Midwestern University
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Midwestern University Committee System

Preamble

The voting faculty exercises a significant role in the governance of Midwestern University (MWU) through the University committee system. Only voting faculty members and students (where appropriate) are voting members of committees unless specifically stated otherwise in descriptions of individual committees. This system utilizes four categories of committees, some of which are elected and some of which are appointed. Each is classified according to its reporting relationship within the University as follows:

- **University Administrative Committees** are appointed by and report to the President.

- **University Faculty Committees** are appointed by and report to the Faculty Senate.

- **Institutional committees** function to ensure institutional compliance with federal guidelines and statutes for research oversight and make recommendations and report directly to the President of the University.

- **College committees** make recommendations and report directly to their respective college Dean with most committees having indirect reporting relationships to the Faculty Senate.

Business in all institutional, University and college committees is conducted according to ROBERT'S RULES OF ORDER. Unless stated otherwise, appointment to all committees is for one academic year.

While the University Committee on Committees coordinates the appointment and election of all committees and the Faculty Senate provides a repository for all committee reports, the President, Deans for all colleges and the Faculty Senate are responsible for monitoring and supervising the activity of all committees with direct reporting relationships to them. Deans of all colleges and the Faculty Senate are also responsible for monitoring committees with indirect reporting relationships to them. In the case of institutional committees, the Director and Assistant Director of Research and Sponsored Programs (or persons in comparable positions) may serve as monitors and supervisors at the discretion of the President. Similarly, supervision of other committees may be delegated to others by the President, Deans or the Faculty Senate.

Minutes for each committee are to be sent to the Faculty Senate for archiving in the Faculty Senate office.
Protocols pertaining to College Rank and Tenure Committees

The following protocols pertain to all College Rank and Tenure Committees. (These protocols have been approved by the MWU Faculty Senate, as well as the Faculty as a whole).

1. How to fill faculty vacancies on College Promotion and Tenure Committees
   a) Identify the candidate from the original election slate who received the next highest number of votes. That candidate will be appointed to the committee as long as he/she is still willing to serve on the committee.
   b) If there are no additional candidates left from the original election slate, then solicitation of the remaining eligible faculty members from within the College must occur, another election slate created and a new election held to replace each faculty vacancy.
   c) If there are no additional candidates left from original election slate and there are no eligible and willing faculty members from within the College, then solicitation of eligible faculty members from other Colleges within the University should occur. Another slate must be created and a new election held to replace each faculty vacancy.

2. How to handle election ties on College Promotion and Tenure Committees
   Should a tie occur between two candidates and only one position remains available on the committee, then another election should be run to identify which of these two candidates will fill the position.

3. How to handle a College Promotion and Tenure committee member as applicant
   Applicants for promotion in academic rank and/or tenure consideration are not eligible to serve on the College Promotion and Tenure Committee. Should an applicant be elected to this Committee and subsequently decide to apply for promotion in academic rank and/or tenure, then the applicant will relinquish his/her position and a new election to fill the vacancy will occur.

In accordance with the Conflict of Interest Policy in the MWU Faculty Handbook, the MWU Faculty Senate approved, effective July 1, 2004, an addition to the policy which disallows spouses/domestic partners to serve on any College Rank and Tenure committee simultaneously. In the event that both spouses/domestic partners are eligible and request to serve on the Rank and Tenure Committee the faculty member receiving the highest number of votes will be selected.
UNIVERSITY ADMINISTRATIVE COMMITTEES

Membership on all committees designated "University Administrative Committees" is by appointment of the President on recommendation of the Faculty Senate. The term of the appointment on all University administrative committees is renewable for a period of one academic year unless specified otherwise in the individual committee policies and procedures. A faculty member may serve consecutive years as a member of the same University administrative committee as long as that faculty member continues to meet all the criteria for membership of that committee.

UNIVERSITY FINANCIAL AID COMMITTEE

**Description:** This committee ascertains the eligibility, priority and distribution of all loan and scholarship funds for which the University has a responsibility.

**Membership:** This committee is composed of at least five (5) faculty members from each campus, with at least one (1) from each college (1 from each campus for CHS), plus one (1) student from each campus chosen by the University Student Senate and who participates only in discussions of policy matters. The Director of Student Financial Services and Dean of Students from each campus, and other members of the administrative staff may serve as Ex Officio nonvoting members at the discretion of the President. Appointments are made annually each spring by the President with the advice of the Committee on Committees of the Faculty Senate.

**Chairperson:** There are two co-chairpersons, one from each campus, both of whom are chosen by the President based on recommendation from the Committee on Committees.

UNIVERSITY LIBRARY COMMITTEE

**Description:** The function of this committee is to make recommendations to the University Librarian. The committee shall meet at least quarterly.

**Membership:** This committee is composed of at least six (6) members; one (1) member of the faculty from each college and one (1) student selected by the University Student Senate. The Director of Library Services serves as an Ex Officio nonvoting member. Appointments are made annually each spring by the President with the advice from the Faculty Senate.

**Chairperson:** The President appoints a chairperson from the committee with advice from the Committee on Committees of the Faculty Senate.

UNIVERSITY RESEARCH COMMITTEE

**Description:** The charge of the Research Committee is to provide for two-way communication between the faculty and administration in regards to research-related concerns. Specifically, the Research Committee will:

1) Assist the Office of Research & Sponsored Programs (ORSP) in the coordination of the activities for Midwestern University’s Kenneth A. Suarez Research Day on both campuses, and serve or recruit poster judges, if applicable.

2) Assist the ORSP by identifying speakers for the Midwestern University Seminar program on both campuses.

3) Identify and communicate strategies to encourage new and enhance existing scholarly activities across the University Community, including strategies to develop collaborative ventures between faculty within and across departments.

4) Develop a centralized directory of research equipment and resources on each campus for the ORSP’s intranet site.

5) Identify common research needs and develop a centralized “wish list” for capital equipment requests.

6) Identify the criteria for and make “award” recommendations for an “incentive” program to reward faculty for extraordinary effort in the area of scholarly activity.

7) Provide a peer-review of grant proposals prior to submission to external granting agencies, when requested by a faculty member.

8) Develop strategies to promote the involvement of students in research/scholarly activity, so as to identify and mentor students interested in careers in academia.

9) Foster student/faculty research and MWU faculty collaborations by developing and maintaining an updated summary of basic science and clinical faculty research interests for the ORSP website.

10) Discuss and assist the administration with other research-related concerns and/or activities as needed.

**Members:** This committee is composed of at least 2 faculty members from each College from each campus. The Director and Assistant Director of Research and Sponsored Programs, and the Director of Library Services are Ex Officio nonvoting members. In addition, at least one technical staff person from each campus will be voting members of the committee. The term of each appointment will be two years. The appointments from each College will be staggered to ensure continuity and experience with committee work. Faculty appointments are recommended on an annual basis by the President with the advice of the Committee on Committees of the University Faculty Senate. Technical staff appointments are made on an annual basis by the President with the advice of the Committee on Committees of the University Faculty Senate and the Director of Research and Sponsored Programs.

**Chairperson:** The President appoints a co-chair from each campus from within the committee membership with advice
**UNIVERSITY RESEARCH COMMITTEE**

from the Committee on Committees of the University Faculty Senate.

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**UNIVERSITY WELLNESS COMMITTEE**

**Description:** The charge of the Wellness Committee is to:

1. Promote and encourage total wellness through health promotion and education.
2. Conduct surveys and collect data about student, staff and faculty use of health/wellness-related resources and the needs of the students, staff and faculty related to these resources.
3. Suggest and make recommendations to administration about issues related to student, staff and faculty health-related concerns such as smoking policies, group exercise classes, on-site health care services (flu shots, blood pressure screenings, etc.).
4. Plan for and coordinate health and wellness-related activities (along with the Midwestern University Human Resources office and administration) for the university as a whole.
5. Provide education and raise awareness concerning wellness-related issues by identifying speakers and seminar programs on both campuses with the assistance of Human Resources and Administration.
6. Identify and communicate strategies to encourage staff and faculty to pursue healthier lifestyles and greater participation in health and wellness activities.
7. Periodically review the Wellness “incentive” program to reward staff and faculty for pursuing healthier lifestyles.

**Members:** This committee is composed of at least 2 faculty members from each college (2 from each campus for CHS). The membership also includes a minimum of 6 staff members: at least two of whom are from HR (one from each campus), two of whom are from student services (one from each campus) and two or more “at large” staff members (one from each campus). The Vice-President of Human Resources and Administration and the Director or Assistant Director of Human Resources from each campus will serve as *Ex Officio*, non-voting members of this committee. The committee may function either as a whole, or separately on each campus, to accomplish its charge. Students may be asked to participate in meetings on an as-needed, *ad hoc* basis as non-voting members and will be identified through the college Deans. Faculty appointments are recommended on an annual basis by the President with the advice of the Committee on Committees of the University Faculty Senate. Appointments of staff members are made by the President with recommendation by the Committee on Committees in consultation with HR.

**Chairperson:** There are two co-chairpersons, one from each campus, both of whom are chosen by the President based on recommendation from the Committee on Committees. The co-chairs are expected to work closely with HR on their respective campus.
**UNIVERSITY FACULTY COMMITTEES**

### UNIVERSITY ACADEMIC ASSESSMENT COMMITTEE

**Description:** This committee is responsible for overseeing the assessment strategies, plans and activities established and implemented by the University. Members provide assistance to individual faculty members or departments upon request, solicit input for topics for workshops and development activities, assist with the acquisition of resource and facility needs for the conduct of approved assessment activities, promote interaction among faculty and departments on assessment matters and coordinate institutional assessment activities. The charge of this committee is:

1. To develop and maintain a University-wide assessment plan for evaluating student learning.
2. To review and evaluate University assessment activities minimally on an annual basis.
3. To advise the Office of Institutional Research and Educational Assessment about the performance of its functions.
4. To develop principles, policies and practices appropriate to University and individual unit assessment activities.
5. To serve as an advocate for needed resources for the office of institutional research and educational assessment as assessment activities expand and develop.
6. To assist individual units in their assessment and evaluation activities when requested.

**Membership:** This committee is composed of at least two (2) faculty members from each college and the Director of the Office of Institutional Research who is an *Ex Officio* nonvoting member. Appointments are made annually each spring by the President with the advice of the Committee on Committees of the Faculty Senate.

**Chairperson:** The President appoints a chairperson from the committee with advice from the Faculty Senate.

### UNIVERSITY BIOETHICS COMMITTEE

**Description:** The charge of the committee is to:

1. Identify on a continuing basis the current ethical issues in health care and health care research and arrange for presentations of these issues to the MWU faculty and students.
2. Evaluate the appropriate evidence on the teaching and application of medical ethics through input reports from the various disciplines of the Institution.

**Membership:** This committee is composed of at least five (5) faculty members (one from each college) and five (5) students (one from each college). Appointments are made annually each spring by the President with the advice of the Committee on Committees of the Faculty Senate.

**Chairperson:** The President appoints a chairperson from the committee with advice from the Faculty Senate.

### UNIVERSITY COMMITTEE ON COMMITTEES

**Description:** This committee consults with the President and appropriate Deans in the selection of faculty members to serve on appointed University and college committees. The duties and responsibilities of this committee include:

1. Conducting a general review including the charge of each of the University and college committees as needed and reporting its findings and any recommendations for the more efficient operation of the committee to the Faculty Senate.
2. Annually polling the faculty to determine the committees on which they would like to serve.
3. Recommending faculty members to the President, appropriate Deans and the Faculty Senate.
4. Conducting elections involving the voting faculty to determine faculty membership on elected University and college committees including the Faculty Senate.
5. Publishing and disseminating yearly to the faculty and all other interested parties the structure and current membership of all University committees.
6. Filling vacancies that may arise throughout an academic year to the current membership of all University and college committees.
7. Calling the first meeting of the University Faculty Affairs Committee for the purpose of electing the new Chairpersons.

**Membership:** This committee consists of at least five (5) faculty members, one (1) from each college. Appointments are made annually each spring by the President with the advice of the Faculty Senate.

**Chairperson:** The President appoints a chairperson from the committee with advice from the Faculty Senate.
**UNIVERSITY DIVERSITY EDUCATION COMMITTEE**

**Description:** This committee fosters faculty, staff and student education and recruitment of underrepresented minority faculty, staff and students through interaction with the Faculty Senate, administration, curriculum and admissions committees, and offices of human resources, admissions and student services.

**Membership:** This committee is composed of at least 2 faculty members from each college (2 from each campus for CHS). The membership also consists of at least 2 non-voting staff members from each campus. One of the staff positions for each campus should be filled by a staff member from student services, admissions, or Human Resources. The second staff position for each campus may be filled with a staff member from any department, with the exception that the 2 staff representatives for a campus can not be from the same department. Students may be asked to participate in meetings on an as-needed, ad hoc basis as non-voting members and will be identified through the college Deans. The committee may function either as a whole, or separately on each campus, to accomplish its charge. It is expected that the committee will meet as a whole at least once per year, and when the committee meets separately on each campus it is expected that meeting agendas and minutes will be shared between campuses. The term of each appointment will be two years. The appointments from each College will be staggered to ensure continuity and experience with committee work. Appointments are made annually each spring by the President with advice from the faculty senate.

**Chairperson:** The president appoints a co-chairperson, one from each campus, with advice from the Faculty Senate.

**UNIVERSITY FACULTY AFFAIRS COMMITTEE**

**Description:** The mission of the Faculty Affairs Committee is to ensure fair and consistent treatment of the faculty regarding policies on salary and compensation structures, gender equity, fringe benefits, family and medical leave of absence, sabbaticals, visa considerations, academic freedom and responsibility and other conditions of faculty appointment.

**Membership:** The voting members of the Faculty Affairs Committee consist of two full-time tenured faculty members from each College. Faculty membership on the Faculty Affairs Committee is for two years and the committee membership should be rotated so that there are three new members per year. The faculty member should not hold an administrative appointment. A representative from Human Resources should be an Ex Officio nonvoting member of the Faculty Affairs Committee. Appointments are made annually each spring by the President with advice from the Committee on Committees of the Faculty Senate.

**Chairperson:** There are two co-chairpersons, one from each campus, both of whom are chosen by the President based on recommendation from the Committee on Committees.

**UNIVERSITY AD HOC FACULTY APPEALS COMMITTEE**

**Description:** The authority and responsibility of the committee are described in the UNIVERSITY FACULTY HANDBOOK. The committee submits its recommendations to the Faculty Senate.

**Membership:** A review committee composed of at least five (5) voting and tenured faculty members (one from each college). Administrative personnel or a member of any college committee on rank and tenure may not serve on the committee. The chairperson of the Faculty Senate, with the approval of the Faculty Senate and President of the University, appoints members.

**Chairperson:** The committee members elect the chairperson.

**UNIVERSITY FACULTY DEVELOPMENT COMMITTEE**

**Description:** The mission of the Faculty Development Committee is to offer programs or workshops that will enhance a faculty member’s ability to perform tasks in teaching, research and service. The Faculty Development Committee should sponsor programs and workshops that enhance excellence in teaching, assessment of student learning, effective use of technology in teaching, scholarly ethical research, mentoring programs, professional and service activities. The Faculty Development Committee may also sponsor programs for special constituencies of the faculty (such as faculty in managerial positions, new faculty, untenured faculty, etc.). It is the intent of the Faculty Development Committee to foster collegiality among faculty and to advance the professional and educational goals of the individual faculty members.

**Membership:** The voting members of the Faculty Development Committee consist of three full-time faculty members from each college. Ex Officio nonvoting members of the committee include a representative from Human Resources from each campus (who will serve as a liaison between the committee and the Administration) and a total of two individuals from each campus that represent support services such as Computer Services, the Library and the Office of Research and Sponsored Programs. The appointments are made annually each spring by the President with advice from the Committee on Committees of the Faculty Senate and Human Resources.

**Chairperson:** There are two co-chairpersons, one from each campus, both of whom are chosen by the President based on recommendation from the University Committee on Committees. The co-chairs are expected to work closely with HR on their respective campus.
**UNIVERSITY FACULTY HANDBOOK COMMITTEE**  
**Description:** This committee is charged with overseeing and amending the UNIVERSITY FACULTY HANDBOOK and its SUBSECTIONS in accordance with University policies and the provisions in the HANDBOOK that govern its operation.  
**Membership:** This committee consists of two (2) faculty members from each college appointed by the President with advice from the Committee on Committees of the Faculty Senate  
**Chairperson:** The President appoints a chairperson from the committee with advice from the Faculty Senate.

**UNIVERSITY FULBRIGHT PROGRAM ADVISOR (AND COLLEGE INTERNATIONAL STUDIES ADVISOR)**  
**Description:** The member(s) serve as international studies advisors in each college. It is recommended that students interested in studying abroad consult with the appropriate advisors.  
**Membership** Appointments are made annually each spring by the Committee on Committees of the Faculty Senate.  
**Chairperson:** None

**UNIVERSITY HONORS AND AWARDS COMMITTEE (1/college; >5)**  
**Description:** The committee’s purpose is to identify, recognize and honor those individuals who have made significant contributions to MWU and to the health professions represented therein. Recommendation of honorary degrees is the primary responsibility of this committee, but other awards may be appropriate. The following procedures are followed:

1. Any faculty member of the various colleges may make nominations by submitting the name of the nominee, the award or honorary degree recommended and supporting documentation to the Honors and Awards Committee.
2. A letter of recommendation and curriculum vitae of the individual nominated must accompany each nomination.
3. The nomination shall be made no later than November 1 of each academic year.
4. The Honors and Awards Committee will submit its recommendation(s) to the Faculty Senate for action.
5. If a majority vote in support of the recommendation is obtained from the Faculty Senate, the recommendation, including all supporting documentation, is forwarded to the President.
6. If approved by the President, the recommendation is placed on the agenda of the Academic Committee of the MWU Board of Trustees for action and, if endorsed, is submitted to the full Board of Trustees for final approval.

The individual nominated for an honorary degree must satisfy one or more of the following criteria:

- Be an individual of prominence who has made a significant contribution to the improvement of the quality of human life.
- Be an educator, scientist or practitioner who has made a significant contribution to the advancement of their discipline.
- Be an individual whose collective activities have been a strong factor in the forward progress of MWU and its constituent colleges.

**Membership:** This committee consists of at least five (5) members of the voting faculty (one from each college). Appointments are made by the Faculty Senate for three-year terms, staggered to preserve continuity. Appointments are made annually each spring by the President with the advice from the Committee on Committees of the Faculty Senate.  
**Chairperson:** The President appoints a chairperson from the committee with advice from the Faculty Senate.

**UNIVERSITY REPRESENTATIVE TO THE ILLINOIS BOARD OF HIGHER EDUCATION (IBHE) FACULTY ADVISORY COMMITTEE**  
The Faculty Senate appoints a search committee to select the most qualified University faculty member (and alternate) for this committee. MWU is asked to appoint a representative at the discretion of the IBHE, usually for a three-year term, followed by a ten-year period during which MWU does not have a representative. MWU will be asked to appoint a representative to this committee in March, 2012.
<table>
<thead>
<tr>
<th>UNIVERSITY SERVICE AWARD COMMITTEE (1/COLLEGE; &gt;5)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description:</strong> The charge of the Service Award Committee is to promote and administer the Excellence in Service Award Program. This program is a way of recognizing faculty and staff for:</td>
</tr>
<tr>
<td>1) Handling difficult situations in an outstanding manner when providing service to members of our academic and local communities and others with whom we conduct University business.</td>
</tr>
<tr>
<td>2) Going above and beyond what any job requires.</td>
</tr>
<tr>
<td>3) Exhibiting an extraordinarily helpful and positive attitude.</td>
</tr>
</tbody>
</table>

| **Membership:** This committee is composed of one faculty member from each college (1 from each campus for CHS) and one staff member from each college (1 from each campus for CHS). The membership also includes a maximum of 4 additional “at large” staff members (no more than 1 staff member from each support service). The Director or the Assistant Director of Human Resources from each campus will serve as *Ex Officio*, non-voting members of this committee. The committee may function either as a whole, or separately on each campus, to accomplish its charge. Faculty appointments are recommended on an annual basis by the President with the advice of the Committee on Committees of the University Faculty Senate. Appointments of staff members are made by the President with recommendation by the Committee on Committees in consultation with HR. |

| **Chairperson:** There are two co-chairpersons, one from each campus, both of whom are chosen by the President based on recommendation from the Committee on Committees in consultation with HR. |
# UNIVERSITY STAFF DEVELOPMENT COMMITTEE

**Description:** The Staff Development Committee will identify the need for and implement a variety of programs or workshops that will enhance a staff member’s ability to perform tasks associated with his/her job responsibilities. These programs/workshops will enhance job function and efficiency, promote effective communication, and provide appropriate skill development. The programming will be of sufficient variety to take into account that staff members may primarily interact with students or faculty/administration or other university personnel. It is the intent of the Staff Development Committee to foster collegiality among staff members and, by supporting the roles of all support services in the academic enterprise, advance the mission of the University.

## Membership

**A. Minimum - 20 members**

- a. At least 2 staff members from each College: AZCOM, AZCOPT, CCOM, CCP, CDMA, CDMI, CHS-AZ, CHS-IL, and CPG.
- b. One staff member from each Support Service Department to a maximum of 4 participants from each campus.
- c. Committee membership should reflect an equal mixture of staff that have responsibilities primarily to faculty or administrative individuals and staff who primarily work with students, as these two groups of individuals are likely to have different development needs.

**B. Appointments**

- a. First year – 50% of membership appointed for one year, 50% appointed for two years.
- b. Second year – half of membership replaced with appointments for two years.
- c. Appointments of staff members are made by the President with recommendation by the Committee on Committees in consultation with HR.

**C. There are two co-chairpersons, one from each campus, both of whom are chosen by the President based on recommendation from the Committee on Committees in consultation with HR.**

**D. The committee may function either as a whole, or separately on each campus, to accomplish its charge.**
## INSTITUTIONAL COMMITTEES

Membership on all institutional committees is by appointment from the President upon the recommendation of the Committee on Committees of the Faculty Senate. Separate committees are appointed for each campus. The term of the appointment is one academic year, renewable on an annual basis.

### BIOSAFETY COMMITTEE

**Description:** This committee is responsible for overseeing all biosafety issues on campus related to research and teaching activities of the faculty at MWU. In addition to assisting the University administration in developing appropriate policies and procedures, the committee will develop guidelines and oversee the use of potentially hazardous biological (including recombinant DNA), chemical and physical agents used in teaching and research programs on campus. The committee will assess the hazards, determine the safeguards needed for their control, evaluate procedures for waste disposal, conduct inspection of research facilities and areas, ensure all individuals involved in research comply with all appropriate policies and procedures, and assure that all faculty, students, and support staff are provided appropriate training necessary to work with these potentially hazardous agents.

It is the policy of MWU that research activities or programs conducted under the auspices of MWU shall be suspended or terminated by the responsible investigator or upon direction of the chairperson of the biosafety committee when a **bona fide** question is raised concerning known or suspected risks to the principal research investigator, their associate(s), the University or general community.

**Membership:** This institutional committee is composed of at least seven (7) members. The committee includes one voting member of the technical staff. The Director and Assistant Director of Research and Sponsored Programs are **Ex Officio** nonvoting members of this committee. Appointments are made annually each spring by the President with the advice of the Committee on Committees of the Faculty Senate.

**Chairperson:** The President appoints a chairperson from the committee with advice from the Faculty Senate. The chairperson of the Biosafety Committee has been designated as the University's Chemical Hygiene Officer, responsible for implementing the Chemical Hygiene Plan described in 29 CFR 1910.

### INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC)

**Description:** The charge of the Institutional Animal Care and Use Committee (IACUC) is to:

1) **Review at least once every six months the institution's program for humane care and use of animals using the NIH GUIDE as a basis for evaluation.**
2) **Inspect the animal facility at least once every six months using the NIH GUIDE as a basis for evaluation.**
3) **Prepare reports of the IACUC evaluations conducted as required by paragraphs 1) and 2) above and submit the reports to the Director of Research and Sponsored Programs.** These reports shall be updated at least once every six months upon completion of the required semiannual evaluations and shall be maintained by the Office of Research and Sponsored Programs and made available to the NIH Office of Protection from Research Risks (OPRR) upon request. The reports must contain a description of the nature and extent of the institution's adherence to the NIH GUIDE and the PHS Policy on Humane Care and Use of Animals and must identify specifically any departures from the provisions of the NIH GUIDE and the PHS Policy and must state the reasons for each departure. The reports must distinguish significant deficiencies from minor deficiencies. A significant deficiency is one which, consistent with this policy and in the judgment of the IACUC and the Director of Research and Sponsored Programs, is or may be a threat to the health or safety of the animals. If program or facility deficiencies are noted, the reports must contain a reasonable and specific plan and schedule for correcting each deficiency.
4) **Review concerns involving the care and use of animals at the institution.**
5) **Make recommendations to the Director of Research and Sponsored Programs regarding any aspect of the institution's animal program, facilities or personnel training.**
6) **Review and approve, require modifications in (to secure approval) or withhold approval of those components of all activities related to the care and use of animals at MWU.**
7) **Review and approve, require modifications in (to secure approval) or withhold approval of proposed significant changes regarding the use of animals in ongoing activities.**
8) **Suspend an activity involving animals if it is determined that the activity is not being conducted in accordance with applicable provisions of the Animal Welfare Act, the NIH GUIDE, or the PHS Policy on Human Care and Use of Animals.**

**Membership:** This committee is composed of at least seven (7) members (according to federal guidelines). The membership of the committee includes at least one nonscientist voting member and one voting member not affiliated with the institution. A doctor of veterinary medicine, with training or experience in laboratory animal science and medicine, who has
**INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC)**

Responsibility for activities involving animals at the institution, is a permanent member of this committee, with vote. The Director and Assistant Director of Research and Sponsored Programs are *Ex Officio* nonvoting members of this committee. Members are selected for this committee in accordance with the requirements set forth in the Animal Welfare Act (Public Law 89-544, 1966, as amended). Appointments are made annually each spring by the President with the advice of the Committee on Committees of the Faculty Senate.

**Chairperson:** The President appoints a chairperson from the committee with advice from the Faculty Senate.

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**INSTITUTIONAL REVIEW BOARD (FOR HUMAN SUBJECTS RESEARCH)**

**Description:** This committee is responsible for the review and surveillance of all human subjects research conducted under the auspices of the institution. Except when an expedited review procedure is used, the Institutional Review Board shall review proposed research at convened meetings at which a majority of the members are present, including at least one member whose primary concerns are in nonscientific areas.

It is the policy of MWU that no research involving human subjects shall be conducted as an activity or in association with any educational program, health care, or other activities under the auspices of MWU until approved by the Institutional Review Board. Approved research programs shall be suspended or terminated by the responsible investigator or upon direction of the chairperson of the Institutional Review Board when a *bona fide* question is raised concerning unknown or unsuspected risks to human subjects or when departure from research procedures prescribed to protect human subjects occurs until review and action by the committee has been completed. The charge to the Institutional Review Board is to:

1. Review and approve, require modifications in, or disapprove all human subjects research conducted under the auspices of MWU without regard to source of funding, and to ensure the protection of the rights and welfare of human research subjects.
2. Receive and take appropriate action on research proposals at convened meetings at which a majority of the members (at least four) are present, including at least one member who is a nonscientist member not affiliated with the institution. In order for such research to be approved, it shall receive the approval of a majority of those members present at the meeting.
3. Determine whether or not any risk to the rights or welfare of human subjects is likely to occur as part of the proposed research.
4. Judge, in those cases in which risk to human subjects will occur, that the merit of the proposed research relative to the degree of risk entailed is sufficient to merit approval of the proposal.
5. Approve the procedures for patient education *via* informed consent and the method of obtaining informed consent from prospective human subjects.
6. Approve procedures allowing human subjects to decline to participate, withdraw from or discontinue participation in research or for investigators or the institution to discontinue research.
7. Insure availability of counsel to active or prospective human subjects concerning participation, rights and welfare.
8. Review procedures and documents of research that entail risk to human subjects.
9. Document all committee member or committee actions on research proposals and provide required records and approval for appropriate use.
10. Provide a process of continuing review of programs and risks.

**Membership:** This committee is composed of at least seven (7) members (according to federal guidelines). Both men and women must be included in the membership of this committee. The committee must also include at least one nonscientist and one member not affiliated with the institution. The Director and Assistant Director of Research and Sponsored Programs are *Ex Officio* nonvoting members of this committee. Appointments are made annually each spring by the President with the advice of the Committee on Committees of the Faculty Senate.

**Chairperson:** The President appoints a chairperson from the committee with advice from the Faculty Senate.
<table>
<thead>
<tr>
<th><strong>Radiation Safety Committee</strong></th>
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<tr>
<td><strong>Description:</strong> This committee is responsible for overseeing all radionuclide/radioisotope purchases, usage, storage and disposal issues as well as radiation safety issues (including monitoring radiation exposure) on campus related to research and teaching activities of MWU faculty. The committee monitors and assures compliance of the University community with all applicable federal and state laws, rules and regulations concerning radionuclide/radioisotope purchases, usage and disposal and radiation safety. Within the framework of all applicable federal and state laws, rules and regulations, the committee will assist the University administration in developing appropriate policies and procedures concerning radioactive materials in research or teaching programs. The committee oversees all radionuclide material purchases, assesses hazards, determines the safeguards needed for their purchase and control, evaluates procedures for waste disposal, conducts inspections of research facilities and areas where radioactive materials are used or stored, ensures that all individuals involved in research involving radioactive material or radiation comply with all appropriate policies and procedures, and assures that all faculty, students, and support staff are provided with appropriate training necessary to work with these substances. The committee also assesses the hazards to nonusers of radioactive materials and provides these individuals with the necessary monitoring, protection and training.</td>
</tr>
<tr>
<td>It is the policy of MWU that research activities or programs utilizing radioactive materials conducted under the auspices of MWU shall be suspended or terminated by the responsible investigator or upon direction of the MWU Radiation Safety Officer (RSO) or chairperson of the radiation safety committee when a <em>bona fide</em> question is raised concerning known or suspected risks to the principal research investigator, their associate(s), the University or general community.</td>
</tr>
<tr>
<td><strong>Membership:</strong> This institutional committee is composed of at least seven (7) members. The committee includes the MWU Radiation Safety Officer (RSO) and one voting member of the technical staff. All MWU faculty and staff committee members must be authorized users or supervised users. The Director and Assistant Director of Research and Sponsored Programs are <em>Ex Officio</em> nonvoting members of this committee. Appointments are made annually each spring by the President with the advice of the Committee on Committees of the Faculty Senate.</td>
</tr>
<tr>
<td><strong>Chairperson:</strong> The President appoints a chairperson from the committee with advice from the Faculty Senate. The chairperson of this committee must be a faculty member and an authorized user.</td>
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## COLLEGE COMMITTEES
### ARIZONA COLLEGE OF OSTEOPATHIC MEDICINE (AZCOM)

#### ADMISSIONS COMMITTEE

**Description:** The committee recommends and reports to the Dean of AZCOM candidates for admission from the total applicant pool. Members of this committee vote on each applicant interviewed.

**Membership:** This committee is composed of at least six (6) members: three (3) voting faculty members and three (3) osteopathic physicians recommended to the Dean of AZCOM by the Faculty Senate. The Dean of Students and the Director of Admissions are Ex Officio nonvoting members of this committee. Other designated faculty members may be asked to interview qualified applicants for admission. Appointments are made annually each spring by the Dean of AZCOM, with the advice of the Committee on Committees of the Faculty Senate.

**Chairperson:** The chairperson is elected by and from the committee members.

#### COMMITTEE ON RANK AND TENURE

**Description:** The committee is responsible for the comprehensive review and confirmation of the documentation submitted in the dossier and for formulating a recommendation concerning the request for promotion in rank and/or tenure to the Dean of AZCOM. The recommendations of the committee are also sent to the Faculty Senate for approval of the process utilized in arriving at the recommendations (see also section V, "Responsibilities of the College Committee on Rank and Tenure," of the MIDWESTERN UNIVERSITY FACULTY HANDBOOK).

**Membership:** This committee will be conducted according to Robert’s Rules of Order. This committee is composed of five (5) tenured members of the Basic Science faculty (not to include more than two members from one department) who are elected by the tenured Basic Science faculty and two (2) clinical faculty, tenured or non-tenured, at the associate or full professor level, who are elected by clinical faculty. Individuals holding senior level administrative positions, i.e., Deans and Vice Presidents, cannot vote for members of the committee or serve on this committee. Only tenured faculty members can vote on the granting of tenure. Elections are conducted through two separate ballots, one for Basic Science faculty and one for Clinical faculty.

**Chairperson:** The chairperson is elected by and from the committee membership.

#### CURRICULUM COMMITTEE

**Description:** In general, there are five functions of the AZCOM curriculum committee:

1. To evaluate the college’s curriculum as a whole and individual course offerings.
2. To recommend approval of changes requested by a course director that will result in a greater or lesser number of contact hours, departure from the existing method of instruction or a departure in content that would require the involvement of one or more other courses.
3. To approve elective courses.
4. To study and develop long-range educational goals and curricular content in the educational programs.
5. To review the applicable evidence on performance of the courses and make recommendations for modifications.

The committee submits its recommendations to the Dean of AZCOM for review and action. The recommendations of this committee are also forwarded to the University Curriculum Committee when they involve approval of elective courses that are being proposed for University-wide offering. The President reviews all recommendations for curricular changes from the college curriculum committee and the Dean.

**Membership:** This committee is composed of a representative from each preclinical and clinical discipline, four (4) elected student representatives (one from each class) and a representative from the MWU OPTI Glendale selected by the Dean. Ex Officio nonvoting members consist of the Associate Dean for Academic Affairs, the Associate Dean of Clinical Education, the Dean of Students, the Registrar and a representative from the University Library. Appointments are recommended on an annual basis each spring, by the Committee on Committees and forwarded to the Dean of AZCOM, with advice of the Faculty Senate.

**Chairperson:** The chairperson is appointed by the Dean of AZCOM.
**DEAN’S COUNCIL**

**Description:** The Dean’s Council serves as a forum for communication of information among the various constituencies of AZCOM. Monthly meetings are held throughout the academic year. The agenda of each regular meeting should be circulated to all members one week in advance. All elected or appointed AZCOM committees will provide reports to this committee, and their reports become a part of the official records of this committee. The Dean may call special meetings with written notice to all members at least five (5) days before the special meeting.

**Membership:** Membership is comprised of the Dean, Associate Dean for Academic Affairs, Dean of Basic Sciences, Dean of Students, the Directors of Admissions and Student Financial Services, the Assistant Director for Research, the chairpersons of the first- and second-year student/faculty liaison committees and the curriculum committee and each AZCOM class President. Appointments are made annually each spring by the President with the advice of the Committee on Committees of the Faculty Senate.

**Chairperson:** The Dean is the chairperson of the committee and is responsible for the development of the agenda, distribution of the minutes to all committee members and the conduct of the meeting.

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**SELF-STUDY AND ASSESSMENT COMMITTEE**

**Description:** This committee serves the college and its administration in three categories:

1. Assessing and reporting on the performance of the college in relation to accreditation standards.
2. Serving as a quality assurance body for the college in ways that go beyond minimum accreditation standards.
3. Providing a conduit for ideas and suggestions for improvement in the full range of college concerns.

The American Osteopathic Association’s accreditation standards and procedures for colleges of osteopathic medicine offer the following information about self-study:

A. Critical to the process [of accreditation] is institutional self-assessment reflected in systematic self-study. Self-study is not so much preparation for accreditation as an integral part of the process itself.
   - Self-study involves both description and informed judgment, the gathering of information and the assessment of its meaning.
   - Self-study provides a firm foundation for all planning efforts.
   - Self-study should result in the incorporation into the life of a COM of a program of ongoing, useful institutional research leading to modification and improvement of the educational program

B. The self-study report [submitted to the accreditation team] shall contain, at a minimum, the following topics: historical overview of the COM; organization of the self-study process; mission/objectives of the COM; organization of the COM; facilities; faculty; students; academic resources; instructional program; evaluations; recent accomplishments and current concerns; and financial reports

The self-study and assessment committee is composed of a main steering committee and various subcommittees. The main steering committee consists of the chairpersons of each subcommittee. There is no specific number of committee members.

The main steering committee is responsible for:

- Oversight of subcommittees.
- Producing an annual document representing the year’s work of each subcommittee.
- Directing informal recommendations from the subcommittees to appropriate individuals or groups.
- Preparing formal documentation submitted to the accrediting body for AZCOM, the American Osteopathic Association.

Subcommittees are appointed to cover the following areas:

- Finance.
- Instructional programs.
- Postdoctoral training programs, including both internship and residency/fellowship, faculty affairs, including faculty development.
- Student affairs.
- Student evaluation.
- Research.
- Facilities and academic resources.

**Membership:** The AZCOM self-study and assessment committee members are appointed by the Dean of AZCOM to serve for a term immediately following one accreditation visit through the following accreditation visit, ordinarily a term of five years. The Dean of AZCOM or his/her designee chairs the steering committee. In addition, a coordinator of committee activity and a coordinator of the written reports are appointed by the Dean of AZCOM to work with the steering committee.

**Chairperson:** Chairpersons of these subcommittees are elected from among the membership and may rotate from year to...
**SELF-STUDY AND ASSESSMENT COMMITTEE**

A subcommittee need not produce new recommendations each year, but its decision not to do so must be made after examining the area of responsibility. In addition, it is expected to follow up as appropriate on recommendations from previous years. Subcommittee recommendations, whether in the designated area or in other areas of the University, are submitted to the main committee.

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**STUDENT/FACULTY LIAISON COMMITTEES**

Meetings of these committees are held at least once each quarter and serve as a forum for interchange of ideas, suggestions and discussion of problems. Additional meetings may be called by the chairperson upon receipt of a written request from either student representatives or faculty representatives. Minutes of these meetings are submitted to the Dean's Council for information and action and to the Faculty Senate (information repository).

- **Student/Faculty Liaison Committee, First Year**
  - This committee consists of the current quarter course directors who are formally involved in the first-year curriculum and two (2) students elected by the first-year class. The Deans of Basic Sciences and Students and the Associate Dean for Academic Affairs serve as *Ex Officio* nonvoting members. The chairperson of this committee is appointed by the Dean of AZCOM with the advice of the Faculty Senate.

- **Student/Faculty Liaison Committee, Second Year**
  - This committee consists of the course directors who are formally involved in the second-year curriculum and two (2) students elected by the second-year class. The Deans of Basic Sciences and Students and the Associate Dean for academic affairs serve as *Ex Officio* nonvoting members. The chairperson of this committee is appointed by the Dean of AZCOM with the advice of the Faculty Senate.

- **Student/Faculty Liaison Committee, Third and Fourth Years**
  - This committee consists of the AZCOM Assistant Dean for Clinical Education and the clinical division directors involved in teaching third-year and fourth-year students and two (2) elected students representatives, one (1) from the third-year class and one (1) from the fourth-year class. The chairperson of this committee is appointed by the Dean of AZCOM with the advice of the Faculty Senate.

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**STUDENT PROMOTION AND GRADUATION COMMITTEES**

These appointed faculty committees are responsible for regularly monitoring the academic progress of all students enrolled at AZCOM. The committees assess the academic and professional progress and performance of each student, and if satisfactory, recommend promotion of the student. The chairperson of each committee is the Associate Dean of AZCOM and is responsible for submitting an annual report to the Dean's Council and to the Faculty Senate at the conclusion of each academic year.

- **Student Promotion and Graduation Committee, Preclinical**
  - This committee is composed of preclinical course directors, the Associate Dean for Academic Affairs and the Dean of Basic Sciences. The Registrar and Dean of Students serve as *Ex Officio* nonvoting members. The committee chairperson is the Associate Dean of AZCOM. This promotions committee meets at the end of each quarter approximately one week after the completion of quarterly final examinations to assess the academic status of all preclinical medical students. The committee’s recommendations are forwarded to the Dean of AZCOM.

- **Student Promotion and Graduation Committee, Clinical**
  - This committee is composed of clinical division directors, the Associate Dean for Academic Affairs and the Dean of Basic Sciences. The Registrar, Dean of Students, and the Associate Dean of Clinical Education serve as *Ex Officio* nonvoting members. This promotions committee meets at the end of each academic year to assess the academic status of all clinical medical students. The committee initiates recommendation for graduation and degree conferral for each student upon her/his completion of all requirements for the Doctor of Osteopathic Medicine degree. The committee’s recommendations are forwarded to the Dean of AZCOM and must receive Faculty Senate approval prior to implementation.

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**AD HOC COMMITTEES**

The Dean of AZCOM and the Dean of Basic Sciences have the authority to appoint *ad hoc* faculty committees for special purposes and with specific time limitations. The actions of these committees are advisory and are reported to the Dean who appointed them.
### ADMISSIONS COMMITTEE

**Description:** This committee identifies applicants for on campus interviews, participates in candidate interviews, votes on whether candidates should be recommended to the Dean for admission to the College, establishes an alternate list of qualified applicants, and develops and recommends modifications to policies regarding admission requirements for the College as needed. All revisions to admission requirements must be presented to the entire faculty for review and vote. The Committee meets as needed throughout the year to consider candidates for admission.

**Membership:** The Committee is composed of at least three faculty members.

**Chairperson:** The chairperson is appointed by the Dean of the Arizona College of Optometry from the committee membership.

**Minutes:** The Committee chairperson is responsible for submitting a report to the University Faculty Senate at the conclusion of the academic year. The report should summarize the actions of the committee and the process and procedures followed. The Committee chairperson is also responsible for submitting a copy of the meeting minutes after each meeting.

### CURRICULUM COMMITTEE

**Description:** This Committee oversees the content of the curriculum to ensure that it complies with professional accreditation standards and institutional requirements. To do so, the Committee is responsible for:

1. Regular evaluation of the content and quality of the curriculum to ensure that it remains consistent with the College’s mission.
2. Approval of any curriculum changes requested by the faculty that would result in a greater or lesser number of course contact hours, a departure from the existing method of instruction, a significant change in course content, or the delivery of content that would require the involvement of other University or adjunct faculty from outside the College.
3. Stimulation of the development and approval of elective courses offered in the curriculum.
4. Development of long-range educational goals and curricular content.
5. Annual review of the applicable evidence of performance and quality of the educational program (e.g., annual academic assessment plan report, student performance on NBEO, etc.) with subsequent modifications to add, modify, or eliminate specific curricular content or courses, as necessary.
6. Establishment of course prerequisites.

All curricular revisions/modifications must be presented to the entire faculty for a vote. The Committee meets at least three times a year.

**Membership:** The Committee is composed of five faculty members: one from the AZCOM basic science division and three from AZCOPT. The Associate Dean of Academic Affairs and the Assistant Dean of Clinical Affairs serve as ex-officio members. The Midwestern University Glendale Library Manager, and two AZCOPT students, appointed by the Dean, also serve as ex-officio members.

**Chairperson:** The chairperson is appointed by the Dean of the Arizona College of Optometry from the committee membership.

**Minutes:** The Committee chairperson is responsible for submitting a report to the University Faculty Senate at the conclusion of the academic year. The report should summarize the actions of the committee and the process and procedures followed. The Committee chairperson is also responsible for submitting to the Dean a copy of the meeting minutes after each meeting.
**COMMITTEE ON RANK AND TENURE**

**Description:** The responsibilities of this committee are described in the MWU Faculty Handbook and include: (1) reviewing and recommending to the Dean action on individual dossiers of faculty for promotion and tenure; and (2) making recommendations for college-specific policies or procedures regarding rank and tenure, as needed, and forwarding these for review and approval by the College faculty, and then by the University Faculty Senate.

**Membership:** The committee is composed of five tenured members of the faculty who are elected by the tenured faculty. Faculty members on this committee must be at the rank of associate or full professor. Review of dossiers of faculty who are seeking tenure must be completed by tenured faculty. Nominations are accepted by the Committee on Committees in the Spring, and then members are elected by the tenured faculty prior to the Faculty Senate meeting in July. When necessary, review of promotion and tenure applications may be performed by an ad hoc committee made up of tenured faculty from other colleges at Midwestern University.

**Chairperson:** The chairperson is appointed by the Dean of the Arizona College of Optometry from the committee membership.

**Minutes:** The Committee chairperson is responsible for submitting a report to the University Faculty Senate at the conclusion of the academic year. The report should summarize the actions of the committee and the process and procedures followed. The Committee chairperson is also responsible for submitting to the Dean a copy of the meeting minutes after each meeting.

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**STUDENT PROMOTION AND GRADUATION COMMITTEE**

**Description:** At the end of each quarter, this committee monitors the academic progress of all students enrolled in the College against the published academic standards of the College. For students with unsatisfactory academic or clinical performance, the Committee may recommend remedial action, an extended program of study, or dismissal. The Committee reviews all requests for advanced standing from newly admitted or transfer students. At the end of each academic year, the Committee recommends qualified students for promotion. In February each year, the Committee prepares a list of candidates for the Doctor of Optometry degree and reviews and approves all walk through graduation requests that are consistent with the University policy. The Committee makes its recommendations for action to the Associate Dean of Academic Affairs, who serves as an ex-officio member. The Associate Dean of Academic Affairs expedites processing of the Committee’s recommendations and serves as a liaison between the Committee and various University Offices (e.g., Registrar, Student Financial Services, Office of Student Services).

The Committee is also responsible for reviewing the College’s academic standards and recommending revisions to the standards, as necessary, to the College faculty. All revisions to or modifications of the academic standards must be reviewed and approved by the entire faculty. The Committee meets at least quarterly during the year.

**Membership:** The Committee is composed of five members: one from AZCOM basic science and four from AZCOPT. The Associate Dean of Academic Affairs and the Assistant Dean of Clinical Affairs serve as ex-officio members.

**Chairperson:** The chairperson is appointed by the Dean of the Arizona College of Optometry from the committee membership.

**Minutes:** The Committee chairperson is responsible for submitting a report to the University Faculty Senate at the conclusion of the academic year. The report should summarize the actions of the committee and the process and procedures followed. The Committee chairperson is also responsible for submitting to the Dean a copy of the meeting minutes after each meeting.

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**CAPSTONE PROJECT COMMITTEE**

**Description:** This committee coordinates the completion of mandatory capstone projects by students in the Doctor of Optometry degree program. The committee assigns each student to a mentor, monitors students’ progress in completing projects, establishes standards for projects, organizes students’ project presentations, and analyzes and reports project outcomes to the Student Promotion and Graduation Committee and Associate Dean of Academic Affairs. The Committee meets at least quarterly during the year.

**Membership:** The Committee is composed of four members. The Associate Dean serves in an ex-officio capacity to advise the committee.

**Chairperson:** The chairperson is appointed by the Dean of the Arizona College of Optometry from the committee membership.

**Minutes:** The Committee chairperson is responsible for submitting a report to the University Faculty Senate at the conclusion of the academic year. The report should summarize the actions of the committee and the process and the procedures followed. The Committee chairperson is also responsible for submitting to the Dean a copy of the meeting minutes after each meeting.
### CONTINUING EDUCATION COMMITTEE

**Purpose:** To develop high quality continuing education programs for University faculty and the optometric community.

**Description:** The committee develops and coordinates Council on Optometric Practitioner Education (COPE)- approved continuing education (CE) programs, including special event lecture programs and the Arizona Resident’s Day Program, in coordination with the Dean’s Office; oversees grading of continuing education examinations; and organizes a faculty-based journal club. The committee selects a member to act as the Association of Regulatory Board of Optometry (ARBO) administrator for COPE acquisition. The College approves all continuing education activities, including faculty participation as lecturers to avoid conflicts with other assignments of the faculty, and maintains all continuing education records in accordance with ARBO standards. The committee meets on an as needed basis. The committee chairperson is responsible for submitting a report to the University Faculty Senate at the conclusion of the academic year. The report should summarize the actions of the committee and the process and procedures followed. The committee chairperson is responsible for submitting a copy of the meeting minutes to the Dean after each meeting.

**Membership:** The committee is composed of at least three (3) AZCOPT faculty members and one (1) ex-officio member.

**Chairperson:** The chairperson is appointed by the Dean of the Arizona College of Optometry from the committee membership.

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### EYE INSTITUTE POLICY AND PROCEDURE COMMITTEE

**Purpose:** To gather input from faculty and staff on various aspects of clinic operations, including policy and procedure.

**Description:** Conducts patient flow analyses and provides recommendations to the Assistant Dean of Clinical Affairs to enhance efficient patient flow; monitors all marketing initiatives to ensure that they are compliant with federal, state, and university policies, procedures and regulations; ensures that information technology requirements are met and data storage is adequate; ensures that specialized equipment requirements are met; reviews and advises on policies and procedures within the Eye Institute; ensures that new services are developed in the MWU Eye Institute, that appropriate policies and procedures are drafted. The committee should provide all draft policies and procedures to the Eye Institute Operations Committee and MWU Clinic Management Oversight Committee for final approval.

**Membership:** The committee is composed of at least four (4) members. At least one (1) member will be a representative for information technology. The Assistant Dean of Clinical Affairs serves in an ex-officio capacity to advise the committee.

**Chairperson:** The chairperson is appointed by the Dean of the Arizona College of Optometry from the committee membership.

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### EYE INSTITUTE BEST PRACTICES COMMITTEE

**Purpose:** To ensure the highest standards of care are followed in the MWU Eye Institute regarding patient care, faculty privileging/credentialing, HIPAA compliance, and chart reviews. The Best Practices Committee has been meeting regularly since the start of the Eye Institute, but requires MWU Faculty Senate approval to become a MWU Faculty Committee.

**Description:** Develops evidence-based standards of care; establishes privileging levels for the Eye Institute; reviews requests for privileges for individual faculty and provides recommendations on those requests to the AZCOPT Credentialing and Privileging Committee; ensures clinical compliance with HIPAA regulations, cardiac life support, and infection control policies; conducts chart reviews for quality assurance purposes, and reviews and approves all clinic forms. This Committee provides regular reports of its chart reviews to the Eye Institute Operations Committee. For any deficiencies identified by its audit, the Committee proposes a correction plan to the Eye Institute Operations Committee.

**Membership:** The committee is composed of at least three (3) faculty members, the Assistant Manager of Patient Accounts, and a Patient Account Representative. The Assistant Dean of Clinical Affairs serves in an ex-officio capacity to advise the committee.

**Chairperson:** The chairperson is appointed by the Dean of the Arizona College of Optometry from the committee membership.

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### CREDENTIALING AND PRIVILEGING COMMITTEE

**Purpose:** To approve privileging level and credentialing of Eye Institute faculty.

**Description:** Ensures that faculty is appropriately credentialed and privileged; approves privileges for individual faculty.

**Membership:** The committee is composed of all AZCOPT Administration members.

**Chairperson:** The Dean serves as the chairperson for this committee.
### ASSESSMENT COMMITTEE

**Purpose:** To identify and use outcome measures to evaluate and document the effectiveness of the College in meeting its goals and objectives, and to use these assessments to continuously improve the College’s performance.

**Description:** Ensures that appropriate outcomes are measured on a regular basis; monitors outcome data on the College’s goals and objectives; assesses program performance; makes recommendations for program improvement, including but not be limited to graduation rates, National Board of Examiners in Optometry scores, licensing examination results and career placement. The committee coordinates with the Dean’s Office the publication of current and reliable information on the program’s performance, including student achievement, as defined by the program. On a regular basis, the Committee also reviews the College’s mission, goals, and objectives, and revises them as necessary.

**Membership:** The committee is composed of at least three (3) faculty members. The Associate Dean of Academic Affairs and the Assistant Dean of Clinical Affairs serve in an ex-officio capacity to advise the committee.

**Chairperson:** The chairperson is appointed by the Dean of the Arizona College of Optometry from the committee membership.

### RESIDENCY PROGRAM ADVISORY COMMITTEE

**Description:** This committee will assist AZCOPT administration in strategic planning, implementation, and evaluation of the College’s internal and external residency programs. The committee will assist in developing and reviewing the residency self-study to ensure that the program meets accreditation standards. The committee will promote the residency to qualified candidates and assist in interviewing applicants. The committee must complete an annual review of the fulfillment of the programs objectives to determine the degree to which it has attained its mission and goals. The residency committee will suggest modification to the program if indicated by the annual review or analysis of the program evaluations. Additionally, the committee may assist in receiving, adjudicating, and resolving resident complaints or grievances.

**Membership:** The committee is composed of the Assistant Dean of Clinical Affairs and at least three (3) AZCOPT faculty. Additional members may include faculty from external affiliated sites or residency supervisors from other programs within Midwestern University.

**Chairperson:** The chairperson is appointed by the Dean of AZCOPT from the committee membership.

### AWARDS COMMITTEE

**Description:** Coordinates student awards and scholarships, establishes standards for awards if needed, reviews scholarship applications, and makes recommendations regarding awards and/or scholarship recipients if appropriate.

**Membership:** The Committee is composed of three members.

**Chairperson:** The chairperson is appointed by the Dean of the Arizona College of Optometry from the committee membership.

**Minutes:** Minutes shall be prepared at the conclusion of each meeting and distributed to the Dean of AZCOPT.

### RESEARCH STIMULATION GRANT AD HOC COMMITTEE

**Description:** AZCOPT, in conjunction with the Office of Research and Sponsored Programs (ORSP), has established an intramural grant program to encourage the research efforts of AZCOPT faculty members. The program is intended to provide seed funding for new research programs in order to enable investigators to generate data sufficient for the submission of external grant proposals. All full time AZCOPT faculty members are eligible to apply. Requests for continued support will be considered along with those for new projects. Priority will be given to new grant applicants and to previous grant recipients who have submitted a proposal for external funding since receiving the grant. Funds can be used to support Capstone projects only if it is reasonable anticipated that the results from these projects will lead to applications for external funding.

**Membership:** The Committee is composed of four members.

**Chairperson:** The chairperson is appointed by the Dean of the Arizona College of Optometry from the committee membership.

**Minutes:** Minutes shall be prepared at the conclusion of each meeting and distributed to the Dean of AZCOPT.
# CHICAGO COLLEGE OF OSTEOPATHIC MEDICINE (CCOM)

## ADMISSIONS COMMITTEE

**Description:** Members of this committee interview qualified applicants, vote on each applicant interviewed, assist in the screening of completed applications with regard to subsequent action and review admissions policies and procedures. Other designated faculty may be asked to interview qualified applicants for admission. These interviewers serve in a nonvoting, advisory capacity.

The admissions committee has a direct reporting line to the Dean of CCOM, to whom the committee recommends students for admission to CCOM from the total applicant pool. The admissions committee has indirect reporting lines (informational) to the Faculty Senate and to the Dean of Basic Sciences. The indirect reporting line to the Faculty Senate consists of a report at the conclusion of the annual admissions cycle summarizing the actions of the committee and the process and procedures followed.

**Membership:** This committee is composed of at least six (6) members of the voting CCOM faculty. The Associate Dean of CCOM, the Dean of Students and the Director of Admissions are Ex Officio nonvoting members of this committee. Appointments are made annually each spring by the Dean of CCOM with the advice of the Committee on Committees of the Faculty Senate.

**Chairperson:** The chairperson is elected by and from the committee members.

## COMMITTEE ON RANK AND TENURE

**Description:** The responsibilities of this committee are described in the chapter, "Academic Promotion and Tenure," section V, "Responsibilities of the College Committee on Rank and Tenure," of the MIDWESTERN UNIVERSITY FACULTY HANDBOOK. If a committee member is the chairperson of a department from which there is a candidate for tenure and/or promotion, then that committee member will be excused from any discussion of and the vote(s) on that candidate as the departmental chairperson has already indicated his/her position by the departmental chairperson’s letter to the committee.

**Membership:** This committee will be conducted according to Robert’s Rules of Order. This committee is composed of five (5) tenured members of the Basic Science faculty (not to include more than two members from one department) who are elected by the tenured Basic Science faculty and two (2) clinical faculty, tenured or non-tenured, at the associate or full professor level, who are elected by clinical faculty. Individuals holding senior level administrative positions, i.e., Deans and Vice Presidents, cannot vote for members of the committee or serve on this committee. Only tenured faculty members can vote on the granting of tenure. Elections are conducted through two separate ballots, one for Basic Science faculty and one for Clinical faculty.

**Chairperson:** The chairperson is elected by and from the committee membership.
### CURRICULUM COMMITTEE

**Description:** The CCOM curriculum committee has three major functions:

1. Provide ongoing evaluation of the current college curriculum in compliance with regulatory agencies. This function can include appropriate assessment of the current curriculum and the impact of curricular changes on CCOM student academic performance when requested by the University academic assessment committee.
2. Recommend approval/disapproval of changes in the college curriculum that may include but are not limited to change in the number of credit hours and courses open to CCOM students.
3. Study and develop long-range educational goals and curricular structure for the college educational programs.

The curriculum committee has a direct reporting line to the Dean of CCOM. There are indirect reporting lines (informational) to the Dean of Basic Sciences, to the Faculty Senate, to the University Academic Assessment Committee, and to the University Curriculum Committee.

**Membership:** Committee membership is composed of at least sixteen (16) members:

- Six (6) members are appointed from the basic science faculty, with one representative from each of the basic science departments: Anatomy, Biochemistry, Microbiology, Pathology, Pharmacology and Physiology. Appointment of basic science faculty to the committee is the responsibility of the Faculty Senate.
- Six (6) members are appointed from the clinical CCOM faculty. At least one representative is appointed from the Department of Osteopathic Manipulative Medicine. Appointment of clinical faculty to the committee is the responsibility of the Faculty Senate.
- Four (4) members are appointed from the CCOM student body, with one (1) representative from each class. The appointment of the student representatives follows the guidelines stated in the current STUDENT HANDBOOK. The student members are without vote.
- *Ex Officio* nonvoting members include CCOM Associate Dean(s), Dean of Basic Sciences, Vice President for Clinical Education, Executive Director of the AHEC Program, and representatives from the University Library and Registrar’s Office.

Appointments are made annually each spring by the Dean of CCOM with the advice of the Committee on Committees of the Faculty Senate.

**Chairperson:** A chairperson is appointed from the voting CCOM faculty by the Faculty Senate, with the advice of the Dean of CCOM.

### SELF-STUDY AND ASSESSMENT COMMITTEE

**Description:** This committee serves the college and its administration in three categories:

1. Assessing and reporting on the performance of the college in relation to accreditation standards.
2. Serving as a quality assurance body for the college in ways that go beyond minimum accreditation standards.
3. Providing a conduit for ideas and suggestions for improvement in the full range of college concerns.

The self-study and assessment committee is composed of a main steering committee and various subcommittees as needed. The main steering committee is responsible for:

- Oversight of the CCOM five-year strategic plan.
- Producing an annual document representing the year’s work of each subcommittee.
- Directing informal recommendations from the subcommittees to appropriate individuals or groups.
- Preparing formal documentation submitted to the accrediting body for CCOM, the American Osteopathic Association.

The self-study and assessment committee has a direct reporting line to the Dean of CCOM and indirect reporting lines (informational) to the University Academic Assessment Committee and the Faculty Senate.

**Membership:** The CCOM self-study and assessment committee members are appointed by the Dean of CCOM to serve for a term immediately following one accreditation visit through the following accreditation visit, ordinarily a term of five years. In addition, a coordinator of committee activity and a coordinator of the written reports are appointed by the Dean to work with the steering committee. There is no specified number of committee members.

**Chairperson:** The Associate Dean of CCOM serves as the chairperson.
**STUDENT PROMOTIONS COMMITTEE**

**Description:** This committee is responsible for regularly monitoring the academic progress of all students enrolled at CCOM. These committees assess the academic and professional progress and performance of each student and, if satisfactory, recommend promotion of the student.

The committee meets at the end of each quarter to assess the academic status of all first- and second-year students. Committee decisions concerning promotions are mailed to the students. The committee has a direct reporting line to the Dean of CCOM. The committee has indirect reporting lines (informational) to the Faculty Senate and to the Dean of Basic Sciences.

This committee meets on call to review and make decisions regarding the status of any third-year and fourth-year student with academic deficiencies and to review and make decisions regarding those students who have not met the professional standards set forth in the Osteopathic Oath. This committee also meets annually each spring to initiate a recommendation for graduation for all fourth-year students who have completed all requirements for graduation. Consequently, the committee directly submits its list of students recommended for graduation to the Faculty Senate for approval. In general, however, the direct reporting line for this committee is the Dean of CCOM and the indirect line (informational) is to the Faculty Senate.

**Membership:** This committee is composed of an Associate Dean of CCOM and the chairperson from each CCOM department involved in the first two curricular years and the chairpersons from each CCOM department involved in the last two curricular years. The Registrar and Dean of Students may serve as Ex Officio nonvoting members of the committee.

**Chairperson:** The committee chairperson is an Associate Dean of CCOM. If the position Associate Dean is vacant, the chairperson will be elected by and from the committee membership.

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**STUDENT SCHOLARSHIP COMMITTEE**

**Description:** The committee is responsible for the selection of students to be awarded scholarships, grants, and/or loans administered through CCOM. These include the annual CCOM Scholarships, Edna Dunning Scholarships/Loans, AOF Russell McCaughan, DO, Education Scholarship, AOF Welch Scholars Grants, and any other scholarship/loan programs as may arise in CCOM. The committee also serves in an advisory capacity to the Office of Development and Alumni Relations as needed.

**Membership:** The committee is composed of at least five (5) members of the voting faculty of CCOM. The Director of Student Financial Services, the Associate Dean(s) of CCOM, the Director of Development and Alumni Relations, and the Dean of Students are Ex Officio nonvoting members of the committee. Appointments are made annually each spring by the Dean of CCOM with the advice of the Committee on Committees of the Faculty Senate.

**Chairperson:** The chairperson is elected by and from the committee members.

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**AD HOC COMMITTEES**

The Dean of CCOM and the Dean of Basic Sciences have the authority to appoint ad hoc faculty committees for special purposes and with specific time limitations. The actions of these committees are advisory and are reported to the Dean who appointed them.
**ADMISSIONS COMMITTEE**

Description: Committee members assist in the screening of completed applications, participate in candidate interviews (along with other voting and adjunct faculty and practitioners), develop and recommend policies regarding admission requirements to the college, and vote on whether candidates should be recommended to the Dean for admission to the college.

Membership: This committee is composed of five (5) members of the voting faculty, a representative from the Dean's office (Ex Officio nonvoting) and one (1) student. The student representative on the Admissions Committee serves as an official University student ambassador and has the following responsibilities: to help identify students who can conduct campus tours during mandatory candidate visits and to help identify students who can respond to non-curriculum questions from candidates and interested students via Interact Now. The Dean of Students and the Director of Admissions are Ex Officio nonvoting members of this committee. Appointments are made annually each spring by the Dean of CCP with the advice of the Faculty Senate.

Chairperson: The Dean of CCP appoints a chairperson from the committee with advice from the Faculty Senate.

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**CENTER FOR TEACHING EXCELLENCE COMMITTEE**

Description: This committee is to function as a steering committee to guide, plan, implement, and evaluate the activities of the Center for Teaching Excellence.

Membership: One representative from each of the College's departments and the Office of Experiential Education, one member at large, and the Assistant Dean for Postgraduate Education (or another representative from the Dean's Office) are voting members. The Assistant to the Dean serves as Ex Officio.

Chairperson: The Dean of CCP appoints a Chairperson from the committee.

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**COMMITTEE ON RANK AND TENURE**

Description: The responsibilities of this committee are described in the MWU FACULTY HANDBOOK.

Membership: This committee is composed of five (5) tenured members of the faculty who are elected by the tenured faculty. Nominations are accepted by the Committee on Committees in the Spring and then members are elected by the tenured faculty prior to the Faculty Senate meeting in July.

Chairperson: The chairperson is elected by and from the committee membership.

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**CURRICULUM COMMITTEE**

Description: In general, there are six (6) functions of the Curriculum Committee:

1) Evaluate the curriculum.
2) Recommend approval of program changes requested by either department which will result in a greater or lesser number of course contact hours, departure from the existing method of instruction or a departure in content which would require the involvement of faculty from outside of the college.
3) Stimulate the development of and to monitor elective courses offered in the curriculum ensuring both quality and academic integrity in these areas.
4) Study and develop long-range educational goals and curricular content in the educational programs.
5) Review every five years the applicable evidence on performance and quality of the educational programs offered by the departments and make recommendations for additions, modifications or elimination of specific programs or courses as a whole as justified.
6) Establish prerequisites.

The committee submits its recommendations to the Dean of CCP for review and action and to the Faculty Senate for evaluation of the process followed in the formulation of curricular changes. The recommendations of this committee are also forwarded to the University Curriculum Committee when they involve approval of elective courses that are being proposed for University-wide offering.

Membership: This committee is composed of eight (8) members recommended to the Dean of CCP by the Faculty Senate: three (3) faculty members from the department of pharmaceutical sciences; three (3) faculty members from the department of pharmacy practice, and two (2) faculty members (with no more than one faculty member from each) of the departments of biochemistry, microbiology, pharmacology and physiology. Four (4) student representatives, one from each professional class, a representative from the Dean’s Office, a representative from the MWU Library, the Director of Experiential Education, the Registrar and an alumnus will serve as Ex Officio nonvoting members. Appointments are made annually each spring by the Dean of CCP with the advice of the Faculty Senate.
**Chairperson:** The Dean of CCP appoints a chairperson from the committee with advice from the Faculty Senate.

### EXECUTIVE COMMITTEE/DEAN’S COUNCIL

**Description:** The Dean of CCP is responsible for the development of the agenda and the conduct of the meetings. This committee is advisory to the Dean and has the purpose of ensuring intra-college communication, making financial decisions, creating administrative policies and setting short- and long-term strategic directions.

**Membership:** This committee consists of the Dean, all Associate and Assistant Deans, the two department chairpersons and a faculty representative from the Department of Pharmaceutical Sciences and both a tenure-track and non-tenure track representative from the Department of Pharmacy Practice. Faculty are nominated and elected by peers to serve two year terms.

**Chairperson:** The Dean of CCP chairs the committee.

### EXPERIENTIAL EDUCATION ADVISORY COMMITTEE

**Description:** The committee is charged with advising the Associate Dean for Clinical Affairs on all matters relating to experiential education, including rotation scheduling, APPE assessments, and evaluation rubrics.

**Membership:** The Associate Dean for Clinical Affairs and five (5) additional members: one (1) Pharmacy Practice faculty practicing in an ambulatory care setting, one (1) Pharmacy Practice faculty practicing in a general medicine setting, one (1) Pharmacy Practice faculty practicing in a clinical specialty area, the Pharmacy Practice faculty directing IPPE-3, and one (1) external pharmacist.

**Chairperson:** The Associate Dean for Clinical Affairs chairs the committee.

### RESEARCH GRANT STIMULATION PROPOSAL REVIEW COMMITTEE

**Description:** This committee reviews and makes funding decisions for proposals submitted by the faculty for this college sponsored grant program. There are generally two applications cycles per year, contingent on available funds from recaptured salary dollars.

**Membership:** This committee is composed of three faculty, at least one each from the Department of Pharmacy Practice and the Department of Pharmaceutical Sciences, and one faculty member at large and a representative from the Office of Research and Sponsored Programs (Ex Officio). In addition, one representative of the Dean’s Office will serve in an Ex Officio capacity and provide staff support to the committee.

**Chairperson:** The Dean of CCP appoints a chairperson from the committee.

### RESIDENCY PROGRAM ADVISORY COMMITTEE

**Description:** Assist the Assistant or Associate Dean of CCP in strategic planning, policy development, and evaluation of the College’s residency programs.

**Membership:** Assistant Dean for Postgraduate Education (Chair) Program Directors, Department Chair of Pharmacy Practice, three external members from affiliated sites and one at-large member from the Department of Pharmacy Practice. The charge of this committee is to assist the Assistant Dean of Postgraduate Education and the residency program directors in overall planning and implementation.

**Chairperson:** The Dean of CCP appoints a Chairperson from the committee.

### SELF-STUDY/ASSESSMENT AND/OR ACCREDITATION COMMITTEE

**Self-Study Committee**

**Description:** This committee serves the college and its administration in three categories:

1. Assessing and reporting on the performance of the college in relation to accreditation standards.
2. Serving as a quality assurance body for the college in ways that go beyond minimum accreditation standards.
3. Providing a conduit for ideas and suggestions for improvement in the full range of college concerns.

**Membership:** The CCP self-study members are appointed by the Dean of CCP to serve for a term immediately following one accreditation visit through the following accreditation visit, ordinarily a term of seven years.

**Chairperson:** The Dean of CCP appoints a chairperson.
**Self-Study/Accreditation and/or Accreditation Subcommittee**

**Description:** In order to ensure that CCP is in compliance with ACPE accreditation standards, this committee is charged with:

1. Coordinating the evaluation activities being completed by other standing committees.
2. Identifying evaluation activities that remain to be completed by the subcommittee.

**Membership:** This subcommittee is composed of the CCP Associate or Assistant Dean, and six (6) faculty members: one (1) from the Student Promotion and Graduation Committee, one (1) from the Admissions Committee and one (1) from the Curriculum Committee, and three faculty members from either department within the College, with at least one member from each department.

**Chairperson:** The Chairperson is appointed by the Dean of CCP.

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**Student/Faculty Liaison Committees**

**Description:** Meetings of these committees are held on an as needed basis and serve as a forum for interchange of ideas, suggestions and discussion of problems. Additional meetings may be called by the chairperson upon receipt of a written request from either student representatives or faculty representatives.

**Student/Faculty Liaison Committee, PS-1**

**Membership:** This committee consists of the chairperson or administrative head of the departments of pharmacy practice and pharmaceutical sciences and the course directors for those departments involved in a specific quarter of the first-year curriculum and two (2) students elected by the first-year class.

**Chairperson:** The chairperson of this committee is appointed by the Dean of CCP.

**Student/Faculty Liaison Committee, PS-2**

**Membership:** This committee consists of the chairperson or administrative head of the departments of pharmacy practice and pharmaceutical sciences and the course directors of a specific quarter involved in the second-year curriculum and two (2) students elected by the second-year class.

**Chairperson:** The chairperson of this committee is appointed by the Dean of CCP.

**Student/Faculty Liaison Committee, PS-3**

**Membership:** This committee consists of the chairperson of the departments of pharmacy practice and pharmaceutical sciences, the course directors, the director of experiential education, and two (2) students elected from the third-year class.

**Chairperson:** The chairperson of this committee is appointed by the Dean of CCP.

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**Student Leadership and Research Award Review Committee**

**Description:** This committee reviews applications and makes selection decisions for student recipients to these two award programs. For the summer research internship program, there is one application cycle per year. A program announcement is distributed by December of an academic year and award selections are completed by March of an academic year. At least 5 full time internships are available per year. For the Student Leadership and Research Award Program, there are two application cycles per year: October-December and January-March. Approximately 15 travel awards are available.

**Membership:** The committee is composed of three faculty, at least one each from the Department of Pharmacy Practice and the Department of Pharmaceutical Sciences, one faculty member at large, and a representative from the Office of Research and Sponsored Programs (Ex Officio). In addition, one representative of the Dean’s Office will serve in an Ex Officio capacity and provide staff support to the committee.

**Chairperson:** The Dean of CCP appoints a chairperson from the committee.
### Student Promotion and Graduation Committee

**Description:** This committee is responsible for monitoring the academic progress of all students enrolled in the Chicago College of Pharmacy and is also responsible for revising academic and promotion and graduation requirements and policies. This committee meets at the end of each quarter, generally within two weeks after quarterly grades are received by the Registrar, to review the academic status of all students. The committee also reviews requests for advanced standing from newly admitted or transfer students. This committee assesses the academic and professional progress and performance of each student, and if satisfactory, recommends promotion of the student. In addition, this committee meets semiannually each fall and spring to initiate a recommendation for graduation for all students who have satisfactorily completed all requirements for the bachelor of science in pharmacy and doctor of pharmacy degrees. The faculty on this committee are responsible for initiating the faculty recommendation for graduation and degree conferral for each student. Its recommendations are forwarded to the Assistant or Associate Dean. Its recommendations for graduation must receive Faculty Senate approval prior to implementation.

**Membership:** This committee consists of the two department chairpersons or administrative heads, five (5) faculty members who are appointed by the Dean on advice of the Faculty Senate and the Associate or Assistant Dean, who serves as an *Ex Officio* nonvoting member and the Dean of Student Services, *Ex Officio* nonvoting. Appointments are made annually each spring by the Dean of CCP with the advice of the Faculty Senate.

**Chairperson:** The Dean of CCP appoints a chairperson from the committee with advice from the Faculty Senate.

### Student Scholarship Committee

**Description:** This committee is responsible for seeking nominations for various student awards and for selecting award recipients for presentation at the annual Student Award Gala.

Additional charges include:

1) Working with the Dean and the MWU Advancement Office to expand the number of awards for Pharm.D., and NTPD students.

2) Developing criteria for recipient selection for new awards, when appropriate.

3) Assist in presenting awards at the annual Student Award Gala.

**Membership:** The committee is composed of six (6) faculty, of which at least one shall be from the Department of Pharmaceutical Sciences and one shall be from the Department of Pharmacy Practice, and one pharmacy student. The Assistant or Associate Dean or his/her designee will serve as an *Ex Officio* nonvoting member.

**Chairperson:** The Dean of CCP appoints a Chairperson from the committee.

### Ad Hoc Committees

The Dean of CCP has the authority to appoint *ad hoc* faculty committees for special purposes and with specific time limitations. The actions of these committees are advisory and are reported to the Dean of CCP.
COLLEGE OF DENTAL MEDICINE ARIZONA (CDMA)

College of Dental Medicine Arizona Governance
The governance system of the College of Dental Medicine Arizona parallels and integrates with the University governance system and the Faculty Senate, except that for any CDMA faculty member 60% FTE or greater is considered a voting member and thus eligible to serve on these committees. When appropriate, student representation is included on the various committees. Through this committee governance structure, the faculty establishes the curriculum and academic standards that are to be met for the granting of degrees, determines when these requirements have been met, and recommends to the Dean of CDMA, the President and to the Board of Trustees that a degree be granted. This governance system is responsible for student admissions as well as faculty promotion and tenure.

The faculty members of the College of Dental Medicine Arizona also participate in the governance of the University through representation on University-wide committees and subcommittees of the Faculty Senate. Students from the college are also represented on several of these University-wide committees.

STANDING COLLEGE COMMITTEES

Standing College Committees, Appointed
Unless stipulated otherwise, members of all appointed faculty committees have one (1) academic year appointments made by the Faculty Senate, which are renewable year-to-year. The Dean of CDMA is an Ex Officio non-voting member of all appointed committees.

ADMISSIONS COMMITTEE
Description: The committee recommends and reports to the Dean of CDMA candidates for admission from the total applicant pool. Members of this committee vote on each applicant interviewed.

Membership: This committee is composed of at least four (4) members: three (3) or more voting faculty members and one (1) or more dentists/community health service individuals (non-voting) from the community. A representative from Admissions is an Ex Officio non-voting member of this committee. Other designated faculty members may be asked to interview qualified applicants for admission. Appointments are made annually by the Dean of CDMA, with the advice of the Committee on Committees of the Faculty Senate.

Chairperson: The chairperson of this committee is selected by the Dean of CDMA from among the committee membership.

ASSESSMENT COMMITTEE
Description: The committee monitors outcomes data on the college’s goals and objectives, assesses program performance, and makes recommendations for program improvement.

Membership: This committee is composed of at least three preclinical and three clinical faculty members and the Associate Dean for Academic Affairs.

Chairperson: The chairperson of this committee is selected by the Dean of CDMA from among the committee membership.

COMMITTEE ON RANK AND TENURE
Description: The CDMA Committee on Rank and Tenure is responsible for (1) reviewing and recommending policies, procedures, and programs in the area of appointments, promotions, and tenure of the faculty of CDMA to the Dean of CDMA; (2) implementing and evaluating procedures on appointment, promotion, and tenure of faculty; and, (3) reviewing and recommending to the Dean action on all individual nominations for promotion and award of tenure.

Membership: The Committee consists of five (5) faculty members from the CDMA at the rank of associate or full professor, who are elected by the CDMA faculty from a ballot containing at least two candidates for each position. The chairperson is elected by and from the committee membership.

Granting of tenure must be evaluated by tenured faculty members. If at least three (3) tenured CDMA faculty members are not available for a review of a tenure candidate, other tenured faculty members from the larger University community will be elected to serve, along with the tenured CDMA faculty on the standing CDMA Rank and Tenure Committee, on an ad hoc tenure review committee for the candidate’s review. The Dean will nominate at least two faculty members from other Colleges for each tenured position not available on the standing committee. This slate of candidates should also have clinical experience to adequately represent the clinical nature of Dentistry.

Members of the CDMA Rank and Tenure Committee or the ad hoc tenure review committee may not write letters of recommendation for the candidate’s tenure dossier.
### CURRICULUM COMMITTEE

**Description:** In general, there are five (5) functions of the curriculum committee:

1. Evaluate the college’s curriculum as a whole and individual course offerings.
2. Recommend approval of changes requested by a course director that will result in a greater or lesser number of contact hours, departure from the existing method of instruction or a departure in content that would require the involvement of one or more other courses.
3. Approve elective courses.
4. Study and develop long-range educational goals and curricular content in the educational programs.
5. Review the applicable evidence on performance of the courses and make recommendations for modifications.

The committee submits its recommendations to the Dean of CDMA for review and action. The President reviews all recommendations for curricular changes from the college curriculum committee and the Dean.

**Membership:** This committee is composed of two representatives from the Dean’s office, one administrative representative of the clinical program, two representatives from the preclinical program, one of which will be from the basic sciences, two faculty members from the clinical discipline and two elected student representatives. The Registrar serves as an _Ex Officio_ nonvoting member. Appointments are made annually by the Dean of CDMA, with the advice of the Committee on Committees of the Faculty Senate.

**Chairperson:** The chairperson is a representative from the Dean’s office.

### DENTAL CLINIC ADVISORY COMMITTEE

**Description:** The Dental Clinic Advisory Committee reviews the standard procedures used in providing patient care in the Dental Institute and discusses the overall operation of the CDMA clinic, with the intent of improving patient care. Outcomes of patient care are reviewed and assessed by the committee and any recommendations for improvement in any aspect of operations and outcomes are forwarded to the Dean of CDMA for approval.

**Membership:** This committee is composed of at least six clinical faculty members, two nonvoting students and the CDMA Associate Dean for Clinical Education.

**Chairperson:** The committee chairperson is a representative from the CDMA Dean’s office, appointed annually by the Dean of CDMA.

### EVIDENCE-BASED DENTISTRY COMMITTEE

**Description:** The Committee recommends standards for patient care in the CDMA that are based on scientific evidence, recommend methods for incorporating evidence-based care, and reviews CDMA procedures and practices in treatment planning and treatment provision to ensure they are evidence-based.

**Membership:** This committee is composed of at least two preclinical faculty members, at least two clinical faculty members, and one student.

**Chairperson:** The committee chairperson is the Associate Dean for Preclinical Sciences.

### INSTRUMENT AND MATERIALS COMMITTEE

**Description:** This committee monitors the use of materials and instruments in the simulation lab and patient care clinics and recommends purchases and use policies for the CDMA labs and clinics. Its recommendations are forwarded to the Dean of CDMA.

**Membership:** This committee is composed of at least three preclinical faculty members, at least three clinical faculty members, at least two staff, and the CDMA Associate Dean for Preclinical Sciences.

**Chairperson:** The chairperson of this committee is selected by the Dean of CDMA from among the committee membership.

### MENTORING COMMITTEE

**Description:** The Committee develops and manages the CDMA mentoring program.

**Membership:** This committee is composed of at least two preclinical and two clinical faculty members.

**Chairperson:** The Dean selects the chairperson.

### QUALITY ASSURANCE COMMITTEE

**Description:** The Committee monitors quality assurance outcomes in the patient care programs and recommends policies and procedures for operation of the CDMA clinics. Its recommendations are forwarded to the Dean of CDMA.

**Membership:** This committee is composed of at least six clinical faculty and at least two staff and the CDMA Associate Dean
The committee chairperson is a representative from the CDMA Dean’s Office.

**STUDENT/FACULTY LIAISON COMMITTEES**

Meetings of these committees are held at least once each quarter and serve as a forum for interchange of ideas, suggestions and discussion of problems. Additional meetings may be called by the chairperson upon receipt of a written request from either student representatives or faculty representatives. Minutes of these meetings are submitted to the Dean of CDMA for information and action and to the Faculty Senate (information repository).

**Student/Faculty Liaison Committee, PS-1**

This committee consists of a representative from the Dean’s Office, the course directors, and other faculty who are formally involved in the first-year curriculum and two (2) students elected by the first-year class. The Deans of Basic Sciences and Students serve as *Ex Officio* nonvoting members. The chairperson of this committee is a representative from the CDMA Dean’s Office.

**Student/Faculty Liaison Committee, PS-2**

This committee consists of a representative from the Dean’s Office, the course directors, and other faculty who are formally involved in the second-year curriculum and two (2) students elected by the second-year class. The Deans of Basic Sciences and Students serve as *Ex Officio* nonvoting members. The chairperson of this committee is a representative from the CDMA Dean’s Office.

**Student/Faculty Liaison Committee, PS-3**

This committee consists of a representative from the Dean’s Office, the Clinical Care Coordinators, the course directors, and other faculty who are involved in teaching third-year and fourth-year students and two elected student representatives, one from the third-year and one from the fourth-year class. The chairperson of this committee is a representative from the CDMA Dean’s Office.

**STUDENT PROMOTION AND GRADUATION COMMITTEES**

These appointed faculty committees are responsible for regularly monitoring the academic progress of all students enrolled at CDMA. The committees assess the academic and professional progress and performance of each student, and if satisfactory, recommend promotion of the student. The chairperson of each committee is the CDMA Associate Dean for Academic Affairs and is responsible for submitting an annual report to the Dean of CDMA and to the Faculty Senate at the conclusion of each academic year.

**Student Promotion Committee, Preclinical**

This committee is composed of preclinical course directors, a representative of the Dean’s office and the Dean of Basic Sciences or his/her designee. The Registrar serves as an *Ex Officio* nonvoting member. The committee chairperson is a representative from the Dean’s office. This promotions committee meets at the end of each quarter approximately one week after the completion of quarterly final examinations to assess the academic status of all preclinical dental students. The committee’s recommendations are forwarded to the Dean of CDMA.

**Student Promotion and Graduation Committee, Clinical**

This committee is composed of Clinical Care Coordinators, and two representatives from the Dean’s office. The Registrar serves as the *Ex Officio* nonvoting member. This promotions committee meets at the end of each academic year to assess the academic status of all clinical dental students. The committee initiates recommendation for graduation and degree conferral for each student upon her/his completion of all requirements for the Doctor of Dental Medicine degree. The committee’s recommendations are forwarded to the Dean of CDMA and must receive Faculty Senate approval prior to implementation.

**AD HOC COMMITTEES**

The Deans of CDMA and Basic Sciences have the authority to appoint *ad hoc* faculty committees for special purposes and with specific time limitations. The actions of these committees are advisory and are reported to the Dean who appointed them.
**COLLEGE OF DENTAL MEDICINE ILLINOIS (CDMI)**

**College of Dental Medicine Illinois Governance**

The governance system of the College of Dental Medicine Illinois parallels and integrates with the University governance system and the Faculty Senate, except that for any CDMI faculty member 60% FTE or greater is considered eligible to serve on these committees as a voting member. When appropriate, student representation is included on the various committees. Through this committee governance structure, the faculty establishes the curriculum and academic standards that are to be met for the granting of degrees, determines when these requirements have been met, and recommends to the Dean of CDMI, the President and to the Board of Trustees that a degree be granted. This governance system is responsible for student admissions as well as faculty promotion and tenure.

The faculty members of the College of Dental Medicine Illinois also participate in the governance of the University through representation on University-wide committees and subcommittees of the Faculty Senate. Students from the college are also represented on several of these University-wide committees.

**STANDING COLLEGE COMMITTEES**

**Standing College Committees, Appointed**

Unless stipulated otherwise, members of all appointed faculty committees have one (1) academic year appointments made by the Faculty Senate, which are renewable year-to-year. The Dean of CDMI is an *Ex Officio* nonvoting member of all appointed committees.

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<tr>
<th><strong>ADMISSIONS COMMITTEE</strong></th>
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<tr>
<td><strong>Description:</strong> The committee reports to the Dean of CDMI and recommends candidates for admission from the total applicant pool. Members of this committee vote on each applicant interviewed.</td>
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<tr>
<td><strong>Membership:</strong> This committee is composed of at least four (4) members: three (3) or more voting faculty members and one (1) or more dentist/community health service individuals (non-voting). A representative from the Office of Admissions is an <em>Ex Officio</em> non-voting member of this committee. Other designated faculty members may be asked to interview qualified applicants for admission. Appointments are made annually by the Dean of CDMI, with the advice of the Committee on Committees of the Faculty Senate.</td>
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<tr>
<td><strong>Chairperson:</strong> The chairperson of this committee is selected by the Dean of CDMI from among the committee membership.</td>
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<tr>
<th><strong>ACADEMIC PROGRAM EVALUATION COMMITTEE</strong></th>
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<tr>
<td><strong>Description:</strong> The committee monitors outcomes data on the college’s goals and objectives, assesses program performance, and makes recommendations for program improvement.</td>
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<tr>
<td><strong>Membership:</strong> This committee is composed of members recommended to the Dean of CDMI by the Faculty Senate.</td>
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<tr>
<td><strong>Chairperson:</strong> The chairperson of this committee is selected by the Dean of CDMI from among the committee membership.</td>
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<th><strong>CLINICAL ADVISORY COMMITTEE</strong></th>
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<tr>
<td><strong>Description:</strong> This committee recommends policies and procedures for operation of the CDMI clinics. Its recommendations are forwarded to the Dean of CDMI.</td>
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<tr>
<td><strong>Membership:</strong> This committee is composed of the Group Practice Coordinators and the CDMI Assistant Dean for Clinical Education.</td>
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<tr>
<td><strong>Chairperson:</strong> The committee chairperson is a representative from the CDMI Dean’s Office.</td>
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<tr>
<th><strong>CONTINUOUS QUALITY IMPROVEMENT/RISK MANAGEMENT COMMITTEE</strong></th>
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<tr>
<td><strong>Description:</strong> This committee monitors quality assurance outcomes in the patient care programs including OSHA and HIPAA regulations and recommends policies and procedures for operation of the CDMI clinics. Its recommendations are forwarded to the Dean of CDMI.</td>
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<tr>
<td><strong>Membership:</strong> This committee is composed of clinical faculty, staff, a student representative from each of the third and fourth year dental medicine class and the CDMI Assistant Dean for Clinical Education.</td>
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<tr>
<td><strong>Chairperson:</strong> The committee chairperson is a representative from the CDMI Dean’s Office.</td>
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### COMMITTEE ON RANK AND TENURE

**Description:** The Committee on Rank and Tenure is responsible for (1) reviewing and recommending policies, procedures and programs related to appointments, promotions, and tenure of the faculty of CDMI to the Dean of CDMI; (2) implementing and evaluating procedures on appointment, promotion, and tenure of faculty; and, (3) reviewing and recommending to the Dean action on all individual nominations for promotion and award of tenure.

**Membership:** The CDMI Rank and Tenure Committee shall consist of five (5) faculty members of whom at least three (3) must be tenured. In order to be eligible to review candidates for promotion in rank, the committee member should hold an academic rank at or above the associate professor level. Faculty members with administrative appointments at the level of Department Chair or higher may not serve on the standing CDMI Rank and Tenure Committee. Only tenured faculty members on the CDMI Rank and Tenure Committee can vote on granting tenure.

If an associate dean, or assistant dean or a preclinical/clinical program director with a faculty appointment applies for promotion and/or tenure, they should submit their dossier and letters of recommendation directly to the dean. The CDMI Dean shall recommend to the Faculty Senate Committee on Committees to appoint an ad hoc committee consisting of three (3) other individuals are at or above the academic rank and administrative appointment of the individual applying for promotion and who are tenured. This ad hoc committee will evaluate the dossier and forward their recommendations to the Dean and to the Faculty Senate. The Dean will then review the dossier and forward his/her recommendation to the President.

The preclinical/clinical program director has the opportunity to provide a written report directly to the College’s Rank and Tenure Committee on behalf of a candidate for promotion and/or tenure consideration.

Members of the Rank and Tenure Committee may not write letters of support for the candidate’s promotion and tenure dossier.

**Chairperson:** The chairperson is elected by and from the committee membership.

### CURRICULUM COMMITTEE

**Description:** In general, there are five functions of the curriculum committee:

1. Evaluate the college’s curriculum as a whole as well as individual course offerings.
2. Study and develop long-range educational goals and curricular content in the educational programs.
3. Review the applicable evidence on performance of the courses and make recommendations for modifications.
4. Recommend approval of changes requested by a course director that will result in a greater or lesser number of contact hours, departure from the existing method of instruction or a departure in content that would require the involvement of one or more other courses.
5. Approve elective courses.

The committee submits its recommendations to the Dean of CDMI for review and action. The President reviews all recommendations for curricular changes from the college curriculum committee and the Dean.

**Membership:** This committee is composed of two representatives from the Dean’s office, one administrative representative of the clinical program, two representatives from the preclinical program, one of which will be from the basic sciences, two faculty members from the clinical discipline and two elected student representatives. The Registrar serves as an *Ex Officio* nonvoting member. Appointments are made annually by the Dean of CDMI, with the advice of the Committee on Committees of the Faculty Senate.

**Chairperson:** The chairperson is a representative from the Dean’s office.

### EXECUTIVE COMMITTEE

**Description:** This committee acts in an advisory capacity to the Dean for ensuring intracollege communication, making financial decisions, creating administrative policies and setting short-term and long-term strategic decisions.

**Membership:** This committee is composed of the Dean, Associate and Assistant Deans, one faculty member from the preclinical sciences and one faculty member from the clinical sciences.

**Chairperson:** The Dean is the chairperson of this committee.
### Research Committee of the College of Dental Medicine – Illinois

**Description:** The Research Committee of the College of Dental Medicine – Illinois has been established to develop, oversee, monitor and assist with the research mission of the college. The CDMI Research Committee will be responsible for:

1. Establishing, maintaining and annually reviewing the current Research Plan for CDMI
2. Facilitating student involvement in research
3. Facilitating student involvement in specific research meetings and forums
4. Maintaining a current record of both faculty and student grant and publication submissions

**Membership:** This committee is composed of members recommended to the Dean of CDMI.

**Chairperson:** The chairperson of this committee is selected by the Dean of CDMI from among the committee membership.

### Student Faculty Leadership Committee

**Description:** The Committee meets at least once each month and serves as a forum for the interchange of ideas, suggestions and discussion of problems.

**Membership:** This committee is composed of the Dean, Associate Dean for Academic Affairs, Assistant Dean for Clinical Education, two student representatives from each class, President of the CDMI Chapter of the ASDA.

**Chairperson:** The Dean is the chairperson of this committee.

### Student Academic Progress Committees

These appointed faculty committees are responsible for regularly monitoring the academic progress of all students enrolled at CDMI. The committees assess the academic and professional progress and performance of each student, and if satisfactory, recommend promotion of the student. The chairperson of each committee is the CDMI Associate Dean for Academic Affairs and is responsible for submitting an annual report to the Dean of CDMI and to the Faculty Senate at the conclusion of each academic year.

**Student Academic Progress Committee I**

This committee is composed of preclinical course directors for each IBSS course and one (1) course co-coordinator for each DENT course in the Year of Study for which the Committee is meeting, three (3) representatives from the CDMI Dean’s Office (the Assistant Deans for Preclinical and for Clinical Education and for Academic Affairs) and the Dean of Basic Sciences or his/her designee. The Registrar and the Dean of Student Services serve as *Ex Officio* nonvoting members. The committee chairperson is one of the representatives from the Dean’s office.

**Student Academic Progress Committee II**

This committee is composed of Group Practice Coordinators, one (1) course co-coordinator for each DENT course in the Year of Study for which the Committee is meeting, and three (3) representatives from the CDMI Dean’s Office (the Assistant Deans for Preclinical and for Clinical Education and for Academic Affairs). The Registrar and the Dean of Student Services serve as *Ex Officio* nonvoting members. The committee chairperson is one of the representatives from the Dean’s office.

### Student Awards Committee of the College of Dental Medicine – Illinois

**Description:** This Committee is responsible for determining the recipients of student awards in the College of Dental Medicine - Illinois. Additionally, and on an on-going basis, the Committee must identify, select and manage the many awards available to undergraduate and graduating dental students in Dentistry. The Committee will meet before the end of the academic year, and at any other required time, to review nominations and make recommendations of worthy recipients to the Dean. The Assistant Dean for Academic Affairs will Chair this Committee.

**Membership:** This committee is composed of the Assistant Dean of Preclinical Education, Assistant Dean of Clinical Education, Assistant Dean of Academic Affairs, one clinical faculty member, one preclinical faculty member and on basic science faculty member

**Chairperson:** The committee chairperson is one of the representatives from the Dean’s office.

### Ad Hoc Committees

The Deans of CDMI and Basic Sciences have the authority to appoint *ad hoc* faculty committees for special purposes and with specific time limitations. The actions of these committees are advisory and are reported to the Dean who appointed them.
COLLEGE OF HEALTH SCIENCES (CHS)

College of Health Sciences Governance
The governance system of the College of Health Sciences parallels and integrates with the University governance system and the Faculty Senate. The Board of Trustees recognizes this structure and committee system as the official institutional system of college and University governance. Only members of the voting faculty are eligible to serve as voting faculty members on these committees. When appropriate, student representation is included on the various committees. Through this committee governance structure, the faculty establishes the curriculum and academic standards that are to be met for the granting of degrees, determines when these requirements have been met, and recommends to the Dean of the College of Health Sciences, the President and to the Board of Trustees that a degree be granted. This governance system is responsible for student admissions as well as faculty promotion and tenure.

As stated elsewhere, the faculty of the College of Health Sciences also participate in the governance of the University through representation on University-wide committees and committees of the Faculty Senate. Students from the college are also represented on several of these University-wide committees.

Committee System
The committee system of the College of Health Sciences consists of faculty committees that report either to the Dean and/or to committees that report to the Faculty Senate. Vacancies in committee membership that arise during the course of an academic year may or may not be filled. The committee may petition the appropriate administrative officer according to the committee’s established reporting relationship (i.e., the Dean) for a replacement member. Replacements are chosen according to the procedures used to establish the original committee membership (elected or appointed).

It should be noted that each educational program of the college has its own admissions committee, accreditation self-study committee, student academic review committee, and education committee, which serve the individual program.

Faculty Appeal Process
Standing committees of CHS report to the Dean of CHS. In the event of a controversial action or decision by the Dean, the faculty have the right to appeal that decision, first to the Dean of CHS, to the Faculty Senate, and then to the President.

STANDING COLLEGE COMMITTEES

Standing College Committees, Appointed
Unless stipulated otherwise, members of all appointed faculty committees have one (1) academic year appointments made by the Faculty Senate, which are renewable year-to-year. The Dean is an Ex Officio nonvoting member of all appointed committees.

CHS CURRICULUM COMMITTEE

Description: The charge of this committee is as follows:
1) Formulate and enact policy on curricular issues and standards for CHS.
2) Review and approve curricular changes adopted by the education committees for the individual programs.
3) Share educational, curricular, and pedagogical innovations and plans.

Any issue submitted in writing to a co-chairperson of the committee two weeks (14 days) in advance of a scheduled committee meeting by a faculty member or a representative of the CHS Student Council/MWU Student Senate shall be considered for inclusion on the CHS curriculum committee agenda. Items submitted less than two weeks in advance may be deferred to the next meeting.

New, elective course proposals that are approved by this committee for the college and are proposed for students from other colleges are submitted to the appropriate committee of the other college. Curriculum changes are submitted to the Dean of CHS for approval.

Membership: Members include the program director, or a faculty member appointed by the program director, of each CHS educational program, and one (1) basic science faculty member from each campus. The Dean and Associate Dean of CHS (or designee) and Director of Library Services (or designee) are Ex Officio nonvoting members. Appointments are made annually each spring by the Committee on Committees and forwarded to the Dean of CHS, with the advice of the Faculty Senate.

Chairperson: The Dean of CHS appoints the co-chairpersons, one from each campus, of this committee with the advice of the Committee on Committees of the Faculty Senate.

Subcommittee: Each campus will form a subcommittee comprised of the members from that campus, and the committee co-
CHS COMMITTEE ON RANK AND TENURE

Description: This committee is responsible with reviewing applications and supporting documents for promotion to rank and tenure. The committee makes a recommendation to the Dean of CHS, and to the Faculty Senate.

Membership: This committee is composed of five (5) tenured faculty members (two from each campus and a fifth from either campus). All five members must be in attendance to constitute a quorum. Nominations are accepted by the Committee on Committees in the Spring and then members are elected by the tenured faculty prior to the Faculty Senate meeting in July.

Chairperson: The Chairperson is a CHS faculty member elected by and from the committee membership.

CHS STUDENT PROMOTION AND GRADUATION COMMITTEE

Description: This committee is responsible for reviewing student appeals to individual program academic review committees at the end of each academic quarter. At the end of each academic year, this committee reviews the recommendations from the individual program Student Academic Review Committee and assesses the academic and professional progress and performance of each student. If satisfactory, the committee recommends promotion of the student. In addition, this committee meets each spring and fall to initiate a recommendation for graduation for all students who have successfully completed all degree requirements specified by their program. Its recommendations are forwarded to the Dean and the Faculty Senate for approval prior to implementation. This committee is also responsible for formulating the criteria for student promotion and graduation and student appeals policies published in the STUDENT HANDBOOK.

Membership: Members include the CHS program directors, two (2) faculty members from each program within CHS, four (4) faculty members from the basic science departments (2 representatives from each campus), and the Registrar (Ex Officio nonvoting) and Dean of Students (Ex Officio nonvoting) from each campus. The Dean and Associate Dean of CHS are Ex Officio nonvoting members. Appointments are made annually each spring by the Committee on Committees and forwarded to the Dean of CHS, with advice of the Faculty Senate.

Subcommittee Membership: In addition, the co-chairpersons from each respective campus will chair subcommittees to review student appeals from their respective campus. Members of each subcommittee will be selected from those faculty on the student promotion and graduation committee at their respective campus. A subcommittee reviewing a student appeal must have in attendance three (3) or more CHS Promotion and Graduation Committee members from the respective campus where the student attends. One member of the subcommittee that reviews the student appeal must be from the program that is being appealed and would be a non-voting member of the sub-committee. Additionally, a majority of faculty members on each subcommittee must be from outside the program from which the student is appealing.

Chairperson: The Dean of CHS appoints the co-chairpersons, one from each campus, of this committee with advice from the Faculty Senate.

CHS INTERPROFESSIONAL EDUCATION (IPE) COMMITTEE – DOWNERS GROVE

Description: This committee has been established to promote interprofessional education across the College of Health Sciences and the Midwestern University Campus. In order to accomplish this goal, the CHS IPE Committee will design and facilitate educational activities for faculty and students that focus on interprofessional collaboration.

Membership: Members include two faculty members appointed by the program director of each CHS educational program on the Downers Grove, IL Campus. The Dean of CHS is an Ex Officio non-voting member. Appointments are made on an annual basis each spring by the Dean with the advice of the CHS Program Directors and Committee on Committees of the Faculty Senate.

Chairperson: The Dean of CHS appoints the chairperson of this committee.

Ad hoc Committees

The Dean of CHS has the authority to appoint ad hoc faculty committees for special purposes and with specific time limitations. The actions of these committees are advisory and are reported to the Dean of CHS.
PROGRAM SPECIFIC COMMITTEES

OCCUPATIONAL THERAPY PROGRAM

**COMBINED ACCREDITATION SELF-STUDY AND ASSESSMENT COMMITTEE**

**Description:** This committee serves the program in various ways, including:

1) Assessing and reporting on the performance of the program in relation to accreditation standards and the mission of the college.
2) Evaluating graduate outcomes in relation to program goals and objectives.
3) Serving as a quality assurance body for the education provided by the program in ways that go beyond minimum accreditation standards.
4) Providing ideas and suggestions for improving the program activities and development.

The self-study and assessment committee of each program is responsible for conducting annual evaluations of program activities and for conducting a comprehensive self-study as dictated by the program accreditation bodies. The committee is responsible for filing minutes of each meeting to the program director and the Dean of CHS.

**Membership:** This committee is appointed annually by the Faculty Senate with the recommendation of the program director. Membership includes faculty and student representatives from the program. The Dean and Associate Dean of CHS (or designees) are *Ex Officio* nonvoting members.

**Chairperson:** The program director or a faculty member appointed by the program director is the chairperson of this committee.

**COMBINED EDUCATION COMMITTEE**

**Description:** This committee serves the program in various ways, including:

1) Assessing on a regular basis the professional program curriculum and student outcomes.
2) Monitoring course evaluations for courses presented exclusively in the program curriculum and recommend changes as needed.
3) Reviewing and recommending curricular modifications that will achieve better student learning outcomes for courses presented exclusively in the program curriculum.
4) Reviewing and recommending new courses for adoption in the program curriculum.

Any issue submitted in writing to the chairperson of the committee at least seven (7) days in advance of a scheduled committee meeting by a program faculty member or a member of a recognized student organization in the program shall be considered for inclusion on the program education committee agenda or referred, as appropriate, to another committee for action. The education committee must meet at least once annually, and reports to the CHS curriculum committee. The committee is responsible for filing minutes of each meeting to the program director and the Dean of CHS.

**Membership:** This committee is appointed annually by the Faculty Senate with the recommendation of the program director. Membership consists of three or more faculty members from the program, including the faculty member who coordinates the clinical curriculum. If the program has less than three faculty members, additional members may be added at the discretion of the program director. In addition, each year the program director may also include selected clinical faculty and/or student representatives from each class as *Ex Officio* non-voting members. The Dean and Associate Dean of CHS (or designees) are *Ex Officio* nonvoting members.

**Chairperson:** The program director or a faculty member appointed by the program director is the chairperson of this committee.

**ARIZONA ACADEMIC REVIEW COMMITTEE**

**Description:** At the end of each quarter, this committee reviews and acts upon the academic progress of each student enrolled in the program. If satisfactory, the committee recommends promotion of the student at the end of each academic quarter or clinical segment. If unsatisfactory, a prescribed course of action is recommended by the committee to the Dean of CHS. The committee also recommends for graduation all students who have satisfactorily completed all degree requirements specified by the program. These recommendations are forwarded to the CHS Student Promotion and Graduation Committee for review. The committee is responsible for filing minutes of each meeting to the program director and the Dean of CHS.

**Membership:** This committee is appointed annually by the Faculty Senate with the recommendation of the program director. Membership consists of three or more program faculty members. If the program has less than three faculty members, additional members may be added at the discretion of the program director. The Dean and Associate Dean of CHS (or designees), the Dean of Students (or designee), and the Registrar (or designee) are *Ex Officio* nonvoting members.

**Chairperson:** The program director or a faculty member appointed by the program director is the chairperson of this...
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<td><strong>Description:</strong> This committee makes the decision to accept students from the interview pool for admission to the program and recommends these applicants to the program director who then transmits the names of the recommended applicants to the Admissions department. The Director of Admissions sends letters of acceptance to the recommended applicants on behalf of the Dean of CHS. This committee is also responsible for developing and reviewing admissions criteria on an annual basis. The committee is responsible for filing minutes of each meeting to the program director and to the Dean of CHS.</td>
</tr>
<tr>
<td><strong>Membership:</strong> This committee is appointed annually by the Faculty Senate with the recommendation of the program director. This committee is composed of three or more program faculty members, and additional representation from basic science departments involved in the instructional program. If the program has less than three faculty members, additional members may be added at the discretion of the program director. The Director of Admissions (or designee) and the Dean and Associate Dean of CHS (or designees) are <em>Ex Officio</em> nonvoting members of this committee. Other designated faculty members within the University and/or the local community may be asked to interview qualified applicants for admission and serve in a nonvoting, advisory capacity.</td>
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<td><strong>Description:</strong> At the end of each quarter, this committee reviews and acts upon the academic progress of each student enrolled in the program. If satisfactory, the committee recommends promotion of the student at the end of each academic quarter or clinical segment. If unsatisfactory, a prescribed course of action is recommended by the committee to the Dean of CHS. The committee also recommends for graduation all students who have satisfactorily completed all degree requirements specified by the program. These recommendations are forwarded to the CHS Student Promotion and Graduation Committee for review. The committee is responsible for filing minutes of each meeting to the program director and the Dean of CHS.</td>
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<td><strong>Membership:</strong> This committee is appointed annually by the Faculty Senate with the recommendation of the program director. Membership consists of three or more program faculty members. If the program has less than three faculty members, additional members may be added at the discretion of the program director. The Dean and Associate Dean of CHS (or designees), the Dean of Students (or designee), and the Registrar (or designee) are <em>Ex Officio</em> nonvoting members.</td>
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<td><strong>Membership:</strong> This committee is appointed annually by the Faculty Senate with the recommendation of the program director. This committee is composed of three or more program faculty members, and additional representation from basic science departments involved in the instructional program. If the program has less than three faculty members, additional members may be added at the discretion of the program director. The Director of Admissions (or designee) and the Dean and Associate Dean of CHS (or designees) are <em>Ex Officio</em> nonvoting members of this committee. Other designated faculty members within the University and/or the local community may be asked to interview qualified applicants for admission and serve in a nonvoting, advisory capacity.</td>
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ARIZONA BIOMEDICAL SCIENCES

ACADEMIC REVIEW COMMITTEE

Description: At the end of each quarter, this committee reviews and acts upon the academic progress of each student enrolled in the program. If satisfactory, the committee recommends promotion of the student at the end of each academic quarter. If unsatisfactory, a prescribed course of action is recommended by the committee to the Dean of CHS. The committee also recommends for graduation all students who have satisfactorily completed all degree requirements specified by the program. These recommendations are forwarded to the CHS Student Promotion and Graduation Committee for review. The committee is responsible for filing minutes of each meeting to the program director and the Dean of CHS.

Membership: This committee is appointed annually by the Faculty Senate with the recommendation of the program director. Membership consists of three or more program faculty members. If the program has less than three faculty members, additional members may be added at the discretion of the program director. The Dean of CHS (or designee), the Dean of Students (or designee), and the Registrar (or designee) are Ex Officio nonvoting members.

Chairperson: The program director or a faculty member appointed by the program director is the chairperson of this committee.

ACCREDITATION SELF-STUDY AND ASSESSMENT COMMITTEE

Description: This committee serves the program in various ways, including:

1) Assessing and reporting on the performance of the program in relation to accreditation standards and the mission of the college.
2) Evaluating graduate outcomes in relation to program goals and objectives.
3) Serving as a quality assurance body for the education provided by the program in ways that go beyond minimum accreditation standards.
4) Providing ideas and suggestions for improving the program activities and development.

The self-study and assessment committee of each program is responsible for conducting annual evaluations of program activities and for conducting a comprehensive self-study as dictated by the program accreditation bodies. The committee is responsible for filing minutes of each meeting to the program director and the Dean of CHS.

Membership: This committee is appointed annually by the Faculty Senate with the recommendation of the program director. Membership includes faculty and student representatives from the program. The Dean of CHS (or designee) is an Ex Officio nonvoting member.

Chairperson: The program director or a faculty member appointed by the program director is the chairperson of this committee.

ADMISSIONS COMMITTEE

Description: This committee makes the decision to accept students from the interview pool for admission to the program and recommends these applicants to the program director who then transmits the names of the recommended applicants to the Admissions department. The Director of Admissions sends letters of acceptance to the recommended applicants on behalf of the Dean of CHS. This committee is also responsible for developing and reviewing admissions criteria on an annual basis. The committee is responsible for filing minutes of each meeting to the program director and to the Dean of CHS.

Membership: This committee is appointed annually by the Faculty Senate with the recommendation of the program director. This committee is composed of three or more program faculty members, and additional representation from basic science departments involved in the instructional program. If the program has less than three faculty members, additional members may be added at the discretion of the program director. The Director of Admissions (or designee) and the Dean of CHS (or designee) are Ex Officio nonvoting members of this committee. Other designated faculty members within the University and/or the local community may be asked to interview qualified applicants for admission and serve in a nonvoting, advisory capacity.

Chairperson: The program director or a faculty member appointed by the program director is the chairperson of this committee.
**EDUCATION COMMITTEE**

**Description:** This committee serves the program in various ways including:

1. Assessing on a regular basis the professional program curriculum and student outcomes.
2. Monitoring course evaluations for courses presented exclusively in the program curriculum and recommend changes as needed.
3. Reviewing and recommending curricular modifications that will achieve better student learning outcomes for courses presented exclusively in the program curriculum.
4. Reviewing and recommending new courses for adoption in the program curriculum.

Any issue submitted in writing to the chairperson of the committee at least seven (7) days in advance of a scheduled committee meeting by a program faculty member or a member of a recognized student organization in the program shall be considered for inclusion on the program education committee agenda or referred, as appropriate, to another committee for action. The education committee must meet at least once annually, and reports to the CHS curriculum committee. The committee is responsible for filing minutes of each meeting to the program director and the Dean of CHS.

**Membership:** This committee is appointed annually by the Faculty Senate with the recommendation of the program director. Membership consists of three or more faculty members from the program. If the program has less than three faculty members, additional members may be added at the discretion of the program director. In addition, each year the program director may also include selected clinical faculty and/or student representatives from each class as *Ex Officio* non-voting members. The Dean of CHS (or designee) is an *Ex Officio* nonvoting member.

**Chairperson:** The program director or a faculty member appointed by the program director is the chairperson of this committee.

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**ARIZONA CARDIOVASCULAR SCIENCES PROGRAM**

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**ACADEMIC REVIEW COMMITTEE**

**Description:** At the end of each quarter, this committee reviews and acts upon the academic progress of each student enrolled in the program. If satisfactory, the committee recommends promotion of the student at the end of each academic quarter. If unsatisfactory, a prescribed course of action is recommended by the committee to the Dean of CHS. The committee also recommends for graduation all students who have satisfactorily completed all degree requirements specified by the program. These recommendations are forwarded to the CHS Student Promotion and Graduation Committee for review. The committee is responsible for filing minutes of each meeting to the program director and the Dean of CHS.

**Membership:** This committee is appointed annually by the Faculty Senate with the recommendation of the program director. Membership consists of three or more program faculty members. If the program has less than three faculty members, additional members may be added at the discretion of the program director. The Dean of CHS (or designee), the Dean of Students (or designee), and the Registrar (or designee) are *Ex Officio* non-voting members.

**Chairperson:** The program director or a faculty member appointed by the program director is the chairperson of this committee.

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**ACCREDITATION SELF-STUDY AND ASSESSMENT COMMITTEE**

**Description:** This committee serves the program in various ways, including:

1. Assessing and reporting on the performance of the program in relation to accreditation standards and the mission of the college.
2. Evaluating graduate outcomes in relation to program goals and objectives.
3. Serving as a quality assurance body for the education provided by the program in ways that go beyond minimum accreditation standards.
4. Providing ideas and suggestions for improving the program activities and development.

The self-study and assessment committee of each program is responsible for conducting annual evaluations of program activities and for conducting a comprehensive self-study as dictated by the program accreditation bodies. The committee is responsible for filing minutes of each meeting to the program director and the Dean of CHS.

**Membership:** This committee is appointed annually by the Faculty Senate with the recommendation of the program director. Membership includes faculty and student representatives from the program. The Dean of CHS (or designee) is an *Ex Officio* nonvoting member.

**Chairperson:** The program director or a faculty member appointed by the program director is the chairperson of this program.
**ADMISSIONS COMMITTEE**

**Description:** This committee makes the decision to accept students from the interview pool for admission to the program and recommends these applicants to the program director who then transmits the names of the recommended applicants to the Admissions department. The Director of Admissions sends letters of acceptance to the recommended applicants on behalf of the Dean of CHS. This committee is also responsible for developing and reviewing admissions criteria on an annual basis. The committee is responsible for filing minutes of each meeting to the program director and to the Dean of CHS.

**Membership:** This committee is appointed annually by the Faculty Senate with the recommendation of the program director. This committee is composed of three or more program faculty members, and additional representation from basic science departments involved in the instructional program. If the program has less than three faculty members, additional members may be added at the discretion of the program director. The Director of Admissions (or designee) and the Dean of CHS (or designee) are *Ex Officio* nonvoting members of this committee. Other designated faculty members within the University and/or the local community may be asked to interview qualified applicants for admission and serve in a nonvoting, advisory capacity.

**Chairperson:** The program director or a faculty member appointed by the program director is the chairperson of this committee.

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**EDUCATION COMMITTEE**

**Description:** This committee serves the program in various ways including:

1. Assessing on a regular basis the professional program curriculum and student outcomes.
2. Monitoring course evaluations for courses presented exclusively in the program curriculum and recommend changes as needed.
3. Reviewing and recommending curricular modifications that will achieve better student learning outcomes for courses presented exclusively in the program curriculum.
4. Reviewing and recommending new courses for adoption in the program curriculum.

Any issue submitted in writing to the chairperson of the committee at least seven (7) days in advance of a scheduled committee meeting by a program faculty member or a member of a recognized student organization in the program shall be considered for inclusion on the program education committee agenda or referred, as appropriate, to another committee for action. The education committee must meet at least once annually, and reports to the CHS curriculum committee. The committee is responsible for filing minutes of each meeting to the program director and the Dean of CHS.

**Membership:** This committee is appointed annually by the Faculty Senate with the recommendation of the program director. Membership consists of three or more faculty members from the program. If the program has less than three faculty members, additional members may be added at the discretion of the program director. In addition, each year the program director may also include selected clinical faculty and/or student representatives from each class as *Ex Officio* non-voting members. The Dean of CHS (or designee) is an *Ex Officio* non-voting member.

**Chairperson:** The program director or a faculty member appointed by the program director is the chairperson of this committee.

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**ARIZONA CLINICAL PSYCHOLOGY PROGRAM**

**ACADEMIC REVIEW COMMITTEE**

**Description:** At the end of each quarter, this committee reviews and acts upon the academic progress of each student enrolled in the program. If satisfactory, the committee recommends promotion of the student at the end of each academic quarter. If unsatisfactory, a prescribed course of action is recommended by the committee to the Dean of CHS. The committee also recommends for graduation all students who have satisfactorily completed all degree requirements specified by the program. These recommendations are forwarded to the CHS Student Promotion and Graduation Committee for review. The committee is responsible for filing minutes of each meeting to the program director and the Dean of CHS.

**Membership:** This committee is appointed annually by the Faculty Senate with the recommendation of the program director. Membership consists of three or more program faculty members. If the program has less than three faculty members, additional members may be added at the discretion of the program director. The Dean of CHS (or designee), the Dean of Students (or designee), and the Registrar (or designee) are *Ex Officio* non-voting members.

**Chairperson:** The program director or a faculty member appointed by the program director is the chairperson of this committee.
## Accreditation Self-Study and Assessment Committee

**Description:** This committee serves the program in various ways, including:

1. Assessing and reporting on the performance of the program in relation to accreditation standards and the mission of the college.
2. Evaluating graduate outcomes in relation to program goals and objectives.
3. Serving as a quality assurance body for the education provided by the program in ways that go beyond minimum accreditation standards.
4. Providing ideas and suggestions for improving the program activities and development.

The self-study and assessment committee of each program is responsible for conducting annual evaluations of program activities and for conducting a comprehensive self-study as dictated by the program accreditation bodies. The committee is responsible for filing minutes of each meeting to the program director and the Dean of CHS.

**Membership:** This committee is appointed annually by the Faculty Senate with the recommendation of the program director. Membership includes faculty and student representatives from the program. The Dean of CHS (or designee) is an *Ex Officio* nonvoting member.

**Chairperson:** The program director or a faculty member appointed by the program director is the chairperson of this committee.

## Admissions Committee

**Description:** This committee makes the decision to accept students from the interview pool for admission to the program and recommends these applicants to the program director who then transmits the names of the recommended applicants to the Admissions department. The Director of Admissions sends letters of acceptance to the recommended applicants on behalf of the Dean of CHS. This committee is also responsible for developing and reviewing admissions criteria on an annual basis. The committee is responsible for filing minutes of each meeting to the program director and to the Dean of CHS.

**Membership:** This committee is appointed annually by the Faculty Senate with the recommendation of the program director. This committee is composed of three or more program faculty members, and additional representation from basic science departments involved in the instructional program. If the program has less than three faculty members, additional members may be added at the discretion of the program director. The Director of Admissions (or designee) and the Dean of CHS (or designee) are *Ex Officio* nonvoting members of this committee. Other designated faculty members within the University and/or the local community may be asked to interview qualified applicants for admission and serve in a nonvoting, advisory capacity.

**Chairperson:** The program director or a faculty member appointed by the program director is the chairperson of this committee.

## Education Committee

**Description:** This committee serves the program in various ways including:

1. Assessing on a regular basis the professional program curriculum and student outcomes.
2. Monitoring course evaluations for courses presented exclusively in the program curriculum and recommend changes as needed.
3. Reviewing and recommending curricular modifications that will achieve better student learning outcomes for courses presented exclusively in the program curriculum.
4. Reviewing and recommending new courses for adoption in the program curriculum.

Any issue submitted in writing to the chairperson of the committee at least seven (7) days in advance of a scheduled committee meeting by a program faculty member or a member of a recognized student organization in the program shall be considered for inclusion on the program education committee agenda or referred, as appropriate, to another committee for action. The education committee must meet at least once annually, and reports to the CHS curriculum committee. The committee is responsible for filing minutes of each meeting to the program director and the Dean of CHS.

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**Chairperson:** The program director or a faculty member appointed by the program director is the chairperson of this committee.
### ACADEMIC REVIEW COMMITTEE

**Description:** At the end of each quarter, this committee reviews and acts upon the academic progress of each student enrolled in the program. If satisfactory, the committee recommends promotion of the student at the end of each academic quarter. If unsatisfactory, a prescribed course of action is recommended by the committee to the Dean of CHS. The committee also recommends for graduation all students who have satisfactorily completed all degree requirements specified by the program. These recommendations are forwarded to the CHS Student Promotion and Graduation Committee for review. The committee is responsible for filing minutes of each meeting to the program director and the Dean of CHS.

**Membership:** This committee is appointed annually by the Faculty Senate with the recommendation of the program director. Membership consists of three or more program faculty members. If the program has less than three faculty members, additional members may be added at the discretion of the program director. The Dean of CHS (or designee), the Dean of Students (or designee), and the Registrar (or designee) are *Ex Officio* nonvoting members.

**Chairperson:** The program director or a faculty member appointed by the program director is the chairperson of this committee.

### ACCREDITATION SELF-STUDY AND ASSESSMENT COMMITTEE

**Description:** This committee serves the program in various ways, including:

1. Assessing and reporting on the performance of the program in relation to accreditation standards and the mission of the college.
2. Evaluating graduate outcomes in relation to program goals and objectives.
3. Serving as a quality assurance body for the education provided by the program in ways that go beyond minimum accreditation standards.
4. Providing ideas and suggestions for improving the program activities and development.

The self-study and assessment committee of each program is responsible for conducting annual evaluations of program activities and for conducting a comprehensive self-study as dictated by the program accreditation bodies. The committee is responsible for filing minutes of each meeting to the program director and the Dean of CHS.

**Membership:** This committee is appointed annually by the Faculty Senate with the recommendation of the program director. Membership includes faculty and student representatives from the program. The Dean of CHS (or designee) is an *Ex Officio* nonvoting member.

**Chairperson:** The program director or a faculty member appointed by the program director is the chairperson of this committee.

### ADMISSIONS COMMITTEE

**Description:** This committee makes the decision to accept students from the interview pool for admission to the program and recommends these applicants to the program director who then transmits the names of the recommended applicants to the Admissions department. The Director of Admissions sends letters of acceptance to the recommended applicants on behalf of the Dean of CHS. This committee is also responsible for developing and reviewing admissions criteria on an annual basis. The committee is responsible for filing minutes of each meeting to the program director and to the Dean of CHS.

**Membership:** This committee is appointed annually by the Faculty Senate with the recommendation of the program director. This committee is composed of three or more program faculty members, and additional representation from basic science departments involved in the instructional program. If the program has less than three faculty members, additional members may be added at the discretion of the program director. The Director of Admissions (or designee) and the Dean of CHS (or designee) are *Ex Officio* nonvoting members of this committee. Other designated faculty members within the University and/or the local community may be asked to interview qualified applicants for admission and serve in a nonvoting, advisory capacity.

**Chairperson:** The program director or a faculty member appointed by the program director is the chairperson of this committee.
## EDUCATION COMMITTEE

**Description:** This committee serves the program in various ways including:

1. Assessing on a regular basis the professional program curriculum and student outcomes.
2. Monitoring course evaluations for courses presented exclusively in the program curriculum and recommend changes as needed.
3. Reviewing and recommending curricular modifications that will achieve better student learning outcomes for courses presented exclusively in the program curriculum.
4. Reviewing and recommending new courses for adoption in the program curriculum.

Any issue submitted in writing to the chairperson of the committee at least seven (7) days in advance of a scheduled committee meeting by a program faculty member or a member of a recognized student organization in the program shall be considered for inclusion on the program education committee agenda or referred, as appropriate, to another committee for action. The education committee must meet at least once annually, and reports to the CHS curriculum committee. The committee is responsible for filing minutes of each meeting to the program director and the Dean of CHS.

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**Chairperson:** The program director or a faculty member appointed by the program director is the chairperson of this committee.

## ARIZONA PHYSICAL THERAPY PROGRAM

## ACADEMIC REVIEW COMMITTEE

**Description:** At the end of each quarter, this committee reviews and acts upon the academic progress of each student enrolled in the program. If satisfactory, the committee recommends promotion of the student at the end of each academic quarter. If unsatisfactory, a prescribed course of action is recommended by the committee to the Dean of CHS. The committee also recommends for graduation all students who have satisfactorily completed all degree requirements specified by the program. These recommendations are forwarded to the CHS Student Promotion and Graduation Committee for review. The committee is responsible for filing minutes of each meeting to the program director and the Dean of CHS.

**Membership:** This committee is appointed annually by the Faculty Senate with the recommendation of the program director. Membership consists of three or more program faculty members. If the program has less than three faculty members, additional members may be added at the discretion of the program director. The Dean of CHS (or designee), the Dean of Students (or designee), and the Registrar (or designee) are *Ex Officio* nonvoting members.

**Chairperson:** The program director or a faculty member appointed by the program director is the chairperson of this committee.

## ACCREDITATION SELF-STUDY AND ASSESSMENT COMMITTEE

**Description:** This committee serves the program in various ways, including:

1. Assessing and reporting on the performance of the program in relation to accreditation standards and the mission of the college.
2. Evaluating graduate outcomes in relation to program goals and objectives.
3. Serving as a quality assurance body for the education provided by the program in ways that go beyond minimum accreditation standards.
4. Providing ideas and suggestions for improving the program activities and development.

The self-study and assessment committee of each program is responsible for conducting annual evaluations of program activities and for conducting a comprehensive self-study as dictated by the program accreditation bodies. The committee is responsible for filing minutes of each meeting to the program director and the Dean of CHS.

**Membership:** This committee is appointed annually by the Faculty Senate with the recommendation of the program director. Membership includes faculty and student representatives from the program. The Dean of CHS (or designee) is an *Ex Officio* nonvoting member.

**Chairperson:** The program director or a faculty member appointed by the program director is the chairperson of this committee.
**ADMISSIONS COMMITTEE**

**Description:** This committee makes the decision to accept students from the interview pool for admission to the program and recommends these applicants to the program director who then transmits the names of the recommended applicants to the Admissions department. The Director of Admissions sends letters of acceptance to the recommended applicants on behalf of the Dean of CHS. This committee is also responsible for developing and reviewing admissions criteria on an annual basis. The committee is responsible for filing minutes of each meeting to the program director and to the Dean of CHS.

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**Chairperson:** The program director or a faculty member appointed by the program director is the chairperson of this committee.

**EDUCATION COMMITTEE**

**Description:** This committee serves the program in various ways including:

1. Assessing on a regular basis the professional program curriculum and student outcomes.
2. Monitoring course evaluations for courses presented exclusively in the program curriculum and recommend changes as needed.
3. Reviewing and recommending curricular modifications that will achieve better student learning outcomes for courses presented exclusively in the program curriculum.
4. Reviewing and recommending new courses for adoption in the program curriculum.

Any issue submitted in writing to the chairperson of the committee at least seven (7) days in advance of a scheduled committee meeting by a program faculty member or a member of a recognized student organization in the program shall be considered for inclusion on the program education committee agenda or referred, as appropriate, to another committee for action. The education committee must meet at least once annually, and reports to the CHS curriculum committee. The committee is responsible for filing minutes of each meeting to the program director and the Dean of CHS.

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**Chairperson:** The program director or a faculty member appointed by the program director is the chairperson of this committee.

**ARIZONA PHYSICIAN ASSISTANT PROGRAM**

**ACADEMIC REVIEW COMMITTEE**

**Description:** At the end of each quarter, this committee reviews and acts upon the academic progress of each student enrolled in the program. If satisfactory, the committee recommends promotion of the student at the end of each academic quarter. If unsatisfactory, a prescribed course of action is recommended by the committee to the Dean of CHS. The committee also recommends for graduation all students who have satisfactorily completed all degree requirements specified by the program. These recommendations are forwarded to the CHS Student Promotion and Graduation Committee for review. The committee is responsible for filing minutes of each meeting to the program director and the Dean of CHS.

**Membership:** This committee is appointed annually by the Faculty Senate with the recommendation of the program director. Membership consists of three or more program faculty members. If the program has less than three faculty members, additional members may be added at the discretion of the program director. The Dean of CHS (or designee), the Dean of Students (or designee), and the Registrar (or designee) are Ex Officio nonvoting members.

**Chairperson:** The program director or a faculty member appointed by the program director is the chairperson of this committee.
## Accreditation Self-Study and Assessment Committee

**Description:** This committee serves the program in various ways, including:

1. Assessing and reporting on the performance of the program in relation to accreditation standards and the mission of the college.
2. Evaluating graduate outcomes in relation to program goals and objectives.
3. Serving as a quality assurance body for the education provided by the program in ways that go beyond minimum accreditation standards.
4. Providing ideas and suggestions for improving the program activities and development.

The self-study and assessment committee of each program is responsible for conducting annual evaluations of program activities and for conducting a comprehensive self-study as dictated by the program accreditation bodies. The committee is responsible for filing minutes of each meeting to the program director and the Dean of CHS.

**Membership:** This committee is appointed annually by the Faculty Senate with the recommendation of the program director. Membership includes faculty and student representatives from the program. The Dean of CHS (or designee) is an *Ex Officio* nonvoting member.

**Chairperson:** The program director or a faculty member appointed by the program director is the chairperson of this committee.

## Admissions Committee

**Description:** This committee makes the decision to accept students from the interview pool for admission to the program and recommends these applicants to the program director who then transmits the names of the recommended applicants to the Admissions department. The Director of Admissions sends letters of acceptance to the recommended applicants on behalf of the Dean of CHS. This committee is also responsible for developing and reviewing admissions criteria on an annual basis. The committee is responsible for filing minutes of each meeting to the program director and to the Dean of CHS.

**Membership:** This committee is appointed annually by the Faculty Senate with the recommendation of the program director. This committee is composed of three or more program faculty members, and additional representation from basic science departments involved in the instructional program. If the program has less than three faculty members, additional members may be added at the discretion of the program director. The Director of Admissions (or designee) and the Dean of CHS (or designee) are *Ex Officio* nonvoting members of this committee. Other designated faculty members within the University and/or the local community may be asked to interview qualified applicants for admission and serve in a nonvoting, advisory capacity.

**Chairperson:** The program director or a faculty member appointed by the program director is the chairperson of this committee.

## Education Committee

**Description:** This committee serves the program in various ways including:

1. Assessing on a regular basis the professional program curriculum and student outcomes.
2. Monitoring course evaluations for courses presented exclusively in the program curriculum and recommend changes as needed.
3. Reviewing and recommending curricular modifications that will achieve better student learning outcomes for courses presented exclusively in the program curriculum.
4. Reviewing and recommending new courses for adoption in the program curriculum.

Any issue submitted in writing to the chairperson of the committee at least seven (7) days in advance of a scheduled committee meeting by a program faculty member or a member of a recognized student organization in the program shall be considered for inclusion on the program education committee agenda or referred, as appropriate, to another committee for action. The education committee must meet at least once annually, and reports to the CHS curriculum committee. The committee is responsible for filing minutes of each meeting to the program director and the Dean of CHS.

**Membership:** This committee is appointed annually by the Faculty Senate with the recommendation of the program director. Membership consists of three or more faculty members from the program. If the program has less than three faculty members, additional members may be added at the discretion of the program director. In addition, each year the program director may also include selected clinical faculty and/or student representatives from each class as *Ex Officio* non-voting members. The Dean of CHS (or designee) is an *Ex Officio* nonvoting member.

**Chairperson:** The program director or a faculty member appointed by the program director is the chairperson of this committee.
ARIZONA SCHOOL OF PODIATRIC MEDICINE

### ACADEMIC REVIEW COMMITTEE

**Description:** At the end of each quarter, this committee reviews and acts upon the academic progress of each student enrolled in the program. If satisfactory, the committee recommends promotion of the student at the end of each academic quarter. If unsatisfactory, a prescribed course of action is recommended by the committee to the Dean of CHS. The committee also recommends for graduation all students who have satisfactorily completed all degree requirements specified by the program. These recommendations are forwarded to the CHS Student Promotion and Graduation Committee for review. The committee is responsible for filing minutes of each meeting to the program director and the Dean of CHS.

**Membership:** This committee is appointed annually by the Faculty Senate with the recommendation of the program director. Membership consists of three or more program faculty members. If the program has less than three faculty members, additional members may be added at the discretion of the program director. The Dean of CHS (or designee), the Dean of Students (or designee), and the Registrar (or designee) are *Ex Officio* nonvoting members.

**Chairperson:** The program director or a faculty member appointed by the program director is the chairperson of this committee.

### ACCREDITATION SELF-STUDY AND ASSESSMENT COMMITTEE

**Description:** This committee serves the program in various ways, including:

1. Assessing and reporting on the performance of the program in relation to accreditation standards and the mission of the college.
2. Evaluating graduate outcomes in relation to program goals and objectives.
3. Serving as a quality assurance body for the education provided by the program in ways that go beyond minimum accreditation standards.
4. Providing ideas and suggestions for improving the program activities and development.

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**Membership:** This committee is appointed annually by the Faculty Senate with the recommendation of the program director. Membership includes faculty and student representatives from the program. The Dean of CHS (or designee) is an *Ex Officio* nonvoting member.

**Chairperson:** The program director or a faculty member appointed by the program director is the chairperson of this committee.

### ADMISSIONS COMMITTEE

**Description:** This committee makes the decision to accept students from the interview pool for admission to the program and recommends these applicants to the program director who then transmits the names of the recommended applicants to the Admissions department. The Director of Admissions sends letters of acceptance to the recommended applicants on behalf of the Dean of CHS. This committee is also responsible for developing and reviewing admissions criteria on an annual basis. The committee is responsible for filing minutes of each meeting to the program director and to the Dean of CHS.

**Membership:** This committee is appointed annually by the Faculty Senate with the recommendation of the program director. This committee is composed of three or more program faculty members, and additional representation from basic science departments involved in the instructional program. If the program has less than three faculty members, additional members may be added at the discretion of the program director. The Director of Admissions (or designee) and the Dean of CHS (or designee) are *Ex Officio* nonvoting members of this committee. Other designated faculty members within the University and/or the local community may be asked to interview qualified applicants for admission and serve in a nonvoting, advisory capacity.

**Chairperson:** The program director or a faculty member appointed by the program director is the chairperson of this committee.
**EDUCATION COMMITTEE**

**Description:** This committee serves the program in various ways including:

1. Assessing on a regular basis the professional program curriculum and student outcomes.
2. Monitoring course evaluations for courses presented exclusively in the program curriculum and recommend changes as needed.
3. Reviewing and recommending curricular modifications that will achieve better student learning outcomes for courses presented exclusively in the program curriculum.
4. Reviewing and recommending new courses for adoption in the program curriculum.

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**Membership:** This committee is appointed annually by the Faculty Senate with the recommendation of the program director. Membership consists of three or more faculty members from the program. If the program has less than three faculty members, additional members may be added at the discretion of the program director. In addition, each year the program director may also include selected clinical faculty and/or student representatives from each class as *Ex Officio* non-voting members. The Dean of CHS (or designee) is an *Ex Officio* non-voting member.

**Chairperson:** The program director or a faculty member appointed by the program director is the chairperson of this committee.

**PODIATRIC POSTGRADUATE EDUCATION COMMITTEE**

**Description:** This committee serves the School in various ways including:

1. Actively inform students of residency and fellowship opportunities.
2. Provide guidance to hospitals and facilitate development of postgraduate educational opportunities for podiatric medical students.
3. Annually update a list of Arizona School of Podiatric Medicine (AZPod) graduates who were accepted into training programs, and the name of the postgraduate training program at which each student is placed.
4. Participate as members of the Graduate Medical Education Committee at co-sponsored programs that host Midwestern University (MWU) employed residents.
5. Conduct annual podiatric residency fair.
6. Provide copies of meeting minutes to the Dean of Postdoctoral Education and Dean of College of Health Sciences, Arizona.
7. Provide an annual summary of committee activities to the AZPod Education Committee

**Membership:** This committee is appointed annually by the University Faculty Senate with the recommendation of the AZPod School Director and the concurrence of the Deans for the College of Health Sciences, Arizona and for Postdoctoral Education. Membership consists of the Director of Podiatric Postgraduate Education; three faculty members from the School, the Graduate Placement Director and selected residency directors from affiliated residencies with MWU employed residents (optional), all with voting rights. The Dean of the College of Health Sciences, Arizona and the Dean for Postdoctoral Education are ex-officio members without vote. The committee reports to the AZPod School Director and to the Dean of Postdoctoral Education and Dean of College of Health Sciences, Arizona.

**Chairperson:** The chairperson of this committee is the Director of Podiatric Postgraduate Education.
### ACADEMIC REVIEW COMMITTEE

**Description:** At the end of each quarter, this committee reviews and acts upon the academic progress of each student enrolled in the program. If satisfactory, the committee recommends promotion of the student at the end of each academic quarter. If unsatisfactory, a prescribed course of action is recommended by the committee to the Dean of CHS. The committee also recommends for graduation all students who have satisfactorily completed all degree requirements specified by the program. These recommendations are forwarded to the CHS Student Promotion and Graduation Committee for review. The committee is responsible for filing minutes of each meeting to the program director and the Dean of CHS.

**Membership:** This committee is appointed annually by the Faculty Senate with the recommendation of the program director. Membership consists of three or more program faculty members. If the program has less than three faculty members, additional members may be added at the discretion of the program director. The Dean of CHS (or designee), the Dean of Students (or designee), and the Registrar (or designee) are *Ex Officio* nonvoting members.

**Chairperson:** The program director or a faculty member appointed by the program director is the chairperson of this committee.

### ACCREDITATION SELF-STUDY AND ASSESSMENT COMMITTEE

**Description:** This committee serves the program in various ways, including:

1. Assessing and reporting on the performance of the program in relation to accreditation standards and the mission of the college.
2. Evaluating graduate outcomes in relation to program goals and objectives.
3. Serving as a quality assurance body for the education provided by the program in ways that go beyond minimum accreditation standards.
4. Providing ideas and suggestions for improving the program activities and development.

The self-study and assessment committee of each program is responsible for conducting annual evaluations of program activities and for conducting a comprehensive self-study as dictated by the program accreditation bodies. The committee is responsible for filing minutes of each meeting to the program director and the Dean of CHS.

**Membership:** This committee is appointed annually by the Faculty Senate with the recommendation of the program director. Membership includes faculty and student representatives from the program. The Dean of CHS (or designee) is an *Ex Officio* nonvoting member.

**Chairperson:** The program director or a faculty member appointed by the program director is the chairperson of this committee.

### ADMISSIONS COMMITTEE

**Description:** This committee makes the decision to accept students from the interview pool for admission to the program and recommends these applicants to the program director who then transmits the names of the recommended applicants to the Admissions department. The Director of Admissions sends letters of acceptance to the recommended applicants on behalf of the Dean of CHS. This committee is also responsible for developing and reviewing admissions criteria on an annual basis. The committee is responsible for filing minutes of each meeting to the program director and to the Dean of CHS.

**Membership:** This committee is appointed annually by the Faculty Senate with the recommendation of the program director. This committee is composed of three or more program faculty members, and additional representation from basic science departments involved in the instructional program. If the program has less than three faculty members, additional members may be added at the discretion of the program director. The Director of Admissions (or designee) and the Dean of CHS (or designee) are *Ex Officio* nonvoting members of this committee. Other designated faculty members within the University and/or the local community may be asked to interview qualified applicants for admission and serve in a nonvoting, advisory capacity.

**Chairperson:** The program director or a faculty member appointed by the program director is the chairperson of this committee.
**EDUCATION COMMITTEE**

**Description:** This committee serves the program in various ways including:

1. Assessing on a regular basis the professional program curriculum and student outcomes.
2. Monitoring course evaluations for courses presented exclusively in the program curriculum and recommend changes as needed.
3. Reviewing and recommending curricular modifications that will achieve better student learning outcomes for courses presented exclusively in the program curriculum.
4. Reviewing and recommending new courses for adoption in the program curriculum.

Any issue submitted in writing to the chairperson of the committee at least seven (7) days in advance of a scheduled committee meeting by a program faculty member or a member of a recognized student organization in the program shall be considered for inclusion on the program education committee agenda or referred, as appropriate, to another committee for action. The education committee must meet at least once annually, and reports to the CHS curriculum committee. The committee is responsible for filing minutes of each meeting to the program director and the Dean of CHS.

**Membership:** This committee is appointed annually by the Faculty Senate with the recommendation of the program director. Membership consists of three or more faculty members from the program. If the program has less than three faculty members, additional members may be added at the discretion of the program director. In addition, each year the program director may also include selected clinical faculty and/or student representatives from each class as Ex Officio non-voting members. The Dean of CHS (or designee) is an Ex Officio nonvoting member.

**Chairperson:** The program director or a faculty member appointed by the program director is the chairperson of this committee.

**ILLINOIS BIOMEDICAL SCIENCES PROGRAM**

**ACADEMIC REVIEW COMMITTEE**

**Description:** At the end of each quarter, this committee reviews and acts upon the academic progress of each student enrolled in the program. If satisfactory, the committee recommends promotion of the student at the end of each academic quarter. If unsatisfactory, a prescribed course of action is recommended by the committee to the Dean of CHS. The committee also recommends for graduation all students who have satisfactorily completed all degree requirements specified by the program. These recommendations are forwarded to the CHS Student Promotion and Graduation Committee for review. The committee is responsible for filing minutes of each meeting to the program director and the Dean of CHS.

**Membership:** This committee is appointed annually by the Faculty Senate with the recommendation of the program director. Membership consists of three or more program faculty members. If the program has less than three faculty members, additional members may be added at the discretion of the program director. The Dean of CHS (or designee), the Dean of Students (or designee), and the Registrar (or designee) are Ex Officio nonvoting members.

**Chairperson:** The program director or a faculty member appointed by the program director is the chairperson of this committee.

**ACCREDITATION SELF-STUDY AND ASSESSMENT COMMITTEE**

**Description:** This committee serves the program in various ways, including:

1. Assessing and reporting on the performance of the program in relation to accreditation standards and the mission of the college.
2. Evaluating graduate outcomes in relation to program goals and objectives.
3. Serving as a quality assurance body for the education provided by the program in ways that go beyond minimum accreditation standards.
4. Providing ideas and suggestions for improving the program activities and development.

The self-study and assessment committee of each program is responsible for conducting annual evaluations of program activities and for conducting a comprehensive self-study as dictated by the program accreditation bodies. The committee is responsible for filing minutes of each meeting to the program director and the Dean of CHS.

**Membership:** This committee is appointed annually by the Faculty Senate with the recommendation of the program director. Membership includes faculty and student representatives from the program. The Dean of CHS (or designee) is an Ex Officio nonvoting member.

**Chairperson:** The program director or a faculty member appointed by the program director is the chairperson of this committee.
**ADMISSIONS COMMITTEE**

**Description:** This committee makes the decision to accept students from the interview pool for admission to the program and recommends these applicants to the program director who then transmits the names of the recommended applicants to the Admissions department. The Director of Admissions sends letters of acceptance to the recommended applicants on behalf of the Dean of CHS. This committee is also responsible for developing and reviewing admissions criteria on an annual basis. The committee is responsible for filing minutes of each meeting to the program director and to the Dean of CHS.

**Membership:** This committee is appointed annually by the Faculty Senate with the recommendation of the program director. This committee is composed of three or more program faculty members, and additional representation from basic science departments involved in the instructional program. If the program has less than three faculty members, additional members may be added at the discretion of the program director. The Director of Admissions (or designee) and the Dean of CHS (or designee) are Ex Officio nonvoting members of this committee. Other designated faculty members within the University and/or the local community may be asked to interview qualified applicants for admission and serve in a nonvoting, advisory capacity.

**Chairperson:** The program director or a faculty member appointed by the program director is the chairperson of this committee.

**EDUCATION COMMITTEE**

**Description:** This committee serves the program in various ways including:

1. Assessing on a regular basis the professional program curriculum and student outcomes.
2. Monitoring course evaluations for courses presented exclusively in the program curriculum and recommend changes as needed.
3. Reviewing and recommending curricular modifications that will achieve better student learning outcomes for courses presented exclusively in the program curriculum.
4. Reviewing and recommending new courses for adoption in the program curriculum.

Any issue submitted in writing to the chairperson of the committee at least seven (7) days in advance of a scheduled committee meeting by a program faculty member or a member of a recognized student organization in the program shall be considered for inclusion on the program education committee agenda or referred, as appropriate, to another committee for action. The education committee must meet at least once annually, and reports to the CHS curriculum committee. The committee is responsible for filing minutes of each meeting to the program director and the Dean of CHS.

**Membership:** This committee is appointed annually by the Faculty Senate with the recommendation of the program director. Membership consists of three or more faculty members from the program. If the program has less than three faculty members, additional members may be added at the discretion of the program director. In addition, each year the program director may also include selected clinical faculty and/or student representatives from each class as Ex Officio non-voting members. The Dean of CHS (or designee) is an Ex Officio nonvoting member.

**Chairperson:** The program director or a faculty member appointed by the program director is the chairperson of this committee.

**ILLINOIS PHYSICAL THERAPY PROGRAM**

**ACADEMIC REVIEW COMMITTEE**

**Description:** At the end of each quarter, this committee reviews and acts upon the academic progress of each student enrolled in the program. If satisfactory, the committee recommends promotion of the student at the end of each academic quarter. If unsatisfactory, a prescribed course of action is recommended by the committee to the Dean of CHS. The committee also recommends for graduation all students who have satisfactorily completed all degree requirements specified by the program. These recommendations are forwarded to the CHS Student Promotion and Graduation Committee for review. The committee is responsible for filing minutes of each meeting to the program director and the Dean of CHS.

**Membership:** This committee is appointed annually by the Faculty Senate with the recommendation of the program director. Membership consists of three or more program faculty members. If the program has less than three faculty members, additional members may be added at the discretion of the program director. The Dean of CHS (or designee), the Dean of Students (or designee), and the Registrar (or designee) are Ex Officio nonvoting members.

**Chairperson:** The program director or a faculty member appointed by the program director is the chairperson of this committee.
### Accreditation Self-Study and Assessment Committee

**Description:** This committee serves the program in various ways, including:

1. Assessing and reporting on the performance of the program in relation to accreditation standards and the mission of the college.
2. Evaluating graduate outcomes in relation to program goals and objectives.
3. Serving as a quality assurance body for the education provided by the program in ways that go beyond minimum accreditation standards.
4. Providing ideas and suggestions for improving the program activities and development.

The self-study and assessment committee of each program is responsible for conducting annual evaluations of program activities and for conducting a comprehensive self-study as dictated by the program accreditation bodies. The committee is responsible for filing minutes of each meeting to the program director and the Dean of CHS.

**Membership:** This committee is appointed annually by the Faculty Senate with the recommendation of the program director. Membership includes faculty and student representatives from the program. The Dean of CHS (or designee) is an *Ex Officio* nonvoting member.

**Chairperson:** The program director or a faculty member appointed by the program director is the chairperson of this committee.

### Admissions Committee

**Description:** This committee makes the decision to accept students from the interview pool for admission to the program and recommends these applicants to the program director who then transmits the names of the recommended applicants to the Admissions department. The Director of Admissions sends letters of acceptance to the recommended applicants on behalf of the Dean of CHS. This committee is also responsible for developing and reviewing admissions criteria on an annual basis. The committee is responsible for filing minutes of each meeting to the program director and to the Dean of CHS.

**Membership:** This committee is appointed annually by the Faculty Senate with the recommendation of the program director. This committee is composed of three or more program faculty members, and additional representation from basic science departments involved in the instructional program. If the program has less than three faculty members, additional members may be added at the discretion of the program director. The Director of Admissions (or designee) and the Dean of CHS (or designee) are *Ex Officio* nonvoting members of this committee. Other designated faculty members within the University and/or the local community may be asked to interview qualified applicants for admission and serve in a nonvoting, advisory capacity.

**Chairperson:** The program director or a faculty member appointed by the program director is the chairperson of this committee.

### Education Committee

**Description:** This committee serves the program in various ways including:

1. Assessing on a regular basis the professional program curriculum and student outcomes.
2. Monitoring course evaluations for courses presented exclusively in the program curriculum and recommend changes as needed.
3. Reviewing and recommending curricular modifications that will achieve better student learning outcomes for courses presented exclusively in the program curriculum.
4. Reviewing and recommending new courses for adoption in the program curriculum.

Any issue submitted in writing to the chairperson of the committee at least seven (7) days in advance of a scheduled committee meeting by a program faculty member or a member of a recognized student organization in the program shall be considered for inclusion on the program education committee agenda or referred, as appropriate, to another committee for action. The education committee must meet at least once annually, and reports to the CHS curriculum committee. The committee is responsible for filing minutes of each meeting to the program director and the Dean of CHS.

**Membership:** This committee is appointed annually by the Faculty Senate with the recommendation of the program director. Membership consists of three or more faculty members from the program. If the program has less than three faculty members, additional members may be added at the discretion of the program director. In addition, each year the program director may also include selected clinical faculty and/or student representatives from each class as *Ex Officio* non-voting members. The Dean of CHS (or designee) is an *Ex Officio* nonvoting member.

**Chairperson:** The program director or a faculty member appointed by the program director is the chairperson of this committee.
ILLINOIS PHYSICIAN ASSISTANT PROGRAM

### Academic Review Committee

**Description:** At the end of each quarter, this committee reviews and acts upon the academic progress of each student enrolled in the program. If satisfactory, the committee recommends promotion of the student at the end of each academic quarter. If unsatisfactory, a prescribed course of action is recommended by the committee to the Dean of CHS. The committee also recommends for graduation all students who have satisfactorily completed all degree requirements specified by the program. These recommendations are forwarded to the CHS Student Promotion and Graduation Committee for review. The committee is responsible for filing minutes of each meeting to the program director and the Dean of CHS.

**Membership:** This committee is appointed annually by the Faculty Senate with the recommendation of the program director. Membership consists of three or more program faculty members. If the program has less than three faculty members, additional members may be added at the discretion of the program director. The Dean of CHS (or designee), the Dean of Students (or designee), and the Registrar (or designee) are *Ex Officio* nonvoting members.

**Chairperson:** The program director or a faculty member appointed by the program director is the chairperson of this committee.

### Accreditation Self-Study and Assessment Committee

**Description:** This committee serves the program in various ways, including:

1. Assessing and reporting on the performance of the program in relation to accreditation standards and the mission of the college.
2. Evaluating graduate outcomes in relation to program goals and objectives.
3. Serving as a quality assurance body for the education provided by the program in ways that go beyond minimum accreditation standards.
4. Providing ideas and suggestions for improving the program activities and development.

The self-study and assessment committee of each program is responsible for conducting annual evaluations of program activities and for conducting a comprehensive self-study as dictated by the program accreditation bodies. The committee is responsible for filing minutes of each meeting to the program director and the Dean of CHS.

**Membership:** This committee is appointed annually by the Faculty Senate with the recommendation of the program director. Membership includes faculty and student representatives from the program. The Dean of CHS (or designee) is an *Ex Officio* nonvoting member.

**Chairperson:** The program director or a faculty member appointed by the program director is the chairperson of this committee.

### Admissions Committee

**Description:** This committee makes the decision to accept students from the interview pool for admission to the program and recommends these applicants to the program director who then transmits the names of the recommended applicants to the Admissions department. The Director of Admissions sends letters of acceptance to the recommended applicants on behalf of the Dean of CHS. This committee is also responsible for developing and reviewing admissions criteria on an annual basis. The committee is responsible for filing minutes of each meeting to the program director and to the Dean of CHS.

**Membership:** This committee is appointed annually by the Faculty Senate with the recommendation of the program director. This committee is composed of three or more program faculty members, and additional representation from basic science departments involved in the instructional program. If the program has less than three faculty members, additional members may be added at the discretion of the program director. The Director of Admissions (or designee) and the Dean of CHS (or designee) are *Ex Officio* nonvoting members of this committee. Other designated faculty members within the University and/or the local community may be asked to interview qualified applicants for admission and serve in a nonvoting, advisory capacity.

**Chairperson:** The program director or a faculty member appointed by the program director is the chairperson of this committee.
### EDUCATION COMMITTEE

**Description:** This committee serves the program in various ways including:

1. Assessing on a regular basis the professional program curriculum and student outcomes.
2. Monitoring course evaluations for courses presented exclusively in the program curriculum and recommend changes as needed.
3. Reviewing and recommending curricular modifications that will achieve better student learning outcomes for courses presented exclusively in the program curriculum.
4. Reviewing and recommending new courses for adoption in the program curriculum.

Any issue submitted in writing to the chairperson of the committee at least seven (7) days in advance of a scheduled committee meeting by a program faculty member or a member of a recognized student organization in the program shall be considered for inclusion on the program education committee agenda or referred, as appropriate, to another committee for action. The education committee must meet at least once annually, and reports to the CHS curriculum committee. The committee is responsible for filing minutes of each meeting to the program director and the Dean of CHS.

**Membership:** This committee is appointed annually by the Faculty Senate with the recommendation of the program director. Membership consists of three or more faculty members from the program. If the program has less than three faculty members, additional members may be added at the discretion of the program director. In addition, each year the program director may also include selected clinical faculty and/or student representatives from each class as Ex Officio non-voting members. The Dean of CHS (or designee) is an Ex Officio non-voting member.

**Chairperson:** The program director or a faculty member appointed by the program director is the chairperson of this committee.

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### ILLINOIS SPEECH-LANGUAGE PATHOLOGY PROGRAM

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### ACADEMIC REVIEW COMMITTEE

**Description:** At the end of each quarter, this committee reviews and acts upon the academic progress of each student enrolled in the program. If satisfactory, the committee recommends promotion of the student at the end of each academic quarter. If unsatisfactory, a prescribed course of action is recommended by the committee to the Dean of CHS. The committee also recommends for graduation all students who have satisfactorily completed all degree requirements specified by the program. These recommendations are forwarded to the CHS Student Promotion and Graduation Committee for review. The committee is responsible for filing minutes of each meeting to the program director and the Dean of CHS.

**Membership:** This committee is appointed annually by the Faculty Senate with the recommendation of the program director. Membership consists of three or more program faculty members. If the program has less than three faculty members, additional members may be added at the discretion of the program director. The Dean of CHS (or designee), the Dean of Students (or designee), and the Registrar (or designee) are Ex Officio non-voting members.

**Chairperson:** The program director or a faculty member appointed by the program director is the chairperson of this committee.

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### ACCREDITATION SELF-STUDY AND ASSESSMENT COMMITTEE

**Description:** This committee serves the program in various ways, including:

1. Assessing and reporting on the performance of the program in relation to accreditation standards and the mission of the college.
2. Evaluating graduate outcomes in relation to program goals and objectives.
3. Serving as a quality assurance body for the education provided by the program in ways that go beyond minimum accreditation standards.
4. Providing ideas and suggestions for improving the program activities and development.

The self-study and assessment committee of each program is responsible for conducting annual evaluations of program activities and for conducting a comprehensive self-study as dictated by the program accreditation bodies. The committee is responsible for filing minutes of each meeting to the program director and the Dean of CHS.

**Membership:** This committee is appointed annually by the Faculty Senate with the recommendation of the program director. Membership includes faculty and student representatives from the program. The Dean of CHS (or designee) is an Ex Officio non-voting member.

**Chairperson:** The program director or a faculty member appointed by the program director is the chairperson of this committee.
## ADMISSIONS COMMITTEE

**Description:** This committee makes the decision to accept students from the interview pool for admission to the program and recommends these applicants to the program director who then transmits the names of the recommended applicants to the Admissions department. The Director of Admissions sends letters of acceptance to the recommended applicants on behalf of the Dean of CHS. This committee is also responsible for developing and reviewing admissions criteria on an annual basis. The committee is responsible for filing minutes of each meeting to the program director and to the Dean of CHS.

**Membership:** This committee is appointed annually by the Faculty Senate with the recommendation of the program director. This committee is composed of three or more program faculty members, and additional representation from basic science departments involved in the instructional program. If the program has less than three faculty members, additional members may be added at the discretion of the program director. The Director of Admissions (or designee) and the Dean of CHS (or designee) are *Ex Officio* nonvoting members of this committee. Other designated faculty members within the University and/or the local community may be asked to interview qualified applicants for admission and serve in a nonvoting, advisory capacity.

**Chairperson:** The program director or a faculty member appointed by the program director is the chairperson of this committee.

## EDUCATION COMMITTEE

**Description:** This committee serves the program in various ways including:

1. Assessing on a regular basis the professional program curriculum and student outcomes.
2. Monitoring course evaluations for courses presented exclusively in the program curriculum and recommend changes as needed.
3. Reviewing and recommending curricular modifications that will achieve better student learning outcomes for courses presented exclusively in the program curriculum.
4. Reviewing and recommending new courses for adoption in the program curriculum.

Any issue submitted in writing to the chairperson of the committee at least seven (7) days in advance of a scheduled committee meeting by a program faculty member or a member of a recognized student organization in the program shall be considered for inclusion on the program education committee agenda or referred, as appropriate, to another committee for action. The education committee must meet at least once annually, and reports to the CHS curriculum committee. The committee is responsible for filing minutes of each meeting to the program director and the Dean of CHS.

**Membership:** This committee is appointed annually by the Faculty Senate with the recommendation of the program director. Membership consists of three or more faculty members from the program. If the program has less than three faculty members, additional members may be added at the discretion of the program director. In addition, each year the program director may also include selected clinical faculty and/or student representatives from each class as *Ex Officio* nonvoting members. The Dean of CHS (or designee) is an *Ex Officio* nonvoting member.

**Chairperson:** The program director or a faculty member appointed by the program director is the chairperson of this committee.

## CLINIC COMMITTEE

**Description:** To develop and administer policies and procedures for the operation of the Midwestern University Speech, Language, and Swallowing Clinic, and the clinical education of students in the SLP Program.

**Membership:** This committee is appointed annually by the Faculty Senate with the recommendation of the program director. Membership consists of the Program Director, the Director of Clinical Education and the Clinic Coordinator. Other members to be appointed at the discretion of the SLP Program Director. The Dean of CHS (or designee) is an *Ex Officio* nonvoting member.

**Chairperson:** The program director or a faculty member appointed by the program director is the chairperson of this committee.
**DEGREE SPECIFIC COMMITTEES**

**DOCTOR OF HEALTH SCIENCES DEGREE PROGRAM**

### ACADEMIC REVIEW COMMITTEE

**Description:** At the end of each quarter, this committee reviews and acts upon the academic progress of each student enrolled in the program. If satisfactory, the committee recommends promotion of the student at the end of each academic quarter. If unsatisfactory, a prescribed course of action is recommended by the committee to the Dean of CHS. The committee also recommends for graduation all students who have satisfactorily completed all degree requirements specified by the program. These recommendations are forwarded to the CHS Student Promotion and Graduation Committee for review. The committee is responsible for filing minutes of each meeting to the program director and the Dean of CHS.

**Membership:** This committee is appointed annually by the Faculty Senate with the recommendation of the program director. Membership consists of three or more program faculty members. If the program has less than three faculty members, additional members may be added at the discretion of the program director. The Dean of CHS (or designee), the Dean of Students (or designee), and the Registrar (or designee) are *Ex Officio* nonvoting members.

**Chairperson:** The program director or a faculty member appointed by the program director is the chairperson of this committee.

### ACCREDITATION SELF-STUDY AND ASSESSMENT COMMITTEE

**Description:** This committee serves the program in various ways, including:

1. Assessing and reporting on the performance of the program in relation to accreditation standards and the mission of the college.
2. Evaluating graduate outcomes in relation to program goals and objectives.
3. Serving as a quality assurance body for the education provided by the program in ways that go beyond minimum accreditation standards.
4. Providing ideas and suggestions for improving the program activities and development.

The self-study and assessment committee of each program is responsible for conducting annual evaluations of program activities and for conducting a comprehensive self-study as dictated by the program accreditation bodies. The committee is responsible for filing minutes of each meeting to the program director and the Dean of CHS.

**Membership:** This committee is appointed annually by the Faculty Senate with the recommendation of the program director. Membership includes faculty and student representatives from the program. The Dean of CHS (or designee) is an *Ex Officio* nonvoting member.

**Chairperson:** The program director or a faculty member appointed by the program director is the chairperson of this committee.

### ADMISSIONS COMMITTEE

**Description:** This committee makes the decision to accept students from the interview pool for admission to the program and recommends these applicants to the program director who then transmits the names of the recommended applicants to the Admissions department. The Director of Admissions sends letters of acceptance to the recommended applicants on behalf of the Dean of CHS. This committee is also responsible for developing and reviewing admissions criteria on an annual basis. The committee is responsible for filing minutes of each meeting to the program director and to the Dean of CHS.

**Membership:** This committee is appointed annually by the Faculty Senate with the recommendation of the program director. This committee is composed of three or more program faculty members, and additional representation from basic science departments involved in the instructional program. If the program has less than three faculty members, additional members may be added at the discretion of the program director. The Director of Admissions (or designee) and the Dean of CHS (or designee) are *Ex Officio* nonvoting members of this committee. Other designated faculty members within the University and/or the local community may be asked to interview qualified applicants for admission and serve in a nonvoting, advisory capacity.

**Chairperson:** The program director or a faculty member appointed by the program director is the chairperson of this committee.
**EDUCATION COMMITTEE**

**Description:** This committee serves the program in various ways including:

1. Assessing on a regular basis the professional program curriculum and student outcomes.
2. Monitoring course evaluations for courses presented exclusively in the program curriculum and recommend changes as needed.
3. Reviewing and recommending curricular modifications that will achieve better student learning outcomes for courses presented exclusively in the program curriculum.
4. Reviewing and recommending new courses for adoption in the program curriculum.

Any issue submitted in writing to the chairperson of the committee at least seven (7) days in advance of a scheduled committee meeting by a program faculty member or a member of a recognized student organization in the program shall be considered for inclusion on the program education committee agenda or referred, as appropriate, to another committee for action. The education committee must meet at least once annually, and reports to the CHS curriculum committee. The committee is responsible for filing minutes of each meeting to the program director and the Dean of CHS.

**Membership:** This committee is appointed annually by the Faculty Senate with the recommendation of the program director. Membership consists of three or more faculty members from the program. If the program has less than three faculty members, additional members may be added at the discretion of the program director. In addition, each year the program director may also include selected clinical faculty and/or student representatives from each class as *Ex Officio* non-voting members. The Dean of CHS (or designee) is an *Ex Officio* nonvoting member.

**Chairperson:** The program director or a faculty member appointed by the program director is the chairperson of this committee.
### ADMISSIONS COMMITTEE

**Description:** This Committee is responsible for making recommendations to the Dean regarding the selection of qualified applicants for admission to the College. In addition, the Committee is responsible for reviewing and revising admissions policies and procedures.

**Membership:** The Committee is composed of at least five (5) members of the voting faculty such that at least one member is from the Department of Pharmacy Practice and one member is from the Department of Pharmaceutical Sciences, a representative from the CPG Office of the Dean (Ex Officio, non-voting) and Admissions Office (Ex Officio, non-voting), and when appropriate, a student (Ex Officio, non-voting), upon recommendation of the Dean, maybe invited for input. Appointments are made on an annual basis each spring by the Dean with the advice of the Committee on Committees of the Faculty Senate.

**Chairperson:** The Dean appoints the chairperson.

**Minutes:** The Committee chairperson is responsible for submitting a report to the University Faculty Senate at the conclusion of the annual admissions cycle summarizing the actions of the Committee and the process and procedures followed. The Committee chairperson is also responsible for submitting meeting minutes to the Dean’s Office after each meeting.

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### ASSESSMENT AND QUALITY IMPROVEMENT COMMITTEE

**Description:** This Committee is charged to:

1. Conduct biannual employer focus groups to collect evaluative information on our graduates in meeting the requirements of their positions.
2. Develop alumni survey process.
3. Develop and implement the assessment plan.
4. Utilize available NAPLEX data (based on domains and individual student scores) and map this to the global outcomes and curricular competencies.
5. Re-examine existing instruments (including PS-1 and PS-2 end of year surveys and exit interviews) and ensure that they reflect global outcomes and curricular competencies.
6. Identify and develop tools for assessment.

**Membership:** The Committee is composed of five (5) faculty such that at least one faculty member is from each of these committees: Admissions Committee, Student Promotion and Graduation Committee, and Curriculum Committee and a representative from the CPG Office of the Dean (Ex Officio, non-voting) and one (1) student (Ex Officio, non-voting) recommended by the Dean. Representatives from these committees will provide a feedback loop to ensure that recommendations made in the Assessment and Quality Improvement Committee will be considered by respective committees. Appointments are made on an annual basis each spring by the Dean with the advice of the Committee on Committees of the Faculty Senate.

**Chairperson:** The chairperson is appointed by the Dean.

**Minutes:** The Committee chairperson is responsible for submitting a report to the University Faculty Senate at the conclusion of the year summarizing the actions of the committee and the process and procedures followed. The committee chairperson is also responsible for submitting meeting minutes to the Dean’s Office after each meeting.

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### COMMITTEE ON RANK AND TENURE

**Description:** The responsibilities of this committee are described in the MWU FACULTY HANDBOOK.

**Membership:** This Committee is composed of five (5) tenured members of the faculty who are elected by the tenured faculty.

**Chairperson:** The chairperson is elected by and from the Committee membership.

**Minutes:** The Committee chairperson is also responsible for submitting meeting minutes to the Dean’s Office after each meeting.
## CURRICULUM COMMITTEE

**Description:** This Committee provides ongoing evaluation of the current College curriculum in compliance with regulatory agencies. In general there are seven (7) functions of this Committee:

1. Evaluate the curriculum.
2. Recommend approval of significant programmatic changes which will result in greater or lesser number of contact hours, departure from the existing delivery method of instruction (e.g., workshop versus lecture), or a departure in content, which would require the involvement of faculty from outside of the college.
3. Stimulate the development of and recommend for approval elective courses offered in the curriculum.
4. Study and develop long-term educational goals and curricular content in the educational program.
5. Review continuously the applicable evidence on performance and quality of the educational programs and make recommendations for additions, modifications, or elimination of specific programs or courses as a whole as justified.
6. Recommend approval of prerequisites as recommended by the course coordinator and department chair.
7. Identify key curricular outcomes for the curriculum.

**Membership:** The Committee is composed of two (2) faculty members from the department of pharmaceutical sciences and two (2) faculty members from the department of pharmacy practice, one representative from the Office of Experiential Education; two (2) students (Ex Officio, non-voting) recommended by the Dean, one representative from the Registrar’s Office (Ex Officio, non-voting), a representative from the CPG Office of the Dean (Ex Officio, non-voting), and a representative from the University Library (Ex Officio, non-voting). Appointments are made on an annual basis each spring by the Dean with the advice of the Committee on Committees of the Faculty Senate.

**Chairperson:** The Dean appoints the chairperson.

**Minutes:** The Committee chairperson is responsible for submitting a report to the University Faculty Senate at the conclusion of the year summarizing the actions of the committee and the process and procedures followed. The Committee chairperson is also responsible for submitting meeting minutes to the Dean’s Office after each meeting.

## EXECUTIVE COMMITTEE

**Description:** This committee is advisory to the Dean and promotes intra-college communication, provides input on financial decisions, creates administrative policies, and sets short and long-term strategic directions.

**Membership:** The Committee is composed of the Dean, all Associate and Assistant Deans, and the two Department Chairpersons.

**Chairperson:** The Dean chairs the Committee and is responsible for development of the agenda and the conduct of the meeting.

**Minutes:** The Committee chairperson is also responsible for submitting meeting minutes to the Dean’s Office after each meeting.

## FACULTY DEVELOPMENT COMMITTEE

**Description:** This Committee is charged with promoting continued growth and development of faculty as teachers, scholars, and contributing members of their academic and professional communities. This Committee oversees the Teacher of the Year award program.

**Membership:** The Committee is composed of five (5) members: two (2) from the Department of Pharmaceutical Sciences, two (2) from the Department of Pharmacy Practice and one (1) at-large member. Appointments are made on an annual basis each spring by the Dean with the advice of the Committee on Committees of the Faculty Senate.

**Chairperson:** The Dean appoints the chairperson.

**Minutes:** The committee chairperson is responsible for submitting a report to the University Faculty Senate at the conclusion of the year summarizing the actions of the committee and the process and procedures followed. The committee chairperson is also responsible for submitting meeting minutes to the Dean’s Office after each meeting.
## Post-Graduate Education Committee

**Description:** This Committee serves to actively coordinate and inform students of residency and fellowship opportunities, act as a liaison between the college and other post-graduate educational programs, provide guidance and support for faculty who wish to expand post-graduate educational opportunities, and perform other tasks as deemed necessary.

**Membership:** The Committee is composed of all residency program directors, one faculty person from the Department of Pharmaceutical Sciences, one faculty person from the Department of Pharmacy Practice, and the Department Chair of Pharmacy Practice. Appointments are made on an annual basis each spring by the Dean with the advice of the Committee on Committees of the Faculty Senate.

**Chairperson:** The chairperson is appointed by the Dean.

**Minutes:** The Committee chairperson is responsible for submitting a report to the University Faculty Senate at the conclusion of the year summarizing the actions of the committee and the process and procedures followed. The Committee chairperson is also responsible for submitting meeting minutes to the Dean’s Office after each meeting.

## Student Promotion and Graduation Committee

**Description:** This Committee monitors the academic progress of students in the program and recommends to the Dean students for academic probation, extended track, promotion, graduation and dismissal. The Committee shall meet at a minimum on a quarterly basis. The Committee also revises academic policies to ensure the quality of students’ performance in the academic program.

The Dean may delegate the work of this committee to an Assistant or Associate Dean.

**Membership:** The Committee is composed of the two department chairpersons, the Dean of Students (*Ex Officio*, non-voting), four (4) faculty members and a representative from the CPG Office of the Dean (*Ex Officio*, non-voting). Appointments are made on an annual basis each spring by the Dean with the advice of the Committee on Committees of the Faculty Senate.

**Chairperson:** The chairperson is appointed by the Dean.

**Minutes:** The Committee chairperson is responsible for submitting a report to the University Faculty Senate at the conclusion of the year summarizing the actions of the committee and the process and procedures followed. The Committee chairperson is also responsible for submitting meeting minutes to the Dean’s Office after each meeting.

## Student Scholarship/Awards Committee

**Description:** This Committee is responsible for seeking nominations for various student awards and for selecting award recipients.

**Membership:** The Committee is composed of five (5) faculty. Appointments are made on an annual basis each spring by the Dean with the advice of the Committee on Committees of the Faculty Senate.

**Chairperson:** The chairperson is appointed by the Dean.

**Minutes:** The Committee chairperson is responsible for submitting a report to the University Faculty Senate at the conclusion of the year summarizing the actions of the committee and the process and procedures followed. The Committee chairperson is also responsible for submitting meeting minutes to the Dean’s Office after each meeting.
### ADMISSIONS COMMITTEE

**Description:** The CVM Admissions committee reports to the Dean of the CVM and recommends candidates for admission from the total applicant pool. Members of the committee vote on or rank each applicant selected for interview or consideration.

**Membership:** This committee is composed of at least 7 members: at least three (3) CVM faculty members, at least two (2) members of the Basic Science faculty, at least two (2) veterinarians from the community (recommended for appointment by the Dean). The Associate Dean for Academic Affairs serves as an *Ex Officio* member of the committee. Other designated faculty members and community veterinarians may be asked to interview qualified applicants for admission. Appointments are made annually each spring by the Dean of the CVM, with the advice of the Committee on Committees of the Faculty Senate. The CVM Office of Academic Affairs, led by the Associate Dean for Academic Affairs, provides administrative support to the Admissions Committee.

**Chairperson:** The chairperson of the Admissions Committee is appointed by the Dean of the CVM.

### COMMITTEE ON RANK AND TENURE

**Description:** The responsibilities of this committee are described in the MWU FACULTY HANDBOOK.

**Membership:** The CVM Rank and Tenure Committee is composed of five members at the rank of associate or full professor. All members of the committee can vote on granting promotion to any rank. Faculty members being considered for promotion and/or tenure as well as faculty members holding administrative appointments cannot serve on this committee.

If at least three tenured members of the CVM faculty are not available for a review of a tenure candidate, the Dean will solicit eligible candidates from the larger University community of tenured faculty members to serve on a tenure review committee for the candidate’s review. Only tenured faculty members can vote on granting tenure.

**Chairperson:** The Chairperson is elected by and from the committee membership and is a voting member.

### CURRICULUM COMMITTEE

**Description:** The Curriculum Committee provides ongoing evaluation of the curriculum and reports to the Dean of the CVM. The committee submits its recommendations to the Dean of the CVM for review and action. In general, the functions of the curriculum committee are to:

1. Establish and modify the College’s professional teaching program including recommendations for course names, general subject matter and the quarters in which courses are offered.
2. Evaluate the college’s individual courses and the entire curriculum to minimize course content overlap and assure students are presented a reasonably comprehensive veterinary educational experience.
3. Recommend approval of significant programmatic or course changes that will result in greater or lesser number of contact hours, departure from the existing delivery method of instruction, or a departure in content.
4. Work with individual course coordinators to determine specific course content, as appropriate.
5. Approve elective courses.
6. Review the applicable evidence on performance of the courses and make recommendations for modifications

**Membership:** This committee is composed of at least six (6) members: at least four (4) CVM faculty members, at least two (2) members of the Basic Science faculty. Appointments to the Committee are made annually each Spring by the Dean of the CVM, with the advice of the Committee on Committees of the Faculty Senate.

**Chairperson:** The chairperson is appointed by the Dean.
**CVM/IHI Research Committee (CRC)**

**Description:** This committee reviews and approves protocols and informed consent forms used in activities involving domestic animals not owned by Midwestern University (MWU). These activities include:

1. Participation of privately owned domestic animals in clinical research studies conducted by the Institute for Healthcare Innovation (IHI).
2. Use of MWU student or employee animals for teaching purposes in the College of Veterinary Medicine (CVM).
3. Spay and neuter surgeries conducted at the CVM on dogs and cats from non-profit animal shelters and rescue organizations.

**Membership:** This committee is composed of five (5) voting members that will include at least one (1) veterinary clinical faculty member from the CVM, at least one (1) research faculty member from the IHI, and at least one (1) non-veterinarian MWU employee. At least one of the CRC members will serve concurrently as a member of the MWU Institutional Animal Care and Use Committee (IACUC). The VP for Research & Strategic Initiatives will serve as ex officio.

**Chairperson:** The chairperson of the CRC is appointed by and reports to the CVM Associate Dean for Research & Postgraduate Education.

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**Executive Committee**

**Description:** The Executive Committee acts in an advisory capacity to the Dean on all matters related to the CVM. It promotes intra-college communication, provides input on financial decisions, creates administrative policies, and sets short and long-term strategic directions. The committee meets regularly (at least once monthly). All CVM committees will provide reports to this committee and their reports become a part of the official records of this committee. The Dean may call special meetings with written notice to all members.

**Membership:** Membership is comprised of the Dean, Associate Dean for Academic Affairs, Associate Dean for Clinical Education, and the Associate Dean for Research and Postgraduate Education.

**Chairperson:** The Dean of the CVM is the chairperson.

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**Research Committee**

**Description:** This committee conducts the following tasks for the College of Veterinary Medicine (CVM):

1. Review research proposals from CVM faculty and staff members and provide recommendations for support to the CVM Dean.
2. Review CVM student applications for summer research employment and provide recommendations for support to the CVM Dean.
3. Review CVM student applications for travel support to present research findings at professional meetings.
4. Works on research opportunities and issues of the CVM as needed.

**Membership:** This committee is composed of at least three (3) members: one (1) chairperson and at least two (2) research faculty or staff members from the CVM. The Assistant Director of the Office of Research & Sponsored Programs (Glendale) will serve as a non-voting, ex-officio member of the CVM Research Committee.

**Chairperson:** The CVM Associate Dean for Research and Postgraduate Education will serve as the chairperson of this committee and report to the Dean of the CVM.