

# C College Governance

**Executive Committee:** This is the senior advisory committee to the Dean on all major policy decisions of the College of Medicine. It is responsible for faculty affairs between semiannual meetings of the General Faculty.

**Council of Departmental Chairs:** The Council of Departmental Chairs (CDC) directs its deliberations primarily to program formulation and implementation in the College of Medicine, and advises the Dean on all matters which it considers significantly related

to the efficient and effective function of the College's administrative and academic missions. One of the main goals of the CDC is to keep its members informed broadly about college-level, campus and University events of importance.

**College of Medicine Appeals Board:** This Board represents a formal mechanism whereby any person (faculty member, housestaff member, student) may obtain a review of a complaint by an impartial group. This procedure shall not be used to question a rule, procedure or policy established by an authorized faculty or administrative body. Rather it shall be used for a hearing and due process for those who believe that a rule, procedure or policy has been applied in an unfair or inequitable manner, or that there has been unfair or improper treatment by a person or persons. Attempts shall be made to resolve the complaint through informal means before it is submitted to the College of Medicine Appeals Board. If unsuccessful and deemed advisable by the Dean, a Board will be convened to hear the appeal using guidelines described in the College of Medicine By-laws.

**College of Medicine Promotion and Tenure Committee:** Throughout the year, the Committee reviews all requests from department chairs and free-standing division chiefs regarding the academic appointments for newly hired faculty members at the ranks of Associate Professor and Professor. The Committee also reviews, annually, all requests from the College's faculty members for promotion, tenure, off campus duty assignment (sabbatical), emeritus status, and distinguished professor status. The Committee will entertain requests for sabbaticals and the latter two honorary titles throughout the year as well. The Committee shall make recommendations, as appropriate, for changes in the faculty policies for appointments, promotions and tenure. All recommendations from the Committee are submitted to the Dean.

**Research Council:** The Research Council has umbrella responsibility for research development and coordination within the College of Medicine. The primary activities of the Research Council include: 1) review of applications for intramural pilot and bridging grants, 2) annual review of Core Facilities, and 3) administration of the Honor's Research Program for medical students. The Research Council reviews proposed campus policies and revisions to existing policies that have the potential to impact the College's research mission.

**Faculty Group Practice Board:** The purpose of this group is to provide support, assistance, oversight and management of medical practice within UAMS College of Medicine. The Board provides guidance to the Faculty Group Practice Executive Committee and associated subcommittees in carrying out the strategic objectives of the Faculty Group Practice.

**Partnership Affiliation Council of Executives (PACE):** The PACE is an advisory council that assists in the management and coordination of the relationship between the Central Arkansas Veterans Healthcare System (CAVHS) and its affiliation partner, the University of Arkansas for Medical Sciences, and will act as the strategic planning and coordinating body for the affiliation.

**Dean's Lectureships and Alumni Awards Committee:** The Committee serves to enhance the academic environment within the COM and throughout UAMS by inviting four renowned scholars, annually, to address the community through formal lectures and to visit with faculty, fellows, and students. The Committee also selects the recipient of the Dean's Distinguished Faculty Lectureship and the Dean's Distinguished Alumni Award. Each of these awards is given on an annual basis to a faculty member selected for his or her accomplishments in academic medicine (clinical or basic research). The Distinguished Lectureship recipient is chosen from among current UAMS faculty and the Distinguished Alumnus award is chosen from among UAMS alumni.

**Educational Faculty Awards Committee:** The Committee determines the winners of the several major teaching awards which are selected by faculty members each year (additional award winners are selected by students). This committee is also responsible for the annual distribution of educational incentive money according to a predetermined formula when directed to do so by the Dean. The Committee also makes recommendations to the Council of Department Chairs about changes to this formula, as needed.

**Dean's Senior Advisory Council (DSAC):** ILLUMINE and the Dean's Senior Advisory Council are joined mechanisms established by the College to support the professional conduct of its clinical faculty members and residents, in accordance with the UAMS COM Faculty Professionalism Guideline. The purpose of ILLUMINE, a confidential reporting system, and the Council are to provide constructive feedback to physicians who, repeatedly, behave unprofessionally. The intent of the feedback is to support reflection and learning about what it takes to behave professionally, consistently. The DSAC meets quarterly to review reports made to ILLUMINE and to take appropriate action in the form of a confidential conversation with any physician about whom reports in ILLUMINE indicate a demonstrated pattern of repeatedly unprofessional behavior. A progressive model of intervention underlies the Council's actions, should one confidential conversation fail to help an individual physician correct behavioral problems.

**Continuing Medical Education Advisory Committee:** The Continuing Medical Education (CME) Advisory Committee advises the Staff of the College's Office of CME in ways that help assure the College meets the accreditation standards of the Accreditation Council for Continuing Medical Education (ACCME). The work of the Committee will include a periodic review of the mission statement and assessment of how well the CME Program is meeting its mission, fiscal and business advice, guidance to encourage appropriate program growth, promotion of connections to quality improvement initiatives within UAMS, the provision of ethical leadership and guidance with the management of potential conflicts of interest and commercial support, and advocacy for the development of CME that is designed to address prevalent health problems of Arkansans.

**Criminal Background Check Committee:** The Committee was established to review the findings of criminal background checks conducted on all accepted applicants and alternates to the College of Medicine. The Committee consists of two components: 1) the Preliminary Review Committee (PRC) that will review initial criminal background check findings to determine whether a report should be referred to the full committee for review, and 2) the Criminal Background Check Review Committee (CBCRC) that will consider any and all adverse findings of a criminal background check. The CBCRC will vote to make a recommendation to the Admissions Committee Chair whether to rescind a conditional offer of acceptance or to dismiss a conditionally accepted applicant.

**Curriculum Committee:** The curriculum committee is responsible for the overall design, management, and evaluation of the medical school curriculum. The committee works to ensure coherent and integrated policies, and coordinated activities that fulfill the academic goals of the College of Medicine and are in compliance with LCME standards.

**Medical Student Admissions Committee:** Members are responsible for the implementation of the policies of the College of Medicine including the evaluation of applicants' files, supplementary interviews as needed, and the decision required to select: 1) an entering freshman class, 2) special students, and 3) students at advanced standing. This Committee has the final responsibility for accepting students into the Medical School. The list of admitted students is sent to the Dean of the College (or designee) who notifies the admitted applicants.

**Medical Student Promotions Committee:** The Student Promotions Committee shall evaluate and make recommendations for each student in accordance with the guidelines established and approved by the faculty. The Executive Associate Dean for Academic Affairs will serve as the permanent Chair without vote for the Student Promotions Committee. The Committee shall evaluate unusual problems and assure that the guidelines are applied in a fair and equitable manner. They shall recommend promotion, non-promotion, probation or dismissal for cognitive (scholastic) and/or non-cognitive (non-scholastic) reasons. The Dean or his/her designee, the Executive Associate Dean for Academic Affairs, is responsible for the final decision. The Student Promotions Committee will also have the special responsibility of reviewing the entire academic records of senior medical students in order to ascertain that each student has met all requirements for the degree of Doctor of Medicine. This certification serves as the validation presented by the Dean of the College of Medicine to the Chair of the Board of Trustees during the Commencement ceremony.

**Transfer Committee:** “The Committee will review applications from medical students at other schools wishing to transfer into the UAMS College of Medicine per the COM transfer policy available in the COM Office of Admissions. After receiving the recommendations of the members of this Committee, the final decision will rest with the Chair of the Admissions Committee on behalf of the Admissions Committee members.

**Committee for Alleged Discrimination Against Medical Students:** This committee represents a formal mechanism to consider fairly student complaints alleging discrimination.

**Special Test Taking Accommodations Committee:** The Committee reviews and approves or declines applications from students who desire special test-taking accommodations. The Committee meets when called into session by its chair, the Associate Dean for Undergraduate Medical Education. The Committee implements the UAMS COM Policy on Special Test Taking Accommodations.

**M.D./Ph.D. Advisory Committee:** This committee is responsible for reviewing applications, interviewing applicants, recommending scholarship awards and advising the Director about the MD/PhD Program.

**College of Medicine Scholarship Committee:** The purpose of the Committee is to select medical students for the College of Medicine Scholarship Awards.

**Residency Position Allocation Committee:** This Committee determines the procedures for allocation of financial and other resources to support residents and to determine the apportionment of resident positions among the training programs. The committee examines the resident FTE requests submitted by Training Program Directors and makes determinations concerning allocation of resources and positions when the requests exceed the available funds

**Graduate Medical Education Committee:** The Graduate Medical Education Committee (GMEC) has the responsibility for monitoring and advising on all aspects of residency education. The responsibilities of the committee include establishing and implementing policies that affect residency programs; maintaining appropriate oversight of and liaison with program directors; regular review of all accredited residency programs, assuring the educational environment in which residents may raise and resolve issues of concern; collecting intra- institutional information and making recommendations on the appropriate funding for resident positions, including benefits and support services; monitoring the programs for appropriate work environment and duty hours; and assuring that the residents curriculum provides a regular review of required core topics. The committee reports primarily to the Associate Dean for Graduate Medical Education and secondarily to the Dean.