

SCHOOL OF MEDICINE COMMITTEE DESCRIPTIONS

Academic Review Committee (ARC)

Composition: Chair (senior faculty member, appointed by the EVP/Dean); ex-officio members (EVP/Dean; Chairs of: Department of Medicine, Department of Surgery, Medical Faculty Senate, CPUP Executive Committee; CEO of UPHS, and former chairs of the ARC); and approximately fifteen rotating members (senior faculty), serving one to three year terms

Function: Advisory body to the Dean. Primary role is to receive the reports of the six-year review of departments, centers and institutes.

Meeting schedule: Normally lunch meetings (Noon to 1:30 p.m.) during the April – June period. Number of meetings depends on number of departments, centers and institutes reviewed that year.

Appointed by: EVP/Dean

Questions can be directed to: Susan Croll, Senior Executive Director, School of Medicine Administration (phone: 898-3607, email: croll@mail.med.upenn.edu)

Department, Center and Institute Review Committees

Composition: Chair (senior faculty member, appointed by the EVP/Dean); faculty members, usually at the Associate Professor or Professor level; School of Medicine or UPHS administrator, medical student

Function: Carry out the periodic (generally six-year) reviews of departments, centers and institutes

Meeting schedule: The process normally takes place from September / October through March / April, but can vary somewhat depending on the progress of the review and on the schedules of the chair and other members. Number and time of meetings vary.

Appointed by: EVP/Dean (recommendations for membership sought from department chairs)

Questions can be directed to: Susan Croll, Senior Executive Director, School of Medicine Administration (phone: 898-3607, email: croll@mail.med.upenn.edu)

Committee on Appointments and Promotions (COAP)

Composition: Full professors in the Standing Faculty and Standing Faculty—Clinician Educator appointed by the Dean for a 3-year term (renewable).

Function: Represents the School of Medicine faculty and seeks to maintain and enhance the scholarly excellence of the medical faculty as a whole. The COAP works through the chairs to guide individual faculty members as they develop their academic careers. In addition, the COAP acts as an advisory committee to the dean on issues related to faculty development.

Meeting Schedule: One or two meetings per month from August through June on Friday mornings. Meetings are normally 2 ½ - 3 hours.

Appointed by: EVP/Dean

Questions can be directed to: Victoria Mulhern, Executive Director, Faculty Affairs (phone: 898-6923 or email: vmulhern@mail.med.upenn.edu)

Committee on Academic Freedom and Responsibility

Composition: Ten members (5 regular, 5 alternate)

Function: Investigate, report, and make recommendations on any matter relating to academic freedom and responsibility.

Meeting Schedule: As needed.

Appointed by: Elected by members of the Medical Faculty Senate

Questions can be directed to: Victoria Mulhern, Executive Director, Faculty Affairs (phone: 898-6923 or email: vmulhern@mail.med.upenn.edu)

Medical Faculty Senate Steering Committee

Composition: The Committee consists of officers of the Medical Faculty Senate for the current year, and twelve additional members of the Medical Faculty not serving as academic administrators in the School of Medicine. These twelve members of the Faculty shall be elected for two-year terms. The elected representatives to the Steering Committee shall consist of four members of preclinical departments, four members of clinical departments, and four at-large representatives.

Function: “The Medical Faculty Senate shall be an open forum of the Medical Faculty for discussion of all issues affecting the operation and development of the Medical Center. The meetings of the Medical Faculty Senate shall provide an opportunity for its members to discuss and express their views upon any matter which they deem of interest to the Medical Center, and to make recommendations or pass resolutions with respect thereto. In addition, it shall have the power to make recommendations concerning any such matter to the Dean of the School of Medicine and to solicit reports from the Medical School Administration. The Medical Faculty Senate shall also serve as the formal instrument for the exercise of the authority with respect to admissions, educational affairs and governance which is vested in the Medical Faculty by the Statutes of the Corporation.”
Bylaws of the Medical Faculty Senate

Meeting Schedule: Meets monthly, normally on the second Tuesday of the month, 11:30am-1:00pm from September-June and as needed. Fall and Spring meetings of the Medical Faculty Senate are also held.

Appointed by: Elected by Medical Faculty Senate

Questions can be directed to: Victoria Mulhern, Executive Director, Faculty Affairs (phone: (215) 898-6923 or email: vmulhern@mail.med.upenn.edu)

Student Standards Committee

Composition: 16 voting members including a faculty Chair, the Associate Deans for Basic Science Education and Clinical Education, nine additional faculty members and four students. The faculty members serve staggered four-year terms include six Academic Coordinators and four at-large appointees who are selected by the Vice Dean for Education from six Medical Faculty Senate Steering Committee nominees. Three Academic Coordinators are from basic science departments and three are from clinical departments. Of the four at-large members selected from the nominees of the Medical Faculty Senate Steering Committee, two are from clinical departments.

The ex-officio members include the Vice Dean for Education, the Associate Dean for Student Affairs, the Associate Dean for Physician Scholar and Combined Degree Programs, and the Directors of Admissions, Minority Affairs, Student Affairs and the Registrar.

Function: To maintain the School’s standards for academic progress and professional conduct; to determine if students have achieved the requirements for promotion and graduation; and to recommend individualized progress plans for students with academic difficulties or dismissal, if issues cannot be resolved.

Meeting schedule: Monthly meetings typically held on Thursdays from 2:00 pm – 4:00 pm.

Appointed by: the Vice Dean for Education from Medical Faculty Senate Steering Committee nominees. Students are appointed by the Vice Dean for Education on the recommendation of the Medical Student Government.

Questions can be directed to: Barbara Wagner, Director of Student Affairs (phone: 898-7190, email: wagnerb@mail.med.upenn.edu)

Teaching Awards Committee

Composition: Chair, Associate Dean for Student Affairs/Basic Science Education, and approximately 12 rotating members from faculty who have previously won teaching awards Faculty, 1 member our the Health System housestaff, and three senior medical students

Function: Review candidates for various teaching awards. In most cases, vote for winner of award. Vote on candidates to be brought forward for the Lindback and Provost Award.

Meeting schedule: Two meetings annually, early fall and January. However, review of candidate's dossiers is to be done on own time.

Appointed by: Vice Dean (recommendations for membership sought from department chairs)

Questions can be directed to: Theresa Daly, Associate Director, Curriculum Office (phone: 898-3280, email: tdaly@Mail.med.upenn.edu)

Subcommittee of COAP for Teaching and Evaluation

Composition: Chair (four senior, three from clinical departments, one from a basic science department), approximately 25 rotating members (senior faculty)

Function: Provide COAP with summary statements on each promotion candidate's teaching commitment. Applies to tenure and clinician-educator track only.

Meeting schedule: Once annually, but each member is expected to complete at least three reviews during the academic year. Each review is to be done within ten days.

Appointed by: Vice Dean (recommendations for membership sought from department chairs)

Questions can be directed to: Anna T. Delaney, Chief Administrative Office, Academic Programs, (phone: 898-8091, email: delaney@mail.med.upenn.edu)

Curriculum Committee

Composition: Chair, (Associate Dean for Student Affairs/Basic Science Education), all Academic Coordinators and course directors, student representatives from all four years as well as the combined degree program

Function: To make first decision in approval process for changes to the curriculum, act as informational forum.

Meeting schedule: Five times annually, usually on the third Thursday of the month starting in September, from 12-2

Appointed by: Vice Dean (recommendations for membership sought from department chairs)

Questions can be directed to: Anna T. Delaney, Chief Administrative Office, Academic Programs (phone: 898-8091, email: delaney@mail.med.upenn.edu)

Committee on Admissions

Composition: Chairman (senior faculty member appointed by the Vice Dean), 19 other faculty (term of office 3 years with continued service permissible), 10 students (2 year terms) This Committee is supported by a faculty screening committee and an interview panel composed of faculty and students.

Function: To select and recruit outstanding students for admission to the School of Medicine.

Meeting schedule: 8-10 Tuesday evening meetings from October through March from 5 p.m.-7 p.m.

Appointed by: Vice Dean of Education

Questions can be directed to: Gaye Sheffler, Director of Admissions (phone: 215-898-8001, email: sheffler@mail.med.upenn.edu)