

Planning and Budget Committee

Charter

Purpose

The School of Medicine (SOM) Planning and Budget Committee (PBC) is constituted to provide faculty and staff the opportunity to have input into the development of the school's budgetary policies, procedures, and priorities. The PBC's policies and procedures generally follow the guidelines established by the University of Pittsburgh, which require each school to maintain a planning and budgeting advisory committee (<http://www.academic.pitt.edu/pb/>).

The PBC serves in an advisory role to the Dean of the School of Medicine.

Composition

The PBC has fifteen (15) voting members:

- Chair, appointed by the Dean
- Twelve (12) departmental representatives (approximately 8 from clinical departments, 4 from basic science departments)
- Two (2) ex officio members: the Executive Vice Dean for Academic Affairs and the Associate Dean for Finance

Chair

Serves a three-year term and may be reappointed at the Dean's discretion.

Ex officio members

Each serves for as long as they hold their university position; when either position changes hands, the incoming officeholder assumes the corresponding PBC seat.

Departmental representatives

Each represented department identifies a substitute member during the appointment process; if the primary member is unable to attend a meeting, the substitute attends and serves as the department's voting member. Departmental terms run three years, aligned with the University fiscal year (July 1 to June 30), with roughly one-third of departmental seats rotating each year. A representative may serve up to two consecutive terms, after which their department must take a one-year hiatus before that seat is again eligible to be filled.

If a departmental representative is unable to complete a term, due to departure from the faculty, resignation, or other cause, the represented department appoints a replacement to serve the remainder of the term. That partial term does not count toward the two-term limit.

A department may remove its own representative before the end of a term, at the department's discretion, with written notice to the PBC chair, and is responsible for appointing a replacement.

Additional ex officio, non-voting members provide administrative and budgetary assistance, as determined by the Dean or designee.

Quorum and Voting

A quorum for the conduct of business consists of a majority of the PBC's fifteen voting members (eight of fifteen). Once a quorum is established, a simple majority of voting members present is needed for a committee recommendation to be approved.

Conflicts of Interest

Departmental representation is intended to bring each department's perspective to the PBC's deliberations, and a representative's advocacy for their home department's interests is not, by itself, a conflict of interest requiring recusal.

A member with a personal financial interest in a matter before the Committee, beyond their role as a departmental representative, must disclose that interest to the chair and recuse themselves from discussion and voting on that matter.

Responsibilities

The PBC meets at least twice each fiscal year. One meeting, typically held in June, is devoted to reviewing the operational budget for the upcoming fiscal year and identifying topics for future meetings. A second meeting addresses a topic identified at the June meeting, or reviews proposals for new academic programs or other relevant issues submitted within the SOM, prior to their consideration by the Dean.

Review of This Charter

This charter will be reviewed at least once every five years, or sooner at the request of the Dean or a majority of the PBC's voting members.

Approvals

Executive Committee, pending approval