

UPSOM Executive Committee of the Faculty

Charter

Purpose

In distinction from the Regular Faculty, which is directly responsible for the development of academic policies, the Executive Committee of the Faculty is primarily an administrative and advisory body of the UPSOM and (a) plans for the detailed execution of the academic policies formulated by the Faculty and endorsed by the UPSOM Dean/SVC; (b) acts as an advisory body to the UPSOM Dean/SVC; (c) acts upon select recommendations for appointments and promotions of the faculty of the UPSOM; and initiates any actions not otherwise provided for in this plan as are necessary or desirable for the best interests of the School of Medicine.

Composition

This Committee consists of the following members: the Chancellor of the University, nonvoting, and the following voting members: UPSOM Dean/SVC, Executive Vice Dean, Vice Dean for Faculty Affairs, Vice Dean for Education, and the Chair or Interim Chair of each department in the School of Medicine. In addition, nine members-at-large of the Executive Committee of the Faculty are elected by the faculty. Three are from basic science departments and six from clinical departments. These members-at-large serve for three years and may be re-elected once. After a one-year hiatus, faculty may be renominated. Nominations are solicited from the faculty. The Dean/ SVC appoints the Chair of the Executive Committee of the Faculty, from among the UPSOM's Vice Deans/ Executive Vice Dean. The Chair of the Executive Committee appoints an appropriate individual to serve as secretary of meetings of the Faculty and meetings of the Executive Committee of the Faculty. This individual prepares meeting minutes and/or a recording in a timely manner.

There are eleven standing committees of the faculty (constituted in the Plan of Organization). Other committees are appointed by the UPSOM Dean/SVC, as deemed necessary, or proposed and approved by the faculty or the Executive Committee of the Faculty.

One half of the voting members of the Executive Committee of the Faculty constitutes a quorum at all regular and special meetings of that Committee.

For all faculty meetings and meetings of the Executive Committee of the Faculty, unless otherwise stated, the most recent edition of Roberts Rules of Order prevails.

It is the privilege, authority, and responsibility of the UPSOM Dean/SVC or Vice Dean for Faculty Affairs to invite to any meeting of the Executive Committee of the Faculty such faculty members whose presence will aid in the consideration of issues before the Committee.

Responsibilities

All Standing and Special Committees report their proceedings to the Executive Committee of the Faculty and through it to the faculty.

The Executive Committee of the Faculty is responsible for its actions to the Regular Faculty of the UPSOM. At each faculty meeting, a report of the activities of the Executive Committee of the Faculty shall be presented. The Executive Committee of the Faculty meets approximately quarterly. Special meetings are called at any other time by the UPSOM Dean/SVC, Chair of the Executive Committee, or upon the written request of five or more members of the committee.

A specific responsibility of the Executive Committee is serving as a pool to populate appeals committees. An adverse action to a faculty member, resulting from a negative performance review, with which the faculty member disagrees is first discussed with the Department Chair to determine if resolution within the Department is possible. If that proves to be unsatisfactory to the faculty member or is not feasible, the faculty member (including Department Chairs) may file a formal appeal to the UPSOM Dean/SVC. In this determination, the UPSOM Dean/SVC seeks the advice of a panel of members of the Executive Committee of the Faculty. This panel has at least five members, the majority of whom shall be elected members-at-large. Panel members must not have conflicts of interest in the case.

Approved by the Executive Committee of the Faculty on September 23, 2026