

General Medical Faculty Committees Responsibilities and Meeting Schedules

Faculty Advisory Committee

Meets: Quarterly each academic year with the Dean and Faculty Senators

Responsibilities from the By-Laws:

A. There shall be an Advisory Committee of the General Medical Faculty consisting of twelve elected members from the voting General Medical Faculty in addition to the Chair, Vice-Chair, Secretary-Treasurer, and immediate Past-Chair of the General Medical Faculty. The Chair of the General Medical Faculty shall serve as Chair of the Committee. The Dean shall meet regularly with the Advisory Committee of the General Medical Faculty to apprise them of major decisions made by the Dean and by the Executive Faculty.

1. The functions of this Committee shall include:

- a)** recommending actions to the General Medical Faculty.
- b)** providing feedback on the agenda for meetings of the General Medical Faculty.
- c)** consulting with the officers of the General Medical Faculty on matters of policy.
- d)** reviewing the financial status of the Medical School with particular respect to conformity with short-and long-term goals of the Medical School.

Grievance Committee

Meets: As Needed by the Dean

Responsibilities from the By-Laws:

A. Membership: The Grievance Committee shall elect its own Chair and function as the Executive Committee as designated in the University statement on Academic Freedom, Tenure and Responsibilities. It shall consist of the Chair of the General Medical Faculty, *ex-officio*, six representatives elected from the General Medical Faculty (three from Clinical and three from Basic Science Departments); and the Dean, *ex-officio*, or a representative appointed by him or her. The elected representatives shall serve for three-year terms. One new Basic Science member and one new Clinical Science member shall be elected each year. It is expected that a committee member who feels unable to rule objectively in a given case will withdraw from consideration of that case. The Chair of the General Medical Faculty will appoint a replacement from the respective clinical or basic science faculty.

B. Jurisdiction: Matters appropriate for consideration by the Grievance Committee include, but are not limited to:

- 1.** Matters relating to academic freedom, tenure, and responsibilities.
- 2.** Complaints relative to dismissal of non-tenured faculty (but excluding the non-renewal of an appointment of non-tenured faculty, for which there exists no right to grieve).
- 3.** Complaints against faculty alleging a violation of the Tulane Equal Opportunity / Anti-Discrimination Policies.

Nominating Committee

Meets: in February of each calendar year

Responsibilities from the By-Laws:

1. Functions of the Committee

a) The Committee shall propose at least two nominees for each position to be filled either as an officer, member of the Faculty Advisory Committee of the General Medical Faculty, Grievance Committee, Curriculum Committee, Personnel and Honors Committee, Admissions Committee, Student Professionalism and Promotion Committee, Representative to the University Senate, and Representative to the Senate Committee on Faculty, Tenure, Freedom, and Responsibility or the subcommittees of the Senate.

b) The list of nominees for each position shall be made known to the General Medical Faculty prior to May 15, and the Nominating Committee shall solicit further names from the General Medical Faculty at this time.

c) Additional nominations for these posts may be made from the floor at the fourth quarterly meeting. Nominations from the floor must be accompanied by an assurance that the nominee will serve if elected.

Curriculum Committee

Meets: the 1st Wednesday of every month at 4pm.

Responsibilities from the By-Laws:

a) The Curriculum Committee oversees the medical education program as a whole and has responsibility for the overall design, management, integration, evaluation, and enhancement of a coherent and coordinated medical curriculum.

b) The Committee provides a forum for faculty discussion of curricular issues.

Standing Committees of the Executive Faculty

Admissions Committee

Meets: Monthly as called by the Senior Associate Dean for Student Affairs

Responsibilities:

Reviewers are required to review a panel of applicants who have already been interviewed. They are asked to "score" the applications electronically. Each week, reviewers receive about 10 applications for review and must review and score the applicants within 24 hours.

Student Professionalism and Promotions Committee

Meets: Monthly as called by the Senior Associate Dean for Student Affairs

Responsibilities:

This committee evaluates students academically and professionally and makes recommendations for remediation, promotion, dismissal, etc. The committee meets monthly.

Personnel and Honors Committee

Meets: the 2nd Monday of every month at 5pm.

Responsibilities:

Twelve senior faculty in the School of Medicine who review all School of Medicine faculty appointments, promotions, three-year reviews and tenure decisions presented by the departments and make recommendations to the Executive Faculty.

University Senate

Meets: the 1st Monday of the Month at 3:15pm in Kendall-Cram Lecture Hall, LBC Uptown.

Responsibilities from their website:

The University Senate is Tulane's senior internal governance body. It consists of elected faculty representatives from the academic divisions, senior administrators, student and staff representatives, and at-large members elected from a slate nominated by the Senate Committee on Committees. The Senate is chaired by the President of the University. Its purview consists of all matters of general University concern, especially those which affect at least two academic divisions.

Standing Committees of the University Senate

Assessment Committee

Meets: As Needed

Responsibilities from their website:

Executive: To review and make recommendations to the Director of Institutional Assessment regarding the exchange of assessment information and assessment strategies among academic programs and administrative units; planning, development, and implementation of institution-wide assessment efforts; fostering a campus culture of assessment and institutional effectiveness; implementation of student outcomes assessment; accreditation-related assessment procedures at all levels in the university; appropriate and legitimate use of surveys to collect data; and review of and response to unit assessment plans and reports.

Advisory: To make recommendations to the Senate on policies relating to assessment.

Budget Review Committee

Meets: As Needed

Responsibilities from their website:

- 1) To review the conformity of the annual University budget with short-range and long-range priorities of the University and expressions of policy by the Senate.
- 2) The Chair of the Committee shall sit with the appropriate committees of the administration as they formulate budget-policy guidelines for the coming year and when categories of the budget are discussed and adopted.
- 3) The Committee on Budget Review shall bring to the attention of the Senate any instances of purported inconsistencies of the budget with priorities or policies as

well as any other allocations which in the committee's opinion are not in the best interests of the University.

4) Each academic year, the Committee shall review, prior to their adoption, the budget assumptions proposed by the Administration upon which a budget for the following academic year shall be built.

5) Each academic year, the Committee shall review, prior to its adoption, the budget proposed by the Administration for the following academic year.

6) The Committee may respond to requests from the President, or offer advice directly to the President. Concurrently, the Committee shall report such advice to the Senate.

7) To review regularly with the Executive VP for University Relations and Development matters pertaining to the development activities of the University and to make recommendations to the Senate in the area of development.

Committee on Committees

Meets: As Needed

Responsibilities from their website:

Executive: a) Except where otherwise provided, to appoint members of Senate standing committees; b) To nominate prior to the first Senate meeting each year a slate of full-time faculty members who are not elected senators, preferably from among Senate committee chairs for positions as Senate Members-at-Large; c) Except where otherwise provided, to appoint, with the concurrence of the President, the chairs (and deputy chairs as needed) of Senate standing committees from among the elected Senators whenever appropriate and feasible; d) At the direction of the Senate to form ad hoc committees; e) To review Senate committee structure and function every six years; e) To replace committee members whom it has appointed to other committees and who are not fulfilling their duties to those committees.

Advisory: to the Secretary of the Senate on matters specified in Article III, Section (c) of the Constitution.

Committee on Equal Opportunity and Anti-Discrimination Grievances Against Faculty

Meets: As Needed

Responsibilities from their website:

Executive: To consider grievances alleging faculty violations of Tulane University's Equal Opportunity/Anti-Discrimination policies and make findings and recommend remedial actions and/or sanctions to the Senior Vice President for Academic Affairs and Provost. This process does not apply to faculty on appointments of less than a year or on the first year of appointment. Those grievances are handled directly by the Office of Institutional Equity (OIE) and Human Resources. Advisory: To provide a yearly report to the Senate identifying the number of grievances received, the number that led to hearings and the time to resolution in each case.

Education Policy Committee

Meets: As Needed

Responsibilities from their website:

Executive: a) University-wide–To review and make recommendations to the faculties and deans regarding: i) policies and procedures that affect teaching; ii) the quality of support services relevant to teaching quality b) Undergraduate programs– i) To review admissions policies to assure acceptable minimum standards. [This function excludes review of interdivisional transfers and review of advance standing determinations for transfer students seeking admission from outside the University.] ii) To review the admission and academic performance of student

Faculty Handbook Committee

Meets: Monthly

Responsibilities from their website:

The role of the Faculty Handbook Committee is to review and make recommendations to the Provost's Office regarding the Faculty Handbook.

The FHC considers, reviews, and develops any proposed changes, amendments, or revisions to the Tulane Faculty Handbook and recommends these to the University Senate. The FHC also circulates/ posts proposed revisions to all faculty for comment before bringing them to the University Senate. The FHC has a standing meeting once per month. When significant changes to the Handbook are necessary, the committee will sometimes meet more frequently, but no more than once per week. Here is a link to the senate bylaws describing the committee: <https://senate.tulane.edu/bylaws-university-senate>

athletes according to current Senate policy.

Advisory: a) on questions related to academic policy and planning, admissions, and student financial aid within the University which may either have been referred to, or have originated with, the Committee; b) in recommending a satisfactory calendar for University operations; c) in recommending the initiation of new or the termination of existing undergraduate degree programs, new undergraduate majors involving two or more units, and the initiation of new or the termination of existing joint undergraduate degrees or joint undergraduate/graduate degree programs.

Equal Opportunity and Institutional Equity Committee

Meets: As Needed

Responsibilities from their website:

Advisory: To advise the Senate on the development and implementation of policies, procedures and practices pertaining to: a) recruiting and retaining a more diverse faculty, staff and student body; b) enhancing the implementation of diversity policies; c) improving the climate for under-represented faculty, staff and students. d) In fulfilling its advisory functions, the Committee is expected to work closely with the Office of Institutional Equity and other responsible parties with roles in improving affirmative action, institutional equity, and diversity at the University.

Faculty and Staff Benefits Committee

Meets: As Needed

Responsibilities from their website:

Advisory: on the study and development of benefit plans including, but not limited to, educational benefits for dependents, insurance, housing, retirement programs, sabbaticals, and leaves.

Faculty Tenure, Freedom, and Responsibility Committee

Meets: As Needed

Responsibilities from their website:

On issues affecting faculty tenure, freedom, and responsibility. The Committee shall review the written procedures of each academic constituency with respect to the reappointment of, promotion of, and the granting of tenure to the members of the faculty of the constituency and with respect to the constituency's handling of faculty grievances and make suggestions, where necessary, to the constituency for changes

in those procedures to comport with academic due process.

Honors Committee

Meets: As Needed

Responsibilities from their website:

Advisory: To nominate candidates for honorary degrees.

Information Technology Committee

Meets: As Needed

Responsibilities from their website:

Executive: to review, evaluate, and recommend strategies, plans, and policies that will lead to optimal use and development of information technology. This will include: a) reviewing technology infrastructure needs of the University community to support teaching, administration and research; b) evaluating strategic directions, current and future capabilities, and objectives for campus IT support, including learning technologies; c) recommending methods for coordinated implementation of campus IT projects and initiatives; and d) reviewing the annual budget proposals for centralized IT facilities and services.

Advisory: to make recommendations to the Senate in this area.

Libraries Committee

Meets: As Needed

Responsibilities from their website:

Executive: to develop policy recommendations for operating the Libraries.

Advisory: To advise the Dean of Libraries and Academic Information Resources and other Library Directors in the formulation of policies concerning the character, use, and development of library collections and facilities; to receive regular reports from library administrators on the condition and status of university libraries; to offer a forum for discussion of library-related matters deemed to be of interest to the university community; to review and evaluate library policy; and to report regularly to the Senate on the condition of the libraries.

Physical Facilities Committee

Meets: As Needed

Responsibilities from their website:

Advisory: on the development of plans for the physical facilities of the University, including general policies on allocations of space and physical plant. There shall be at least one standing sub-committee, the Sub-Committee on Traffic and Security, having the following functions: Executive: pertaining to reserved space for parking; Judicial: for assessment of fines or appeals for traffic violations; and Advisory: to make recommendations to the Administration.

Research Committee

Meets: As Needed

Responsibilities from their website:

Executive:

- 1) To review and make recommendations to the Vice-President for Research concerning:
 - a) the efficacy of new policies and procedures that affect research, development or training;
 - b) the extent to which ongoing policies and practices enhance the acquisition and management of grants and contracts;
 - c) the quality of support services provided to faculty who are attempting to acquire or have acquired external funding.
- 2) To coordinate and monitor the activities of subcommittee(s).
- 3) To review grant/contract proposals submitted by the Sponsored Projects Administration that raise important research issues for the institution, such as involvement in classified research, restrictions on publications, use of research personnel, etc., and determine the final disposition of such matters.
- 4) To review grant/contract proposals that raise important patent issues.

Advisory

- 1) To recommend policies relating to research.
- 2) To review the activities of the Institutional Review Boards, the Institutional Animal Care and Use Committees, the Institutional Biosafety Committee, and the Environmental Health and Science Operations Committee.
- 3) To review and make recommendations regarding University patent policies and procedures.