

UC DAVIS
SCHOOL OF MEDICINE
Standing Committee Descriptions
Faculty Senate

Admissions Committee

The Admissions Committee shall evaluate the credentials of applicants for admission to the School of Medicine. It will meet at least once each year (a joint meeting of all of the subcommittees: steering, screening, interview, selection, policy, and Rural-PRIME) to hear reports from each subcommittee chair. It will also provide an annual report to the Faculty Executive Committee

The **Steering Subcommittee** will provide oversight and integration of the admissions process, inform changes as necessary, and make the final recommendation regarding admissions taking into consideration the advice of the Selection Subcommittee(s). Its recommendations for admissions will be submitted to the Dean of Admissions and the Dean of the School of Medicine. It will also provide advice to the Selection Subcommittee(s) on questions raised. The subcommittee shall meet at least quarterly.

The **Screening Subcommittee** will conduct initial screening of applications and prioritize applicants for interviews by following the policies and procedures developed by the Policy Subcommittee.

The **Interview Subcommittee** will undergo training on methods, conduct interviews and prioritize applicants for the Selection Subcommittees by following the policies and procedures developed by the Policy Subcommittee.

The **Selection Subcommittee(s)** will review all data available during the admissions process and assemble a list of applicants whose acceptance is recommended, ranked numerically in order of overall preference, and present this information to the Steering Subcommittee and the Dean of Admissions.

The **Policy Subcommittee** shall assess, review, and enhance the admissions process in coordination with the other admissions subcommittees.

The **Rural-PRIME (Program in Medical Education)** Admission Subcommittee will screen, interview and prioritize applicants for the Selection Subcommittees by following the policies and procedures developed by the Policy Subcommittee. Applicants will need to be accepted for MD and Rural-PRIME criteria sets, with the Selection Subcommittees determining the former and the Rural-PRIME Subcommittee determining the latter.

Committee on Educational Policy

Defines and implements goals, objectives, and structure of the curriculum; oversees curricula and evaluates course content; establishes teaching and student evaluation guidelines for instructors; recommends criteria for evaluation and promotion of students; recommends criteria for student evaluation of faculty teaching performance; and consults with Admissions Committee on the academic prerequisites for admission. New volunteers are asked to provide a brief summary of teaching involvement.

Committee on Faculty Affairs

Acts as an ombudsman; advises on publication matters such as plagiarism, censorship and right of authorship; advises in matters involving academic freedom, including issues related to discrimination; considers appeals and special problems relating to faculty appointments and promotions; and considers other matters pertinent to faculty welfare.

Committee for Research Affairs

Reviews applications for research support awarded within the SOM and UCDMC; reviews and selects candidates from medical classes or from the medical faculty for research awards; and provides advice on matters relating to research.

Committee on Student Progress

Reviews and evaluates student progress; certifies promotion into Years Two, Three, and Four. The Committee has the authority to place a student on probation, establish the duration of probation, prescribe steps for remediation of performance deficiencies, remove student from probation, and to recommend dismissal. Members shall have contributed to the teaching of medical students.

Health Science Library Committee

This is a joint committee with the School of Veterinary Medicine. The committee recommends on acquisitions, operating policy, capital improvements and personnel of the Loren B. Carlson Health Science Library.

Honors and Awards Committee

Develops and maintains effective system for distribution of honors and awards to students; selects recipients from the medical classes or medical faculty for specifically defined awards; and advises on criteria for the establishment of new awards.

Research Space Advisory Committee

Advises the Associate Dean for Research on the setting of policy for allocation of research space to the Faculty of the School of Medicine, both preclinical and clinical, and advises the Associate Dean for Research regarding the implementation of these policies.

Research Space Allocation Appeals Committee

Hears complaints and appeals of individual faculty members with regard to intra-departmental assignment of research space, and transmits findings and recommendations regarding such appeals to the Associate Dean for Research and the department chair.

Rules, Jurisdiction and Organization Committee

Upon request reviews recommendations of Committees of the Faculty in order to assure consistency with existing rules and regulations of the SOM; assures due process for consideration and adjudication of requests for grade changes; and acts as a committee to evaluate and recommend action on formal appeals of dismissal.