OPERATING POLICY AND PROCEDURE

SOM OP: SOM OP 80.03, Executive Committee

PURPOSE: The purpose of this School of Medicine (SOM) policy and procedure is to describe the function, membership and procedures of the School of Medicine Executive Committee.

REVIEW: This SOM Policy and Procedure shall be reviewed within each even-numbered fiscal year by the Office of the Dean and published thereafter.

POLICY/PROCEDURE:

1. General. This document describes the function, membership and procedures of the School of Medicine Executive Committee. This policy is designed to ensure that the Dean has a consultative body that can advise on governance and policymaking processes within their purview, in accordance with LCME Element 4.6.
   a) At a medical school, the dean and a committee of relevant medical school administrators and faculty representatives determine the governance and policymaking processes within their purview.

2. Definitions.
   a) Executive Committee: An executive committee is a governing body of an organization that's made up of key leaders and executives. They're responsible for making decisions, overseeing operations, and shaping the organization's policies and strategic direction.

3. Charge.
   a) Strategic Planning
      i. Guide the development of strategic planning initiatives in the SOM
      ii. Perform regular reviews of the current strategic plan to ensure that objectives are being met
   b) Policy Development and review
      i. Perform final review of all SOM Operating Policies and make recommendations for new/revised policies where need

1. Note that the responsibility for the educational program remains with the Curriculum and Educational Policy Committee. The Executive Committee can provide feedback to the CEPC but does not have a role in setting educational policy.

4. Membership.

Members are appointed by the Dean to represent all relevant areas of the School of Medicine as follows:
   a) Dean, School of Medicine
   b) Regional Dean, Amarillo campus
c) Regional Dean, Odessa campus

d) Assistant Vice Dean, Covenant campus

e) Provost, TTUHSC

f) Individuals charged with responsibility for areas covered by the School of Medicine Strategic Plan.

i. Undergraduate medical education
   1. Senior Associate Dean for Academic Affairs
   2. Associate Dean for Medical Education and Accreditation
   3. Associate Dean for Clinical Education
   4. Associate Dean for Student Affairs

ii. Graduate medical education

iii. Research and scholarship
   1. Associate Dean for Research

iv. Faculty
   1. Associate Dean for Faculty Recruitment, Affairs, and Development

v. Clinical practice
   1. Executive Associate Dean and Executive Director of the Central Operating Departments for the TTUHSC Medical Practice Income Plan (MPIP)
   2. Executive Associate Dean for Administration


g) Faculty Representatives

i. Chair, Curriculum and Educational Policy Committee

ii. Chair, GMEC

iii. Chair, Faculty Council Executive Committee

h) Department Chairs

i. Chair, Clinical Department

ii. Chair, Basic Science Department

5. Responsibilities.

a) The Office of the Dean will coordinate meetings and maintain documentation, including minutes of all meetings, policy reviews and strategic planning recommendations.