The charge to the Copping Teaching Award Nomination Committee is to review the faculty nominations for the Allen A. Copping Excellence in Teaching Award, which was established in 1997 and represents the preeminent recognition given to LSUHSC faculty for teaching each year. The committee reviews nominating letters, curriculum vitae, and departmental letters of support (for nominations by students and house officers) and recommends finalists to the Dean, who makes the final decision. Awards are presented annually during the School of Medicine precommencement ceremony.

The committee is comprised of faculty members from basic science and clinical departments, up to 12 residents from clinical departments, and 3 student representatives from each class.

Council on Student Professional Conduct

The charge to the Council on Student Professional Conduct (CSPC) is the review of an allegation of unethical professional conduct by a student. The CSPC is responsible for investigating and hearing complaints of academic misconduct related to expected course-related academic tasks and behavior or to the professional conduct standards of the school. Concerns of possible Title IX violations, power-based violence, non-academic misconduct, or discrimination, bias or legal infractions are to be referred to the appropriate health sciences center official or committee and are not the purview of the CSPC.

The council is comprised of no fewer than 16 faculty members from basic science and clinical departments and 4 peer-elected student representatives from each class. One faculty member and one student member serve as Council Co-Chairs. Council members are required to recuse themselves from any investigation or hearing with which they may have a conflict of interest. Students from the same class as the student under consideration are automatically recused. An appointee from the Chancellor's Office serves in an ex-officio, non-voting member of the council.

Course Evaluation Committee

The charge to the Course Evaluation Committee is evaluation of the individual courses and clerkships in the medical education program. This committee reviews summative student evaluations of the courses and clerkships by the Aesculapian Society. It has the authority to initiate evaluations of courses and clerkships on a rotating basis and presents its findings to the Curriculum Steering and Renewal Committees.

The committee is comprised of faculty members from basic science and clinical departments and up to 8 student representatives from the 2nd, 3rd, or 4th year classes. Committee members are required to participate in course and clerkship reviews periodically. The Associate Dean for Undergraduate Medical Education serves in an ex-officio, non-voting capacity.

Curriculum Renewal Committee

The charge to the Curriculum Renewal Committee is to participate in continuous quality improvement of the medical school educational program by conducting phase and entire curriculum reviews, incorporating feedback from various data sources and other curriculum committees (e.g., students, faculty, performance data), and making recommendations for improvements. This committee receives directions from and makes reports to the Curriculum Steering Committee. It works with the Preclerkship Course and Clerkship Director Committees to conduct the annual curriculum phase reviews, and it compiles the whole curriculum review every two years. The committee may develop work groups or consider changes to the curriculum based on these reviews or based on direction from the Curriculum Steering Committee.

The committee is comprised of faculty members from basic science and clinical departments and up to 6 student representatives from the 2nd, 3rd, or 4th year classes. The Associate Dean for Undergraduate Medical Education serves in an ex-officio, non-voting capacity.

Curriculum Steering Committee

The charge to the Curriculum Steering Committee is comprehensive oversight and management of the medical school educational program, ensuring that the curriculum is sufficiently integrated and meeting the educational program objectives. This committee ensures ongoing attention to and compliance with LCME elements related to the curriculum by continuously monitoring educational program components per the continuous quality improvement (CQI) process timeline. It has the complete authority over all aspects of the curriculum, including the approval of curriculum policies, curriculum changes, and the recommendations made by other curriculum committees.

The committee is comprised of the chairs of the other curriculum committees and up to 10 faculty members each from basic science and clinical departments. Up to 6 student representatives from the 2nd, 3rd, or 4th year classes serve as well. The Associate Dean for Undergraduate Medical Education serves as Chair in an ex-officio, non-voting capacity.

A quorum is met when greater than 50% of voting faculty members are present. A vote requires 2/3 or more of the present voting faculty members in favor to pass.

Faculty Development and Evaluation Committee

The charge to the Faculty Development and Evaluation Committee is to permanently nurture and implement faculty and leadership development so that both can become a dynamic and lasting process that enriches the culture of everyone in the school. Two basic goals for implementing this mission are the development of cohesive mechanisms for faculty and leadership orientation, development, and evaluation, and the establishment of clear and standardized processes for annual reporting and Periodic Academic Unit Review.

The committee is comprised of faculty members from basic science and clinical departments. The Assistant Deans for Faculty Affairs and the Senior Associate Dean for Faculty and Institutional Affairs serve in an ex-officio, non-voting capacity.

Graduate Medical Education Committee

The charge to the Graduate Medical Education Committee is oversight of accreditation and quality of educational programs as well as review and approval of any program changes and/or communications with the ACGME, including but not limited to program performance, accreditation letters, requests for changes in program structure or function, and any other factors that might affect program performance.

The committee is comprised of faculty members from clinical departments, a minimum of two residency program directors, a minimum of two peer-selected fellows or residents, administrators from the Office of Graduate Medical Education, departmental residency program administrators, and hospital partner representatives. As per ACGME requirements, membership of the committee also includes a quality improvement or patient safety officer or designee and the Designated Institutional Officer, who serves as chair in an ex-officio, non-voting capacity.

A quorum for any meeting includes the presence of at least one resident or fellow at the meeting.

Health Disparities Research Grant Committee

The charge to the Health Disparities Research Grant Committee is to review intramural grants from faculty, staff, fellows, residents, and students related to reducing healthcare disparities. The committee serves in conjunction with the School of Medicine Research Office's response to the national call of awareness to and elimination of healthcare disparities, and the goal of the program is to provide institutional support for project initiatives that directly affect our patient care communities and hospital systems. Funds may be used to undertake new projects or to expand current projects. These grants are intended to support the education, analysis, improvement, and innovation in reducing healthcare disparities within our teaching hospitals/academic centers and our communities.

The committee is comprised of faculty members from basic science and clinical departments. The Associate Dean for Research serves as Chair in a voting capacity. The Senior Associate Dean for Research and the Associate Dean for Community Engagement and Health Programs serve in an ex-officio, non-voting capacity.

Internal Funding Review Panel

The charge to the Internal Funding Review Panel is to aid the Dean of the School of Medicine and The Office of Research in fostering research within the school by reviewing internal grant submissions. The four grant mechanisms that have been established to provide support for faculty while they are in the process of securing federal or private funding for their research are: (1) Bridge Grants, (2) New Project Grants, (3) Clinical Research Grants, and (4) Laboratory Supplements for Competitive Proposals. Committee members evaluate the grants submitted under each mechanism for significance, innovation, progress, and feasibility.

The committee is comprised of faculty members from basic science and clinical departments, including the Associate Dean for Research, who serves in a voting capacity. The committee has both standing and ad hoc members. The Senior Associate Dean for Research serves in an ex-officio, non-voting capacity.

International Travel Committee

The charge to the International Travel Committee is to review international travel proposals from all members of the SOM community for academic or scientific merit. Recommendations are made to the dean regarding all international travel requests requiring reimbursement of expenses in advance of travel.

The committee is comprised of faculty members from basic science and clinical departments and administrators from the Dean's Office. The Senior Associate Dean for Faculty and Institutional Affairs chairs the committee in an ex-officio, non-voting capacity. The Associate Dean for Finance and Administration serves in an ex-officio, non-voting capacity.

Mentorship Advisory Committee

The charge to the Mentorship Advisory Committee is to support the faculty community in the sharing of expertise among its members and to foster a culture of mentorship among all faculty that ensures their academic success and advancement. The committee provides support and guidance to those in the role of mentors and mentees and works closely with the Office of Faculty and Institutional Affairs to organize and coordinate development opportunities.

The committee is comprised of faculty members from basic science and clinical departments. The Assistant Deans for Faculty Affairs, Associate Deans for Research, and Senior Associate Dean for Faculty and Institutional Affairs serve in an ex-officio, non-voting capacity.

Multicultural Affairs Committee

The charge to the Multicultural Affairs Committee is to advance the school's core foundational strategic goal to promote health equity and expand health professions pathway programming.

The committee is comprised of faculty members from basic science and clinical departments, student representatives from any of the four classes, and residents. The Associate Dean for Community Engagement and Health Programs and the Associate Dean for Student Affairs serve in an ex-officio, non-voting capacity.

Primary Care Program Committee

The charge to the Primary Care Program Committee is to develop, monitor, and provide oversight of the primary care curriculum and clinical experiences for the students enrolled in the Primary Care Scholar Program, the AHEC Scholar Program, and the non-scholarship primary care programs. The committee aims to develop and enhance curricular experiences that focus on primary care, and monitors the outcomes of the programs, including the selection and academic progress of students, advising, and reviewing students' selection of residency and practice sites to ensure consistency and compliance with the conditions of the Primary Care scholarship programs.

The committee is comprised of primary care faculty members from clinical departments, the Director of Primary Care Programs, a representative of the Southeast Louisiana Area Health Education Center, and a representative of the SOM Dean's office from Graduate or Undergraduate Medical Education.

Research Advisory Committee

The charge to the Research Advisory Committee is to obtain input on research-related issues from the research community. The committee makes recommendations to the Dean of the School of Medicine on issues related to organization of core laboratories, shared equipment needs, institutional research grant programs, and other research related topics. Additionally, the committee examines and makes recommendations on research space utilization.

The committee is comprised of junior and senior faculty members who are active research scientists from basic science and clinical departments. The Associate Dean for Research serves as Chair in a voting capacity. The Senior Associate Dean for Research serves in an ex-officio, non-voting capacity.

Rural Scholars Track Steering Committee

The charge of the Rural Scholar Track (RST) Steering Committee is to develop and monitor the rural curriculum and clinical experiences for the students enrolled in the RST. The committee monitors the outcomes of the program, including the selection and academic progress of students, advising, and reviewing students' selection of residency and practice sites to ensure consistency and compliance with the conditions of the RST scholarship.

The committee is comprised of primary care faculty members from clinical departments, the Director of Primary Care Programs, a rural residency program director, a representative of the Southeast Louisiana Area Health Education Center, a representative of the SOM Dean's office from graduate or undergraduate medical education, and community members. A member of the Admissions Committee serves in an ex-officio, non-voting capacity.

Sabbatical Leave Committee

The charge of the Sabbatical Leave Committee is to make recommendations to the Dean on sabbatical leave requests for the upcoming academic year. In the case of poorly justified requests, it also will recommend revisions to the applicant to strengthen the proposal. Review of materials is required in advance of a committee meeting, which typically occurs annually.

The committee is comprised of faculty members from basic science and clinical departments. The Senior Associate Dean for Faculty and Institutional Affairs serves as Chair in an ex-officio, non-voting capacity.

Scholarships and Student Awards Committee

The charge to the Scholarships and Student Awards Committee is to consider students for scholarships and awards using a blinded process.

The committee is comprised of faculty members from basic science and clinical departments, as well as a representative from the LSUHSC Financial Aid Office. An Assistant or Associate Dean from the Office of Student Affairs, the Associate Dean for Alumni Affairs, and the Associate Dean for Admissions serve in an ex-officio, non-voting capacity.

Student Experience Committee

The charge to the Student Experience Committee is to review all reports regarding the learning environment, student services, safety, facilities concerns, and other related issues. This committee participates in continuous quality improvement of the student experience by monitoring trends and repeated or significant concerns. It may make recommendations to other relevant committees (e.g., curriculum committees) regarding possible actions related to improvement of the student experience and enhances communication between the school and clinical site leadership with respect to the learning environment. The chair may report committee recommendations directly to the dean if deemed necessary.

The committee is comprised of assistant and associate deans from the Offices of Student Affairs, Undergraduate Medical Education, and Graduate Medical Education, faculty members from all three campuses, representatives from clinical partners, and the LSUHSC-NO Director of Student Advocacy. Representatives also include up to 5 students from any of the four classes and up to 3 residents based in New Orleans or any of the regional campuses. The committee is chaired by the Assistant Dean for Student Affairs.

Student Promotions Committee – Clerkship (L3/L4)

The charge to the Clerkship Student Promotions Committee is to consider academic problems of students enrolled in the clerkship phase of the curriculum using the guidelines established by the Academic Standards Committee. The committee discusses individual students in academic difficulty at length, and hears the perspective of clerkship directors, general faculty, and the students, as dictated by specific circumstances. The committee has the authority to make decisions regarding student promotion.

The committee is comprised of directors from all clerkships and up to 6 representatives of the general faculty. Representatives of the Dean's Office serve in an ex-officio, non-voting capacity. The Associate Dean for Student Affairs provides logistical support, the list of students under consideration, and the records of each student to be discussed for all promotions committee meetings. The chair is selected by the Senior Associate Dean for Faculty and Institutional Affairs. If a member of a student promotions committee is responsible for assigning a student a failing grade during the year under review, or has provided direct medical care to a student, or has any other situation that could cause a conflict of interest, then those members must recuse themselves from voting on decisions (e.g., promotion, remediation, probation, dismissal). Such members are not prohibited from providing relevant academic information.

A quorum is met when 50% or more of voting faculty members are present. A vote requires 2/3 or more of the present voting faculty members in favor to pass.

Student Promotions Committee – Preclerkship (L1/L2)

The charge to the Preclerkship Student Promotions Committee is to consider academic problems of students enrolled in the preclerkship phase of the curriculum using the guidelines established by the Academic Standards Committee. The committee discusses individual students in academic difficulty at length and hears the perspective of course directors, general faculty, and the students, as dictated by specific circumstances. The committee has the authority to make decisions regarding student promotion.

The committee is comprised of directors from all preclerkship courses and up to 6 representatives of the general faculty. Representatives of the Dean's Office serve in an ex-officio, non-voting capacity. The Associate Dean for Student Affairs provides logistical support, the list of students under consideration, and the records of each student to be discussed for all promotions committee meetings. The chair is selected by the Senior Associate Dean for Faculty and Institutional Affairs. If a member of a student promotions committee is responsible for assigning a student a failing grade during the year under review, or has provided direct medical care to a student, or has any other situation that could cause a conflict of interest, then those members must recuse themselves from voting on decisions (e.g., promotion, remediation, probation, dismissal). Such members are not prohibited from providing relevant academic information.

A quorum is met when 50% or more of voting faculty members are present. A vote requires 2/3 or more of the present voting faculty members in favor to pass.

Wellness Committee

The charge to the Wellness Committee is to promote a healthy environment, stress reduction, and personal well-being among faculty, staff, residents, and students in the School of Medicine.

The committee is comprised of faculty members in the basic science and clinical departments as well as student representatives. The Assistant Dean for Faculty Affairs or Senior Associate Dean for Faculty and Institutional Affairs serves in an ex-officio, non-voting capacity.

Women Surgeons Committee

The charge to the Women Surgeons Committee is to support each other through mentorship, career advancement strategies, peer support and camaraderie, in addition to serving as mentors to medical students and residents in their own pursuits of a surgical career.

The committee is comprised of faculty members in the clinical surgical departments. The Assistant Dean for Faculty Affairs or Senior Associate Dean for Faculty and Institutional Affairs serves in an ex-officio, non-voting capacity.

Women's Affairs Committee

The charge to the Women's Affairs Committee is to provide a forum that highlights the unique perspectives of women at LSUHSC and promotes the career advancement of women across our institution. The committee aims to address issues that include, but are not limited to, faculty recruitment; promotion and tenure; availability and equity of recourses; supporting and empowering our student body through professional and personal mentorship; and bringing attention to women's issues in the New Orleans community through outreach & advocacy.

The committee is comprised of faculty members in the basic science and clinical departments as well as student representatives. The Assistant Dean for Faculty Affairs or Senior Associate Dean for Faculty and Institutional Affairs serves in an ex-officio, non-voting capacity.