The UC Davis Health System (UCDHS) Vice Chancellor (VC) and Dean’s Advisory Committee on Women in Medicine and Health Sciences (WIMHS) is the primary advisory body for the Vice Chancellor of Human Health Sciences/Dean of the School of Medicine on matters of women faculty.

1. **Purpose**: The Advisory Committee will advise and provide recommendations to the VC for Health Sciences (the health system’s Dean of the School of Medicine), and the Director of the Women in Medicine and Health Sciences Program, to help plan, develop, implement, improve, and refine efforts toward meaningful initiatives within the health system that pertain to women faculty in health sciences, including the School of Medicine, the Betty Irene Moore School of Nursing (BIMSON), the UC Davis Medical Center, and the Practice Management Group.

Members of the Advisory Committee will:
1.1 Focus attention on the needs and issues of women faculty, trainees, graduate, and health professions students within the health system organization.
1.2 Explore ways to best implement the objectives of the WIMHS’ Strategic Plan and the Framework for the Strategic Plan.
1.3 Identify and prioritize actions that will bridge the connection of the organization with the community it serves regarding important issues related to women in health sciences.

2. **Charge**: The overall charge of the Advisory Committee will be to:
2.1 Address the professional and development needs of our women faculty by facilitating the dissemination of knowledge, skills, and resources necessary to achieve successful careers in academic medicine.
2.2 Assist the Schools of Health as content experts in highlighting the unique needs of women faculty to aid in the recruitment, retention and advancement of women faculty at the UC Davis Schools of Health, and in implementation of the WIMHS Strategic Plan.

3. **Function and Scope of Work**:
3.1 The Committee will serve in the advisory role. The Committee will not serve in an official decision-making capacity, but their recommendations and advice will be taken into consideration.
3.2 The Director of WIMHS reports directly to the Associate Vice Chancellor of Diversity and Inclusion and the Associate Vice Chancellor for Academic Personnel. The Director of WIMHS will schedule regular meetings with the Associate Vice Chancellor for Academic Personnel and the Associate Vice Chancellor for Diversity and Inclusion and report on the Committee’s progress and recommendations.
3.2 Address issues of women faculty in the following areas:
   o Mission and goals of the WIMHS program
   o Leadership and governance
   o Institutional culture and climate
   o Pipeline/Outreach, e.g. recruitment, development and retention of faculty, and encouraging women in training to enter careers in academic health sciences
   o Promotion and advancement of women faculty
   o Education and training
   o Research and creative work
   o Community outreach, development and partnerships
   o Evaluation of WIMHS efforts (accountability, metrics)

3.3 Share best practices and potential resources

3.4 Contribute to institutional planning on issues pertaining to women faculty

3.5 Make recommendations to the Office for Equity, Diversity and Inclusion about important diversity issues as they relate to women faculty.

4. Composition and Structure:
   4.1 Membership
   4.1.1 Members of the Advisory committee will be nominated by the advisory committee and approved by the Vice Chancellor of Human Health Sciences.
   4.1.2 The following criteria will be used for selection of members:
      o Represent the diversity in the organization (both women and men)
      o Open to considering a diversity of experiences and opinions.
      o Acknowledged coalition builders.
      o Are champions of women in medicine and health sciences.
      o Embrace cultural/gender competence.
      o Comfortable communicating about issues relating to women in medicine and health sciences.
   4.1.3 Members of the Advisory Board will consist of 19 members (9 standing members, 8 at-large members, and 2 ex officio members; see Appendix 1.0)
   4.1.4 Member Responsibilities:
      4.1.4.1 Serve a minimum term of 2 years with the possibility of reappointment by the committee for a maximum of two terms. (Membership will be staggered to ensure continuity.
      4.1.4.2 Serve as a resource to faculty, trainees, students, staff, and the community.
      4.1.4.3 Represent the views and perspectives of faculty, trainees, students, staff, and community representatives.
      4.1.4.4 Attend Advisory Committee meetings.
      4.1.4.5 Assist in other duties and provide input as requested by the Chair of the Advisory Committee.
   4.2.1 The Advisory Committee shall meet as a full body once per quarter Attendance by half or more of committee members shall constitute a quorum.
   4.2.2 Meetings shall be conducted in an open forum and records of the proceedings will be kept in accordance with UCDHS policies and procedures.
   4.2.3 All meetings will have an agenda, which will be issued to the Committee members at least three business days prior to the meeting.
   4.2.4 Meetings of the full Committee will be called by the chairperson.
   4.2.5 All committee members shall be voting members
4.3 Task-Oriented Committees

4.3.1 As the Advisory Committee begins to define its priorities around the health system’s women in medicine and health sciences initiatives and strategic plan implementation, it may become necessary to develop subcommittees to focus on specific areas of needs - for example, Recruitment Subcommittee; Retention Subcommittee; Events and Planning Workgroups; Leadership Taskforce; Nomination Subcommittee; etc.

5. Advisory Committee Leadership and Governance

5.1 The Advisory Committee will have a Chair position that will initially be appointed by the Vice Chancellor for Health Sciences/Dean of the School of Medicine. Subsequent chairs will be elected by the members of the Advisory Committee. Input shall be provided by the Associate Vice Chancellor for Academic Personnel, Schools of Human Health Sciences and the Associate Vice Chancellor for Diversity and Inclusion.

5.1.1 Responsibilities of the Chair: Chair the Advisory Committee, develop the agenda for each meeting, develop new initiatives and educational programs, oversee development of reports to be submitted to the Dean, appoint members to subcommittees.

5.1.2 Term limits: 2, two years terms

5.2 The Advisory Committee will have one Chair-Elect position that will be initially appointed by the Vice Chancellor for Health Sciences/Dean of the School of Medicine with input from the Chair, Associate Vice Chancellor for Academic Personnel, and the AVC for Diversity and Inclusion. Subsequent chair elects will be elected by the Advisory Committee. The Chair and Chair Elect will ideally have terms staggered by one year to provide for a year of training overlap.

5.2.1 Responsibilities of the Chair Elect: chair Advisory Committee meetings when the chair is not present, support chair in his/her activities, assist with planning of activities, and assume other responsibilities as directed by the chair of the Advisory Committee.

5.2.2 Term limits: 2, two year terms

5.3 The Nomination Committee

5.3.1 Will consist of 3 members of the Advisory Committee, one of whom will be the Chair Elect.

5.3.2 Will be appointed by the Chair of the Advisory Committee.

5.3.3 Will be responsible for soliciting interest and receiving nominations for the position of Chair-Elect every two years or after 2, two year terms.

5.3.4 Will be responsible for soliciting interest for future members of the Advisory Committee.

5.3.5 Will be responsible for soliciting interest and receiving nominations for sub-committee members on an as needed basis.
DEAN’S ADVISORY COMMITTEE ON WOMEN IN MEDICINE AND HEALTH SCIENCES

2015-2017
Appendix 1

Standing members (selected based on Role in the Health System); voting members:
1. Advisor to AMWA (Shadi Aminololama-Shakeri, MD)
2. BIRCWH leader or designee (Ellen Gold, PhD)
3. Mentoring Academy Director or designee (Julie Schweitzer, PhD)
4. Office of Diversity and Inclusion leader or designee (David Acosta, MD and/or Adrienne Thompson, EdD)
5. ELAM fellow (Colleen Clancy, PhD)
6. ELUMs (Ellen Gold, PhD and Karen Kelley, MD)
7. WIMHS mentee (Ulfat Shaikh, MD)
8. WIMHS Sr. Advisor (Lydia Howell, MD)- committee Co-Chair/Chair elect
9. WIMHS Director (Amparo Villablanca, MD)- committee Chair

At-large members:
1. BIMSON representative (Mary Lou de Leon Siantz, PhD, RN)
2. Practice Board representative (Robert Hales, MD)
3. Clinical Jr Faculty (Lorin Scher, MD)
4. UCDSOM AMWA student chapter presidents (Diana Ha and Nandini Sarma)
5. UCD Resident (Julie Hylton)
6. UCD Post Doc and/or Graduate Student (Divya Kernik)
7. CAMPOS initiative faculty member (Anna LaTorre, PhD)
8. Basic Science Jr. Faculty (Nirmala Hariharan, PhD)

Ex Officio members:
1. Associate Vice Chancellor for Academic Personnel (Edward Callahan, PhD)
2. Associate Dean, BIMSON (Theresa Harvath, PhD, RN)

Dear Colleagues,

We are writing to invite you to serve on a new UC Davis Health System standing committee representing women faculty in medicine and health sciences (WIMHS). This committee will be called the Dean’s Advisory Committee for Women in Medicine and Health Sciences. The general charge for the committee is to:

- Address the professional and development needs of our women faculty by facilitating the dissemination of knowledge, skills, and resources necessary to achieve successful careers in academic medicine.
- Assist the Schools of Health as “content experts” in highlighting the unique needs of women faculty to aid in the recruitment, retention and advancement of women faculty at the UC Davis Schools of Health, and in implementation of the WIMHS Strategic Plan.

We ask that you serve on the committee for an initial term of two years with membership staggered to ensure continuity. The term may be renewable.
Specific responsibilities for this committee will include the following activities:

1. Offer support to the Dean and Department chairs in their recruitment and retention of women faculty by assisting search committees, suggesting marketing and recruitment strategies, and assist new faculty to meet with members of the community as they consider a decision to relocate to Davis and/or Sacramento.

2. Evaluate best practices that other academic medical institutions have utilized successfully to attract talented women faculty, and make recommendations to the Dean and Department chairs that will enhance their recruitment practices.

3. Track unsuccessful recruitment efforts to learn from these experiences and recommend to chairs changes in their recruitment practices that may increase the number of women faculty recruited.

4. Work with the Associate Dean for Academic Personnel and the Director of the Women in Medicine and Health Sciences Program to help guide the development of formal programs for professional development, guided mentorship, and acquisition of professional skills for teaching, clinical care and research that UCDHS can invest in.

5. Identify potential funding opportunities to support ongoing activities for recruiting and promoting women faculty at UCDHS. These funding opportunities may include scholarships, sponsorship of a UC Women in Leadership Conference, endowments and others.

6. Consider enlisting a larger number of faculty to serve as an advisory consortium to assist the committee with its work. There could eventually be sub-committees led by advisory board members that would include other non-board faculty members. Subcommittees could be for program development, salary and merit/promo review/studies, data and benchmarking, recruitment/retention, other.

7. Conduct yearly reviews of the committee’s role and function, and suggest changes and modifications as appropriate to best reflect the committee’s work and priority areas.

A budget for the activities of the committee will be established within the Office of Academic Personnel. The committee will provide copies of meeting minutes, an annual report, and other periodic reports to the VC of Health Sciences/Dean of the School of Medicine.

A representative from for the Office of Academic Personnel will be contacting you with information regarding the schedule for future meetings, which are anticipated to occur on a quarterly basis. Please RSVP to Nicole Quant at 916-703-9109, or nnquant@ucdavis.edu regarding your willingness to serve on this important advisory committee that will help us develop an outstanding women faculty workforce. We thank you in advance for your service!

Sincerely,

Julie Freischlag, MD
Vice Chancellor for Health Sciences and Dean, School of Medicine

Edward Callahan, PhD
Associate Vice Chancellor for Academic Personnel

Amparo Villablanca, MD
Director, Women in Medicine and Health Sciences (WIMHS)