

UPSOM Nominating Committee for Standing Committees

Each December, communications are sent to faculty advising of the University of Pittsburgh School of Medicine (UPSOM) standing committees for faculty governance which are available for self-nomination and the eligibility for committee service.

Faculty members respond to the communication indicating interest in serving.

Faculty self-nominations are reviewed by the Office of Faculty Affairs and relevant committee chairs, assuring that candidates meet committee eligibility requirements.

In cases where the number of candidates for positions exceeds twice the number of positions (2x), the Nominating Committee convenes to narrow the number of candidates to twice the number of positions. In cases where the number of candidates is not at least the number of positions available, the Nominating Committee seeks out other faculty members to fill these positions such that the number of individuals listed on the ballot is the same as the number of slots (x).

For faculty promotion committees, these nominations are voted on by the Executive Committee of the Faculty. In some instances, to maintain the necessary balance of faculty members with specific rank and tenure status, the Vice Dean for Faculty Affairs may seek out and elect to the ballot and/or committee faculty of specific rank and/or tenure status, For all other standing committees, these nominations are voted on by the general faculty in February.

An electronic ballot is sent to faculty by the end of February. Those receiving the greatest number of votes are selected. Committee chairs and elected committee members are notified of their appointment.

The Nominating Committee includes two elected members (via system above) along with the Vice Deans for Education and Faculty Affairs, and chairs of the Curriculum and Admissions committees, and chair of the Graduate Council. The chair of the committee is the Vice Dean for Faculty Affairs.

The table below lists the standing committees for which members are solicited from the faculty and elected by the faculty.

Committee	Membership requirements	# voting faculty on committee	# of other voting committee members	# of elected voting faculty positions

Nominating Committee	This committee consists of seven voting faculty members, five ex officio (Vice Deans for Education and Faculty Affairs and chairs of three standing committees (Admissions, Curriculum, and Graduate Council), and two elected by the medical school faculty. The elected faculty serve a term of three years for up to two total terms upon which they must take a one-year hiatus before being considered to rejoin the committee.	7	0	2
Executive Committee of the Faculty	This committee consists of the following non-voting member: the Chancellor of the University; and the following voting members: UPSOM Senior Vice Chancellor for the Health Sciences and Dean, School of Medicine, 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 from basic science departments and six from clinical departments. These members-at-large serve a term of three years for up to two total terms upon which they must take a one-year hiatus before	43	0	9

	being considered to rejoin the committee.			
Curriculum	This committee consists of 16 faculty members with 12 faculty appointed by the UPSOM Senior Vice Chancellor for the Health Sciences and Dean, School of Medicine, or designee, with input from Curriculum Committee (CC) leadership. Faculty represent a broad range of specialties/departments as well as experience at the institution. Both basic and clinical sciences are included. Both tenured and non-tenured faculty are part of the membership. Four faculty members on the committee are elected by the medical school faculty. All faculty serve a term of three years for up to two total terms upon which they must take a one-year hiatus before being eligible to rejoin the committee.	16	5	4 (2 in a given year)
Admissions	This committee consists of at least 25 UPSOM faculty members, eight UPSOM medical students (maximum of two may vote at any meeting), and three community members. Six faculty members are elected by the medical school faculty. The balance of the faculty members are selected by the Admissions Committee	At least 25	3 (2 students and 1 community member)	6 (2 in a given year)

	from the pool of faculty who interview candidates for admission to the MD program and those already on the committee. These individuals are appointed for three-year terms and may serve no more than 6 consecutive years. After a one-year hiatus, the individuals may be re-appointed through the process above. The UPSOM Senior Vice Chancellor for the Health Sciences and Dean, School of Medicine, or designee, approves the individual faculty members selected by the committee.			
Student Promotions	This committee consists of 16 faculty (13 appointed and 3 elected) members of which 13 are selected by the UPSOM Senior Vice Chancellor for the Health Sciences and Dean, School of Medicine, or designee, and three are elected by the medical school faculty. All faculty serve a term of three years for up to two total terms upon which they must take a one-year hiatus before being eligible to rejoin the committee.	16	0	3 (1 in a given year)
Tenured Faculty Promotions and Appointments	This committee consists of at least 18 members of the faculty with staggered three-year terms. Members are nominated by the faculty and elected by ballot of the Executive	18	0	18

	Committee of the Faculty. Membership consists of tenured associate professors and professors. All faculty serve a term of three years for up to two total terms upon which they must take a one-year hiatus before being eligible to rejoin the committee.			
Appointment Stream Faculty Promotions and Appointments	This committee consists of at least 24 members of the faculty with staggered three-year terms. Members are nominated by the faculty and elected by ballot of the Executive Committee of the Faculty. Membership consists of tenured and non-tenured associate professors and professors. All faculty serve a term of three years for up to two total terms upon which they must take a one-year hiatus before being eligible to rejoin the committee.	24	0	24
Affiliated Faculty Promotions and Appointments	This committee consists of at least seven faculty members with the rank of associate professor or professor (appointment stream, tenures stream, and/or tenured). No less than three members are from faculty who are clinical associate professors or clinical professors. Members serve staggered three-year terms. Members are nominated by the Executive Committee of	7	0	7

	the Faculty and are appointed to the committee by the Vice Dean of Faculty Affairs. All faculty serve a term of three years for up to two total terms upon which they must take a one-year hiatus before being eligible to rejoin the committee.			
Graduate Council	This Committee consists of the following voting members: one representative (Program Director) of each PhD, Master of Science, and Certificate Program, Associate Dean for Graduate Studies, and Medical Scientist Training Program (MSTP) Director. The nonvoting members are the Assistant Deans for Graduate Studies and the UPSOM Graduate Student Association President. Two voting UPSOM PhD faculty who are members of university graduate faculty are elected to serve on the committee by vote of the UPSOM regular graduate faculty with a PhD degree. Elected faculty serve a term of three years for up to two total terms upon which they must take a one-year hiatus before being eligible for re-election to the committee.	15	0	2
Educational Policy Council	This committee consists of eight voting members: Vice Dean for Education (chair and only votes if a tie) and	9	0	2

	seven other ex officio voting members: Executive Vice Dean for Academic Affairs, Associate Deans for Admissions/Financial Aid, Medical Education, and Student Affairs, Assistant Dean for Accreditation and Continuous Quality Improvement, Assistant Dean for Education Administration, and two Vice Chairs of Education (one basic science and one clinical). Two representative Vice Chairs of Education are elected to serve on the committee by vote of the entire group of Vice Chairs of Education. Elected faculty serve a term of three years for up to two total terms upon which they must take a one-year hiatus before being eligible to rejoin the committee.			
Planning and Budget Committee	This committee consists of 15 voting members that include faculty and staff from departments in the medical school. 12 of the 15 members are elected in such a way as to maintain a balance of representation by approximately 8 clinical departments and 4 basic science departments. All elected members serve a term of three years for up to two total terms upon which they must take a	15	1	0 (department appoints a representative)

	one-year hiatus before being eligible to rejoin the committee.			
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Approved by the Executive Committee of the Faculty on June 27, 2025.