



**NYU Grossman School of Medicine
Policy for the Governance of Standing Committees**

**Issuing Department:
Office of the Dean**

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Preamble:

NYU Grossman School of Medicine's standing committees are integral to the organization and execution of the continuum of activities across education, research, and patient care at the Grossman School of Medicine ("GSOM"). The Dean's Executive Council (the "DEC") and the standing committees (the "Standing Committees") are an important part of the shared governance of GSOM and include representation from faculty, students, and administration and have broad oversight over the School's programs, resources, and policies. The DEC and the Standing Committees also collaborate with the GSOM Faculty Council, which serves a vital role as the voice of the faculty in governance of GSOM and is subject to its own Bylaws.

This Policy for the Governance of Standing Committees (the "Policy") for GSOM, which supplements the provisions of the New York University Bylaws and the NYU Faculty Handbook, sets forth the composition and responsibilities of the DEC and the Standing Committees and is subject to review and updates as necessary to ensure the ongoing effectiveness of GSOM's governance, to maintain compliance with accreditation requirements, and to support strategic planning and execution. The DEC and each of the Standing Committees may institute processes and procedures, consistent with this Policy, to carry out their charges.

The DEC and the Standing Committees

1. The Dean's Executive Council

Charge: The DEC is an advisory body responsible for coordinating initiatives that support education, research, and patient care. It oversees the strategic direction of GSOM, reviews and recommends non-curricular policy changes, and ensures that GSOM meets expected quality and safety standards in education, research, and patient care. The DEC also helps the Dean identify matters of concern, including operational and management issues and establish representative work groups to study and develop recommendations in these areas.

Membership and Meetings: The Committee is chaired by the Dean and shall be comprised of the Vice-Deans, Chairs of each basic science and clinical department, institute directors, the GSOM Faculty Council President, and the GSOM Faculty Council Vice President, who shall all be voting members of the Committee. A majority of the voting members shall constitute a quorum, and decisions of the Council shall be by a majority of those present. The DEC meets at least three (3) times per month, with at least three meetings per year devoted to matters related to medical education. There shall be minutes taken of each meeting of the Committee at which educational matters are discussed.

2. *Review and Nominating Committee*

Charge: The Review and Nominating Committee is responsible for reviewing, making recommendations and nominations for, and updating the membership of, the other Standing Committees, forming ad hoc committees as needed, and communicating information about the Standing Committees, appointments, and membership. The committee sends an annual faculty-wide call for nominations to fill vacancies on the standing committees. Faculty may self-nominate or nominate a colleague.

Membership and Meetings: The Committee shall be comprised of the following eight voting members: (a) the Chair of the Elections Committee of the Faculty Council, who shall serve as Chair of the Review and Nominating Committee; (b) a faculty member from each of the MD and MD-PhD Admissions, Curriculum, and Continuous Quality Assurance/LCME Accreditation Oversight committees; and (c) four faculty members representing the basic and clinical sciences selected by the Dean following an open-call to faculty. Other than the Chair, Committee members shall serve for three (3) year terms, which may be renewed. A majority of the voting members shall constitute a quorum, and decisions of the Committee shall be by a majority of those present. The Committee shall meet at least annually. There shall be minutes taken of each meeting of the Committee.

3. *MD and MD-PhD Executive Admissions Committee*

Charge: The MD and MD-PhD Executive Admissions Committee is responsible for overseeing the selection of the most academically talented, interpersonally gifted, and dynamic student body to GSOM, admitting students whose interests, abilities, skills, and character are consistent with the institutional mission. The MD and MD-PhD Executive Admissions Committee is charged with overseeing the admissions process and using the evaluations from the screening and interview process to inform admissions decisions, including acceptances, rejections, and selection of alternates. The MD and MD-PhD Executive Admissions Committee has final authority for making all admissions decisions and will review and approve the admissions process annually.

Membership and Meetings: The Executive Admissions Committee shall be chaired by the Senior Associate Dean for Admissions and Financial Aid and shall be comprised of an additional 27 faculty members appointed annually by the Review and Nominating Committee after consultation with the Senior Associate Dean for Admissions and Financial Aid; 25 faculty members shall be chosen from the basic and clinical science faculty and 2 shall be chosen from the MSTP program. Other than the Chair,

Committee members shall serve for three (3) year terms, which may be renewed. A majority of the voting members shall constitute a quorum, and decisions of the Committee shall be by a majority of those present.. The Committee shall meet weekly during the admissions season.

4. *Curriculum Committee*

Charge: The Curriculum Committee is responsible for the overall development, design, and implementation of all components of the medical education program, including the medical education program objectives, the learning objectives for each required curricular segment, instructional and assessment methods appropriate for the achievement of those objectives, content and content sequencing, ongoing review and updating of content, and evaluation of course, clerkship, phase, full curriculum and teacher quality. These medical education program objectives, learning objectives, content, and instructional and assessment methods are subject to ongoing monitoring, review, and revision by the Committee. The Committee is also responsible for reviewing and approving student-related educational policies, procedures, and guidelines.

Membership and Meetings: The Curriculum Committee shall be comprised of 38 members, 28 voting members, 10 non-voting members. The 28 voting members shall be comprised of faculty in the basic, clinical, and library sciences nominated by the Review and Nominating Committee in response to an open call for Committee members and who shall serve three-year terms, which may be renewed. To maintain continuity of membership, the voting members will be separated into three (3) classes, selected on a staggered basis. The 10 non-voting members of the Committee shall be the deans for medical education, student affairs, curriculum, graduate medical education, professional development, clinical sciences, and the MSTP program, as well as the following three (3) students: the presidents of the first- and third-year classes and a representative of the MSTP program selected by MSTP students. The Chair of the Committee shall be a voting member of the Committee selected by the Chief Academic Officer ("CAO") and the Senior Associate Dean for Medical Education. A majority of the voting members shall constitute a quorum, and decisions of the Committee shall be by a majority of those present. The Curriculum Committee shall meet at least 11 times per year. There shall be minutes taken of each meeting of the Committee.

The Curriculum Committee shall have the following subcommittees and such additional subcommittees as the Curriculum Committee may constitute from time to time:

A. The Pre-clerkship Module and Content Directors Subcommittee

Charge: The Pre-clerkship Module and Content Directors Subcommittee is responsible for, and reports to the Curriculum Committee on, planning, scheduling, and reviewing the pre-clerkship curriculum content, calendar, and plans for assessment and evaluation. The Subcommittee may act as necessary on non-substantive changes including, but not limited to, scheduling changes, lecturer changes, and best

practices across pre-clerkship modules with respect to resources and assessments, and the Subcommittee will make periodic reports to the Curriculum Committee.

Membership and Meetings: The Subcommittee shall be comprised of all pre-clerkship module and content directors, the education and curriculum librarian, and a member of the Division of Education Quality. The Subcommittee shall be chaired by the Director of Education in the Preclinical Sciences. A majority of the members shall constitute a quorum, and decisions of the Subcommittee shall be by a majority of those present. The Committee shall meet monthly. There shall be minutes taken of each meeting of the Committee.

B. The Clerkship Directors Subcommittee

Charge: The Clerkship Directors Subcommittee is responsible for, and reports to the Curriculum Committee on, planning, scheduling, and reviewing the clerkship curriculum content, calendar, and plans for assessment and evaluation. The Subcommittee may act as necessary on non-substantive changes, including but not limited to, implementing best practices across clerkships, refining didactics and their scheduling, and adjusting rotation schedules. The Subcommittee will make periodic reports to the Curriculum Committee.

Membership and Meetings: The Subcommittee shall be comprised of all seven (7) core and three (3) advanced clerkship directors and a member of the Division of Education Quality. The Subcommittee shall be chaired by the Assistant Dean for Education in the Clinical Sciences. A majority of the members shall constitute a quorum, and decisions of the Subcommittee shall be by a majority of those present. The Committee shall meet monthly. There shall be minutes taken of each meeting of the Committee.

C. The Evaluation and Assessment Subcommittee

Charge: The Evaluation and Assessment Subcommittee is responsible for, and reports to the Curriculum Committee on, evaluations of all modules within the curriculum at a phase level (pre-clerkship, clerkship, post-clerkship) and effective and efficient continuous quality improvement (CQI) cycles. The Subcommittee is accountable for the review of horizontal and vertical integration of the GSOM curriculum and for collecting and making usable a variety of outcome data, including national norms of accomplishment, to demonstrate the extent to which medical students are achieving medical education program objectives and to enhance the quality of the medical education program as a whole. The Subcommittee is also responsible for guiding the development of a comprehensive and longitudinal assessment of core clinical skills and entrustable professional activities (EPAs) to promote a seamless transition from undergraduate medical education (UME) to graduate medical education (GME) that is not time-based, which helps to ensure that all GSOMy students are all well-prepared to progress academically. The Subcommittee will make periodic reports to the Curriculum Committee.

Membership and Meetings: The Subcommittee shall be comprised of the following ten (10) faculty members who have been designated by the Curriculum Committee and who serve as *ex officio* members with the right to vote: Associate Dean of Curriculum; Assistant Dean for Education in the Clinical Sciences; Senior Associate Dean for Medical Education; Faculty Accreditation Lead; Associate Dean for Academic Planning and Innovation; Executive Director of the Institute for Innovations in Medical Education and Office of Medical Education; Associate Dean of Student Affairs; Director, Division of Education Quality; Director, Integrated Clinical Skills; and Director, Pre-clerkship Curriculum. The Committee shall be co-chaired by the Associate Dean for Curriculum and Assistant Dean for Education in the Clinical Sciences. A majority of members shall constitute a quorum, and decisions of the Subcommittee shall be by a majority of those present. The Subcommittee shall meet at least monthly. There shall be minutes taken at each meeting of the Subcommittee.

5. Academic Promotions Committees

A. Academic Promotions Committee: Pre-Clinical Board

Charge: The Preclinical Board is a faculty committee that uses established standards to make recommendations to the Dean of GSOM regarding students' pre-clerkship academic status and standing, progression, advancement, and dismissal for students who may be experiencing academic difficulties or professionalism performance difficulties. Recommendations to the Dean or his/her designee shall be based on established standards and criteria promulgated by the Curriculum Committee.

Membership and Meetings: The Pre-Clinical Board shall be comprised of the pre-clerkship module and content directors and shall be chaired by the Senior Associate Dean for Medical Education or his/her designee. The Associate Dean for Student Affairs shall serve as a non-voting member. Any Committee member with a conflict of interest must recuse themselves from any discussion and/or vote pertaining to a student case. A conflict of interest includes, but is not limited to, a course/clerkship director who has issued a failing grade, familial relationship, mentor/mentee relationship, physician-patient relationship, colleague referral, or any other significant professional or social relationship (e.g., preceptor, elective teaching, advising). A majority of the voting members of the Pre-clinical Board shall constitute a quorum, and decisions of the Board shall be by a majority of those present. The Pre-Clinical Board shall meet quarterly. There shall be minutes taken of each meeting of the Pre-Clinical Board.

B. Academic Promotions Committee: Clinical Board

Charge: The Clinical Board is a faculty committee that uses established standards to make recommendations to the Dean of GSOM regarding students' stage 2, stage 3, research year, and MSCI status and standing, progression, advancement, graduation, and dismissal if students are not meeting expectations (i.e. failure to successfully complete academic requirements or reasons related to professionalism that do not fall under the purview of the process and procedure for alleged violations of the student conduct standards). Recommendations to the Dean or his/her designee shall be based on established standards and criteria promulgated by the Curriculum Committee.

Membership and Meetings: The Clinical Board shall be comprised of all the core and advanced clerkship directors and the Assistant Dean for Education in the Clinical Sciences. The Associate Dean for Student Affairs shall serve as a non-voting member. Any member of the Committee with a conflict of interest must recuse themselves from any discussion and/or vote pertaining to a student case. A conflict of interest includes, but is not limited to, a course/clerkship director who has issued a failing grade, familial relationship, mentor/mentee relationship, physician-patient relationship, colleague referral, or any other significant professional or social relationship (e.g., preceptor, elective teaching, advising). The Clinical Board shall be chaired by the Associate Dean for Medical Education or his/her designee. A majority of the voting members of the Clinical Board shall constitute a quorum, and decisions of the Board shall be by a majority of those present. The Clinical Board shall meet quarterly. There shall be minutes taken at each meeting of the Clinical Board.

6. Education Steering Committee

Charge: The Education Steering Committee is tasked with the consideration of issues that span undergraduate, graduate, and continuing medical education. This includes the learning environment and non-curricular policies affecting the education programs. The Committee is responsible for broad oversight over the education mission and alignment of goals related to education quality, innovation, and strategic planning. This Committee does not, however, have authority with respect to decisions under the purview of the MD and MD-PhD Admissions and Curriculum Committees.

Membership and Meetings: The Education Steering Committee shall be comprised of the following *ex officio* members with the right to vote: Chief Academic Officer; Associate Dean for Academic Planning and Innovation; Senior Director, Education, Faculty and Academic Affairs; Senior Associate Dean for Medical Education; Faculty Accreditation Lead; Associate Dean for Curriculum; Assistant Dean for Education in the Clinical Sciences; Executive Director, Office of Medical Education and Institute for Innovations in Medical Education; Director, Office of Registration and Student Records; Associate Dean for Professional Development; Director, Office of Professional Development; Associate Dean for Student Affairs; Director, Office of Student Affairs; Director, Student Health Services; Associate Dean for Graduate Medical Education; Senior Administrative Director, Office of Graduate Medical Education; Medical Director, Continuing Medical Education; Senior Director, Continuing Medical Education; Assistant Dean of Simulation Education; Director, New York Simulation Center for Health Sciences; Director, Office of Admissions and Financial Aid; Chair of the Health Sciences Library; Department Administrator, Health Sciences Library; Associate Dean for Mentoring and Professional Development; Senior Associate Dean for Admissions and Financial Aid; and President of the Senior Class. In addition, the Committee will include two additional faculty members nominated by the Review and Nominating Committee and selected by the Chief Academic Officer (CAO) in response to an open call for faculty members and who shall serve for three-year terms. Two GSOM student representatives to the Organization of Student Representatives will also sit on the committee for a one-year term. The Committee shall be chaired by the CAO or his/her designee. A majority of the voting members shall

constitute a quorum, and decisions of the Committee shall be by a majority of those present. The Committee shall meet quarterly. There shall be minutes taken of each meeting of the Committee.

7. Continuous Quality Assurance and LCME Accreditation Oversight Committee

Charge: The Continuous Quality Improvement Committee and LCME Accreditation Oversight Committee (CQA/LAO) is responsible for the continuous quality improvement efforts, accreditation compliance, and strategic planning that leads to the accomplishment of the short- and long-term goals of GSOM.

Membership and Meetings: The CQA/LAO will be comprised of the following *ex officio* members with the right to vote: Associate Dean for Academic Planning and Innovation; Assistant Dean for Education in the Clinical Sciences; Associate Dean for Curriculum; Senior Associate Dean for Medical Education; Associate Dean for Student Affairs; Vice Dean for Education, Faculty, and Academic Affairs; Director of the Office of Registration and Student Records; Director, Division of Education Quality; Senior Associate Dean for Admissions and Financial Aid; and Director, Office of Professional Development. The Committee will perform its work with the assistance of working groups, which will be constituted by the Committee based on the subject matter of the working group. Each working group will include at least one member of the Committee, faculty and students as appropriate based on the subject matter of the working group. The working groups will report to the Committee. The Committee shall be chaired by the Vice Dean for Education, Faculty, and Academic Affairs or his/her designee. A majority of the voting members shall constitute a quorum, and decisions of the Committee shall be by a majority of those present. The Committee shall meet quarterly. There shall be minutes taken at each meeting of the Committee.

8. Faculty Appointment, Promotion, and Tenure Committee for Tenure-Track and Tenured Faculty

Charge: The Faculty Appointment, Promotion, and Tenure Committee for Tenure-Track and Tenured Faculty shall be responsible for evaluating possible advancement faculty who are tenured or on the tenure track. The Committee shall make recommendations to the Dean regarding the promotion and/or tenure of candidates.

Membership and Meetings: The Faculty Appointment, Promotion, and Tenure Committee for Tenure-Track Faculty shall be comprised of fourteen (14) tenured full professors in GSOM representing various departments nominated by the Review and Nominating Committee and appointed by the Dean or the Dean's designee for three-year terms that are renewable. To maintain continuity of membership, the members will be separated into three (3) classes, elected on a staggered basis. The Chair of the Committee will be selected by the Dean or the Dean's designee. The Vice Dean of Education, Faculty and Academic Affairs shall serve as a non-voting member with voice confined to procedural issues or responses to questions by the Committee. A majority of the voting members shall constitute a quorum, and decisions of the Committee shall be by a majority of those present. The Committee shall meet monthly during the academic year. There shall be minutes taken of each meeting of the Committee.

9. Faculty Appointment, Promotion, and Tenure Committee for Scholar Track Faculty

Charge: The Faculty Appointment, Promotion, and Tenure Committee for Scholar Track Faculty shall be responsible for evaluating for advancement faculty who are on the scholar track (not tenured nor tenure track). The Committee shall make recommendations to the Dean about the promotion of candidates.

Membership and Meetings: The Faculty Appointment, Promotion, and Tenure Committee for Scholar Track Faculty shall be comprised of eleven (11) associate-level or higher faculty in GSOM of any track representing various departments nominated by the Review and Nominating Committee and appointed by the Dean or the Dean's designee for three-year terms that are renewable. To maintain continuity of membership, the members will be separated into three (3) classes, elected on a staggered basis. The Chair of the Committee will be selected by the Dean or the Dean's designee. The Vice Dean for Education, Faculty and Academic Affairs shall serve as a non-voting member with voice confined to procedural issues or responses to questions by the Committee. A majority of the voting members shall constitute a quorum, and decisions of the Committee shall be by a majority of those present.. The Committee shall meet monthly during the academic year. There shall be minutes taken of each meeting of the Committee.

In addition to the Standing Committees set forth above, GSOM maintains a Graduate Medical Education Committee.