

EXECUTIVE COUNCIL AND STANDING COMMITTEE DESCRIPTIONS

All committee meetings are videoconferenced among the Macon, Savannah and Columbus Campuses

EXECUTIVE COUNCIL

Responsibilities include providing consultation to the Dean on matters of academic policy and strategic planning; serving as a forum for the dissemination of information and exchange of ideas and perspectives.

Time Commitment: The council currently meets the second Tuesday of the month at 7:30 AM, usually for no more than one hour.

NOMINATING COMMITTEE

Responsibilities include soliciting nominations and preparing the slate of proposed candidates for election to the Executive Council, the Standing Committees, and the position of Secretary of the Faculty.

Time Commitment: The committee meets on as needed basis during the academic year, primarily if there are unexpected vacancies to fill. The majority of the time commitment is in the spring constructing the slate and dealing with the elections after the Annual Faculty Meeting.

ADMISSIONS COMMITTEE

Responsibilities of the Admissions Committee include: i) making recommendations to the Dean on the admission of all pre-doctoral students to the School in adherence with the mission of the School and with admissions policies and criteria established by the Committee; ii) making recommendations related to recruitment of students; and iii) reviewing admissions criteria on an ongoing basis and to submit recommendations to the Executive Council. Workload and Time Commitment of individual Admissions Committee Members: The Admissions Committee is scheduled to interview about 420 applicants per year, all application streams and recruitment events combined. Interviews of MD applicants (365 estimated interviews) start in mid-August and end the last week of February. Applicant records will be made available to committee members for review via a web-based portal. Interviews are held only on the Macon and Savannah campuses and only on Tuesdays and Thursdays. A typical interview lasts 30-40 min. Committee members (as well as Non-Committee Interviewers) are required to submit typed evaluations of applicants they interview on a web-based applicant management portal within 2 business days of the interview. Each Committee member is expected to conduct at least 23 interviews per cycle; this number is lower for those that serve on the Screening Sub-Committee, and for medical student committee members. Each voting member of this Committee is expected to rank interviewed applicants (not just applicants interviewed by that member) on a regular basis, unless a member recuses oneself or is requested to recuse from ranking or voting a particular candidate in view of a potential conflict of interest. Ranking interviewed applicants is accomplished online. The Admissions Committee meets at least once monthly from August through May. Each admissions committee meeting lasts about 90 minutes. All members of the Committee agree to maintain confidentiality of applicant information and

any information that may be confidential, as described in the Statement of Understanding and Agreement to Maintain Confidentiality of Applicant Records in MD Admissions and Transactions in MD Admissions, and adhere to the admission committee's policy on Conflict of Interest as it pertains to the admissions process. A detailed Orientation Packet will be sent to all Committee members from the Admissions Office in the month of July or at least prior to their first interview. An admissions retreat is also held in the month of July or August prior to the start of the interview cycle. The estimated time commitment through a calendar year for service on the Committee is approximately 100 hours between mid-August and June, including participation in recruitment events on campus. If you have further questions on responsibilities, workload, and time commitment of individual committee members, please contact Dr. Alice Aumann House, senior associate dean of admissions & student affairs at house_a@mercer.edu

CURRICULUM AND INSTRUCTION COMMITTEE (CIC)

Responsibilities include evaluating and make recommendations to ensure that: The overall pre-doctoral educational program fulfills the mission of the School. The School has defined its educational objectives/student competencies and the methods for assuring that those objectives/competencies have been achieved for both the educational program as a whole and the component programs/courses/clerkships/electives comprising the overall program. Curriculum content in programs/courses/clerkships/electives and the curriculum as a whole are sufficient to meet the educational objectives/student competencies of the program as a whole. All those who teach or supervise students are familiar with the educational objectives of their respective course/clerkship/elective and are prepared for their educational roles. Remediation policies and procedures for the educational program as a whole and its components are administered in a manner consistent with the remediation policies of the School. Comparable educational experiences are maintained and equivalent methods of evaluation and standards for evaluation are maintained on geographically separated campuses. The methods used to evaluate the effectiveness of the educational program as a whole and the component programs, courses, clerkships, electives, are monitored and that evaluation and improvement cycles occur. Student workload is monitored and conflicting curricular demands are managed within the academic calendar.

Time Commitment: Currently the CIC meets 1-2 times per month, on Thursdays at 4:00 PM. Committee members are required to participate on ad hoc committees and chair review committees. This requires work outside the regular committee meeting times.

STUDENT APPRAISAL AND PROMOTIONS COMMITTEE (SAPC)

Responsibilities include monitoring student progress toward academic performance standards, and evaluating and making recommendations to the Dean on the advancement, retention, or dismissal of students. Time Commitment: Meetings as needed to accomplish the responsibilities of the committee, usually Wednesday evening at 5:30.

FACULTY PROMOTIONS AND TENURE COMMITTEE (P&T)

Responsibilities include providing assistance to faculty regarding the policies and procedures for promotion and tenure; reviewing applications and making recommendations to the Dean regarding the granting of promotion and tenure; making recommendations to the Executive Council regarding standards and guidelines for tenure and promotion. Time Commitment for Committee Members: Applications for promotion and tenure are due October 1 so the majority of the work for this committee occurs between October and December. Committee recommendations are made to the Dean by January. The committee meets 4 times each month between October and December. Outside of meeting commitment: all members review all applications. Additionally, each member is responsible for providing a thorough written summary of 2-3 applications. Occasionally the committee is called upon to make recommendations regarding off cycle faculty appointments.

Time Commitment for Chair: Providing assistance to applicants requires a substantial time investment throughout the year and includes two workshops as well as consultations with individual faculty. The chair is also responsible for combining the summaries of each applicant and providing final recommendation letters to the Dean. Additionally the chair provides consultation to the dean regarding new faculty appointments. He/she is also responsible for updating/clarifying the Promotions and Tenure guidelines.

RESEARCH COMMITTEE

Responsibilities include advising the Dean on the implementation of programs and policies related to research; disseminating information on issues impacting research; promoting collaborative research; communicating information related to needs or problems related to research to the Dean.

Time Commitment: The Research Committee meets on the first Wednesday of each month from 4:30-5:30 PM.

LIBRARY AND LEARNING RESOURCES COMMITTEE

Responsibilities include making recommendations on the development of the collection for the libraries and learning resources centers; making recommendations on user policies; and assisting in developing procedures and priorities for acquisitions.

Time Commitment: The Committee currently meets the third Wednesday of the month at 8:00 AM, usually for no more than one hour.

RULES AND BYLAWS COMMITTEE

Responsibilities include reviewing the bylaws annually; proposing or considering revisions to the bylaws; resolving differences in interpretation of the Bylaws; interpreting the rules, regulations, and procedures of the School; investigating violations of rules, regulations, and procedures of the School; ensuring consistency among policies and procedures of handbooks, bylaws, etc.

Time Commitment: The committee is required to meet at least twice a year with one meeting to review the bylaws. In practice, the committee may meet once a month during nine months of the year with some communication via email.

SECRETARY OF THE FACULTY

Responsibilities include preparing agendas, taking and distributing minutes for all regular Executive Council meetings and Faculty Meetings, updating the Standing Committee Lists, and informing Committee Chairs of their administrative responsibilities. Responsible for disseminating information of school, university, and faculty interest to faculty. Broad knowledge of Roberts Rules of Order, Faculty Handbook and Bylaws, and Promotion and Tenure Guidelines is helpful for Secretary. Secretary interacts with the Dean, members of the Dean's office, and faculty regularly.

Time Commitment: 10-15 hrs per month

APPEALS AND GRIEVANCE

Responsibilities include consideration of faculty grievances related to academic or personnel matters and consideration of appeals of decisions made in the School related to reappointments, promotions and tenure. The committee is convened only if there is a grievance that requires response by the school committee.

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