

ACADEMIC APPEALS

The Academic Appeals Committee is convened by the Dean to review student appeals. It is a standing faculty committee consisting of ten members, at least three of whom are from the Faculty Executive Council. The members represent clinical and basic science departments and are appointed by the dean, or the dean's designee, for a maximum term of three years, renewable once. One ex officio without vote is also appointed. Five members will constitute a quorum, and a majority will rule.

The Associate Dean for Education will convene the Academic Appeals Committee to review the appeal. The Associate Dean for Education will notify the student in writing of the decision of the time and place of the meeting, and that the meeting will not be open to the public. This written notice will be delivered in no less than ten (10) working days before the appeal is to be heard. With permission of the chair, the student may present letters of support and address the committee. The recommendation of the committee will be forwarded to the Associate Dean for Education for review. The office of the Associate Dean for Education will then notify the student in writing of the decision within ten (10) working days of the meeting. With the exception of a decision to dismiss a student, the decision of the Academic Appeals Committee shall be final and binding without further appeal.

Time Requirement:

Meetings are called at the pleasure of the Associate Dean for Education when an appeal (by a Medical Student) of the decision for dismissal from School (as previously determined by the Committee on Undergraduate Medical Student Promotions and Progress). Meetings can be any time of the year depending on need. Meetings are usually held in Conference Room #7, 3rd Floor, Watlington Hall. The time commitment is 1-1.5 hours per meeting plus time prior to each meeting to review the appeal package.

ACADEMIC FREEDOM AND RESPONSIBILITY

The Committee on Academic Freedom and Responsibility is composed of fourteen tenured faculty members of the rank of full professor or librarian with two members elected by the faculty of each academic unit. The members of this committee are responsible for serving as members of panels for the dismissal of a tenured faculty member, as well as addressing other issues related to academic freedom and responsibility. The Executive Committee of the Senate selects the chairperson of this committee. Committee members need not be members of the Senate. The Senate will convene this committee as deemed necessary.

a. Membership:

Voting: The Committee on Academic Freedom and Responsibility is composed of fourteen tenured faculty of the rank of full Professor, including two members elected by each school of the University. Committee members need not be members of the University Senate. The Executive Committee of the Senate selects the chairperson of this committee. Each committee member serves a two year term.

b. Powers and Duties:

The Committee on Academic Freedom and Responsibility is a Standing Committee of the University Senate whose members may serve as members of panels for proceedings for the dismissal of a tenured faculty member as well as address other issues related to academic freedom. The Committee will provide an annual report to the Senate and to the President of the University in sufficient detail to inform them of the nature of the outcome of the Committee's work while preserving confidential information.

ADMISSIONS AND PREMEDICAL RELATIONS

The Committee on Admissions is composed of members from the preclinical and clinical faculties and of community physicians. The duties and responsibilities of the Committee are:

- A. To select those applicants who possess the potential to develop into competent physicians who will be responsive to societal needs.
- B. To develop, and periodically to modify as necessary, the policies of the Committee.
- C. To serve as a liaison with the Health Professions Committee of Wake Forest College and of the Premedical Committees of other undergraduate colleges.
- D. To serve as an advisory body to the Associate Dean for Admissions in matters concerning interpretations of policy or problems related to the admissions process.

Admission Procedure

- A. Each applicant who is invited to the school is interviewed by three separate interviewers, usually one of whom is a member of the Committee.
- B. Each interview is fifteen to twenty (15 - 20) minutes in length for a total of one hour per applicant.
- C. The Committee reviews the qualifications and interview ratings on each applicant and votes to place the applicant into one of the following categories: Outstanding, Excellent, Average, or Reject.

Evaluation of Applicant

The following factors are considered in the evaluation:

1. Cognitive:

- A. Grade Point Average:

The grade point average is evaluated by (1) the actual science and overall average, (2) the number of course hours involved each year in obtaining this average, and (3) the trend in the applicant's academic record (uniformly competitive, a "late bloomer," continually declining).

- B. Medical College Admission Test:

The three scores are considered individually. Some areas of assessment are formally or informally accorded more weight than others.

2. Non-cognitive:

A. Premedical Recommendations:

Committee evaluations and letters of recommendation are required.

B. Work experience, extracurricular activities, and honors:

It is believed that additional recognition should be given to the fact that some candidates are able to maintain an outstanding academic record while engaged in leadership or service activities, and that the college authorities or peers consider them worthy of honors.

C. Interviews:

The interviews are considered to be an important phase of the total evaluation. The interviews not only permit the faculty to evaluate the applicant, but permit the applicant to evaluate the school.

1. All potential candidates for admission must be interviewed locally.
2. Three separate interviews are conducted, each lasting twenty minutes.
3. Usually one interviewer is a member of the Committee.
4. All members of the Committee interview. Approximately eighty non-Committee faculty, staff and community representatives also volunteer to interview.
5. Medical students, who conduct the applicants on a tour of the Medical Center, may also evaluate the applicants who have been on their tour.
6. Immediately following the final interview of the day, the interviewers and the student tour guide meet with the Associate Dean for Admissions to exchange views and make a preliminary evaluation.
7. The overall record of each interviewed applicant is summarized and presented to the Committee for consideration.

Time Requirement:

Committee members must commit to one afternoon (from 12:45 to 3:30 pm) per month, and appointment to this committee would be for a period of three years.

ANIMAL CARE AND USE

Research Involving Animal Subjects

Authority for the animal care and use program of Wake Forest University (WFU) is delegated to the institutional Animal Care and Use Committee (ACUC) and the WFU Attending Veterinarian, who also serves as Director of the Animal Resources Program (ARP). All personnel involved in the care and use of laboratory animals must adhere to ACUC and ARP policies and procedures. Copies of ACUC policies and ARP policies may be found on the Office of Research website.

The Animal Care and Use Committee

The ACUC is responsible for oversight and evaluation of the animal care and use program and its components. Its functions include inspection of facilities; evaluation of programs and animal-activity areas; submission of reports to responsible institutional officials; review of proposed uses of animals in research, testing, or education (i.e., protocols); and establishment of a mechanism for receipt and review of concerns involving the care and use of animals at the institution. The ACUC meets monthly, and records of the meetings are maintained.

Time Requirement:

IACUC meets once a month for 3-4 hrs (usually in Commons)

Chair (This is an extremely conservative estimate)	30 Hours/month
- Pre-reviewing and signing off on amendments	6
- Attends ACUC Current Issues Meeting each week	4
- Attends ARP/IACUC Operations meetings	2
- Prepare for and Chair Full Board IACUC meeting each monthly	5
- Two site visits/year (6hrs)	0.5
- Primary reviewer on 1 Full Board protocols	3
- Sub-committees	2
- Handles special requests and meetings	5
- Responds/screens email (>1050 emails/6 months)	2.5
 Committee members	 12.5 hrs/month
- Attends Full Board IACUC meeting each monthly	3
- Two site visits/year (6hrs)	0.5
- Primary reviewer on 1-2 Full Board protocols	3.5
- Primary reviewer on Designated Reviews	2.0
- Voting on amendments each month	1.5
- (Other duties and sub-committees)	2.0

Footnote:

Each committee member was asked to estimate the time it took them to complete specific tasks. The data represent the average from the replies of 10 members.

BIOSAFETY

The Wake Forest University (WFU) Biosafety Committee has the responsibility for the establishment and maintenance of a system for the control of biohazards within all campuses of the University. The Biosafety Committee has representation from WFU and WFU School of Medicine (WFUSM) faculty, Employee Health Services, WFUSM Environmental Health & Safety Office, WFU Safety and Environmental Affairs, administration, and the public (for a more detailed description, see Section IV).

Time Requirement:

The Biosafety Committee meets quarterly during the months of February, May, August and November for one hour in the Commons. Additional called meetings are held in months outside of the quarterly meeting months on the third Monday in rooms 2 C/D of the Comprehensive Cancer Center. Member activity is approximately 15 hours per quarter.

BROOKS SCHOLARSHIP ADVISORY

Evaluate candidates for the Brooks Scholarship in academic medicine. This committee includes previous Brooks Scholars and faculty members at large with expertise in educational scholarship.

Time Requirement:

Review of applications in March-April, followed by a three-hour review/results meeting held in late April/early May.

CHEMICAL SAFETY

The Wake Forest University (WFU) Chemical Safety Committee has the responsibility for the establishment and maintenance of a system for the control of chemical hazards within all campuses of the University. The Chemical Safety Committee has representation from WFU and WFU School of Medicine (WFUSM) faculty, Employee Health Services, WFUSM Environmental Health & Safety Office, WFU Safety and Environmental Affairs, the community, and administration (for a more detailed description, see Section IV).

Time Requirement:

The Chemical Safety Committee meets one hour quarterly in the Comprehensive Cancer Center, Conference Rooms 2C/D.

CONFLICT OF INTEREST IN RESEARCH COMMITTEE

Managing conflicts of interest in research is essential to protect the reputations of conflicted investigators and the public image of Wake Forest University Health Sciences. The Conflict of Interest Review Committee (CIRC) is responsible for ensuring that individual conflicts of interest in research are identified, managed, or eliminated, in accordance with federal regulations and in the best interests of the school. Its functions include the development of relevant policies and procedures, the collection and review of financial disclosures, as required of Wake Forest University Health Sciences faculty and key administrators, and the approval and continuing review of financial conflict management plans. CIRC meetings are held once a month.

Time Requirement:

This committee meets for an hour once a month at 7:00 AM. Outside of the meeting, the time commitment may be 30 minutes to an hour every few months to review a management plan and protocol. Orientation is offered to new members prior to their first meeting.

CONFLICT OF INTEREST WITH INDUSTRY IN CLINICAL CARE AND EDUCATION COMMITTEE (Co-ICE)

Managing conflicts of interest with industry is essential to protect the reputations of individual clinicians, faculty and key officials of Wake Forest University Baptist Medical Center, and the public image of the institution. The Conflict of Interest with Industry in Clinical Care and Education Committee (Co-ICE) is responsible for identifying, reviewing and managing individual and institutional conflicts of interest in clinical care and education to ensure the best interests of the institution. Its functions include the continuing development of relevant policies, development of review procedures, and the approval of conflict of interest management strategies for activities in clinical care and education. Co-ICE meetings are held once a month at 7:00 AM.

CONTINUING MEDICAL EDUCATION

As set forth in the core mission statement of Wake Forest University Health Sciences (WFUHS)/Wake Forest University School of Medicine (WFUSM), the Office of Continuing Medical Education (OCME) is committed to providing superior, timely continuing medical education (CME) to health care professionals, specifically physicians, thereby supporting them in lifelong learning and thus ultimately better enabling them to improve the health and well-being of the general public. The committee advises the Executive Director of the OCME relative to the calendar, and reviews and approves scientific program applications and identifies commercial interest issues in programs sponsored by the school when continuing education credit is requested. Faculty representatives from each of the clinical departments of divisions are updated on current CME accreditation guidelines for use in reviewing a planned program's educational needs, learning objectives and program evaluations.

Time Requirement:

- Frequency: Physical meetings once every other month; 12:00-1:00 pm (lunch provided). Virtual meetings once every other month alternating with physical meetings; committee members are emailed several applications to review and return comments about recommended revisions and readiness for committee approval.
- Additional time requirements: Primary peer review of applications (about one per month per committee member) averages 30 minutes for review and comments. Review of other applications for physical or virtual meetings averages one to three hours for the group of applications once a month, depending on the number and complexity of applications in the group.
- Schedule: The fourth Monday per month
- Location: WFUBMC Conference Rooms and Classrooms

FACULTY DEVELOPMENT ADVISORY COMMITTEE

The responsibilities of this committee include:

- To identify and prioritize faculty career development issues
- To develop programs to promote and enhance new faculty orientation, career development, and academic advancement
- To develop methods to facilitate communication of information to faculty related to career development
- To address other issues related to the career development of faculty

Membership will include the Chair of the Committee on Promotions and Tenure as an ex officio member. He/she will serve as a liaison between the two committees.

Time Requirement:

The FDAC meets monthly for one hour in the Medical School Board Room.

FACULTY EXECUTIVE COUNCIL

The Faculty Executive Council consists of the senior academic leadership of the School. The council is chaired by either the Dean of WFUSM or the Senior Associate Dean. Division directors and department chairs, not a part of a formal division, are voting members of the council. Other voting members consist of one elected member from the clinical faculty, one elected member from the basic science faculty, the Senior Associate Dean for Faculty Services, Associate Dean for Medical Education, Senior Associate Dean for Research, and Associate Dean for Student Services, CEO of WFUBMC, President and COO of WFUBMC, the Director of large Centers (membership determined by the Dean). Ex-officio members of the council are appointed based upon their administrative or academic support office leadership role and vary pending the wishes of the Dean.

The council shall be consulted on long-range planning and on all major changes in policy that affect the activities and welfare of the School. The Council shall have the responsibility for determining requirements for faculty promotion, student conduct, and the M.D. degree. The council shall approve all faculty appointments in a manner consistent with the faculty appointment and promotion process. The council shall have scheduled meetings at least twice per month. Actions of the council are generally derived by consensus.

FACULTY GRIEVANCE COMMITTEE

a. Membership

- (1) Seven regular members from the University Faculty who shall come from the separate schools of the University (College, Law, Medicine, Schools of Business, Divinity and Graduate). The faculty of each school shall elect, by ballot, a member to represent it. Each faculty also shall elect one alternate member to serve when its regular member is disqualified or is otherwise unable to hear a particular case.
- (2) Regular and alternate members shall be from the full-time tenured faculty with ranks of at least Assistant Professor in the University. None shall have duties which are primarily administrative and none shall be a departmental chair
- (3) The seven regular members shall serve for staggered three-year terms, with two being elected each year, except that every third year three members will be elected.
- (4) Where neither the regular member from a school nor the alternate can hear a particular case, the remaining members of the Committee, in consultation with the President of the Senate, shall appoint a replacement from that school for that hearing. The regular members of the Committee will decide all questions of disqualification.
- (5) A member of the Committee should not participate in the consideration of a grievance when that Committee member's impartiality may be affected by bias, friendship, previous knowledge of the facts, or other cause.
- (6) One of the two regular members with the longest service on the Committee (including periods of official leave) shall be chosen by the Committee to act as its chair for a period of one year, except that no person shall act as chair more than once during a period of five consecutive years.

b. Powers and Duties

- (1) To provide an avenue of appeal for faculty who feel they have been treated improperly or unfairly
- (2) To make recommendations regarding such a grievance.

FACULTY REPRESENTATIVE COUNCIL

The concept and basic structure of the Faculty Representative Council will be approved by the Faculty Executive Council and the Dean of Wake Forest University School of Medicine.

Membership

1. Members.

There will be two classes of members: (1) elected representatives and (2) *ex officio* members. Only elected representatives are entitled to vote.

(a) **Elected representatives** will consist of one representative from each Division, Department and Institute of the School of Medicine as well as one representative from the emeritus faculty, by vote of that academic unit's faculty.

(b) **Ex-officio members** will consist of the Dean of the School of Medicine, the Senior Associate Dean, the Senior Associate Dean for Research, the Elected Members of the Faculty Executive Council, the Faculty Senate Representative, and the School of Medicine representatives to the Faculty Senate. Ex-officio members may be added or removed by a majority vote of the elected representatives to the Faculty Representative Council.

2. Terms of Office.

(a) The elected representatives of the Faculty Representative Council will serve for a term of 3 years and may not serve more than two consecutive full terms, but would be eligible again after being off the Council for at least one year.

(b) Elected representatives who fail to attend three or more regularly scheduled meetings during a year may be removed from the Council by the Officers. A vote of the faculty of the appropriate academic unit must be held to choose a replacement.

(c) Ex-officio members of the Faculty Representative Council will hold membership so long as that administrative or elected position is held.

3. Eligibility for Elected Membership.

Eligibility to serve as an elected representative will be limited to those holding a full-time faculty appointment or holding emeritus status at Wake Forest University School of Medicine. Division and Institute Directors and Department Chairs are not eligible.

4. Election.

(a) Elections to fill expiring terms in the Faculty Representative Council will be held by the various academic units in the spring and those elected will assume office on July 1.

Replacements to fill unexpired terms will be selected by a vote of the faculty of the appropriate department, within 3 months of the vacancy.

(b) One third of the academic units (Divisions, Departments, Institutes and the emeritus faculty) will hold elections each year so that about one third of the membership of the council turns over annually.

(b) Eligibility for voting in the election of representatives will be determined by the faculty members of each academic unit.

(c) Each academic unit may elect an alternative representative to serve in the event that the primary representative cannot.

Organization

1. Officers.

(a) The officers will comprise and consist of a Chair, Chair-elect, Secretary, and two at-large members elected by a majority of the Faculty Representative Council. One of these two members will be from a clinical department, and one from a research department.

(b) All officers will be elected annually from among the elected members of the Faculty Representative Council, at the July meeting, and will take office immediately upon election.

2. Meetings.

(a) The Faculty Representative Council will meet monthly. The Officers may also call ad hoc meetings. Meetings of voting members only may be called when appropriate.

(b) Notice of regular meetings will be sent to Faculty Representative Council members at least two weeks before the meeting. There will be an agenda established for either regular or called meetings. Called meetings will require either two working days of prior notice, or agreement of a quorum of elected representatives to meet earlier than two working days. Voting at called meetings will be limited to those items on the agenda.

(c) A majority of the elected representatives of the Faculty Representative Council will constitute a quorum.

(d) Minutes of each Faculty Representative Council meeting will be kept by the Secretary and reviewed for accuracy by the officers. The minutes will be disseminated for review by Faculty Representative Council members within two weeks after the meeting. Corrections to and approval of the previous month's minutes will be an agenda item for each meeting.

Section 3. Procedures.

(a) Robert's Rules of Order will govern the conduct of meetings.

(b) The Agenda for each meeting will be determined by the Officers.

(c) All agenda items recommended by elected members will be discussed.

(d) In addition to the minutes, the Faculty Representative Council will develop resolutions reflecting the opinion of the group on issues of importance to the faculty or the greater School of Medicine community, and may make specific requests of the administration. Responses to resolutions or requests by the Faculty Representative Council will be provided by the administration within 4 weeks.

4. Committees.

Ad hoc committees will be appointed from time to time as needed, by the Officers.

Functions

The Faculty Representative Council represents the faculty and advises and makes recommendations to the Faculty Executive Council and Dean by means of resolutions. The functions of the Faculty Representative Council will be as follows:

1. To consider matters pertaining to the general welfare of the School of Medicine community.
2. To advise the School of Medicine administration on matters relating to School of Medicine policies.
3. To work collaboratively with the Administration to address the needs and concerns of the faculty.
4. To participate in long-range planning for the School of Medicine.
5. The Council will select a representative from its membership to serve on search committees

for senior academic and School of Medicine administrative officers at the level of department chair and above.

6. To represent the faculty on various administrative committees of the School of Medicine.

7. To do those things authorized, or permitted, by the Faculty Executive Council and/or Dean from time to time, at the discretion of the Faculty Representative Council.

Amendments

Recommendations for amendment of these guidelines may be made to the Dean by the Faculty Executive Council or by the Faculty Representative Council to the Faculty Executive Council and Dean. An amendment will be passed after a two-thirds vote of the elected Faculty Representative Council present at any regularly scheduled meeting, provided a copy of any proposed amendment has been distributed to the members of the Faculty Representative Council at least two weeks in advance of the meeting at which the proposal for amendment is to be acted upon.

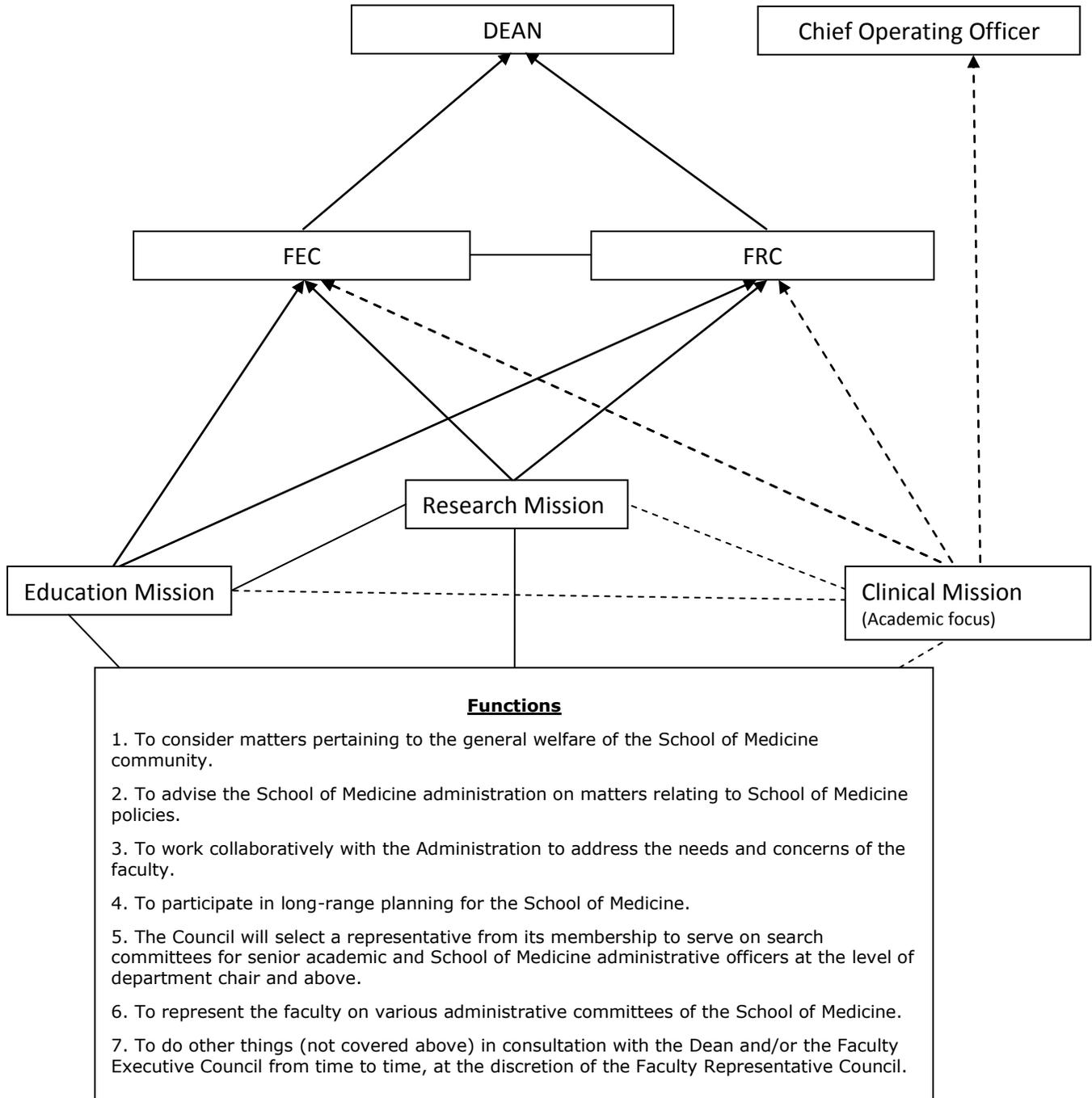
Implementation

1. These guidelines will be effective upon approval of the Faculty Executive Council and Dean.

Time Requirement

The Faculty Representative Council meets on the third Thursday of each month at 4:00-5:00 p.m. in the Medical School Board Room.

Appendix: Reporting and Function of the Faculty Representative Council



GLOBAL HEALTH ADVISORY COMMITTEE

The Global Health Advisory Committee is advisory to the dean and the Office of Global Health. Reflecting the institutional vision that Wake Forest University Baptist Medical Center is a preeminent, internationally recognized medical center of the highest quality with balanced excellence in patient care, research and education, and that its mission includes training leaders in healthcare, the committee is charged with providing advice to the Office of Global Health on programs that involve education and service. It reviews global health programs, including existing and proposed affiliation agreements with institutions around the world; evaluates opportunities for WFUBMC's involvement in global health activities; reviews student global health activities and advises students on locations for global health experiences. Committee members participate in the process for distribution of funds available to sponsor students, residents and/or faculty in global health experiences.

Time Requirement:

Currently, the GHAC meets monthly for 1 hour with the meetings scheduled months in advance – typically the 3rd Thursday of every month in the afternoon – with some variance to accommodate those that have block surgical times. All members of this committee have tasks assigned that will require a variable, but small amount of outside work between meetings. If a member is not able to attend a meeting due to external or overseas work in a global health capacity, they are recognized as being present for the meeting – as a means of supporting the GHAC mission.

GRADUATE MEDICAL EDUCATION MISSION STATEMENT

The Wake Forest University Baptist Medical Center (WFUBMC) faculty and staff are committed to providing excellence in Graduate Medical Education (GME), so that residents and fellows have the opportunity to develop into highly skilled, compassionate and dedicated professionals and to become leaders in their fields of endeavor. We value accreditation for our institution and for each of our GME programs by the Accreditation Council for Graduate Medical Education (ACGME) and we seek to monitor and align GME programs with the strategic needs of Wake Forest University Health Sciences and North Carolina Baptist Hospital.

To achieve these goals the Graduate Medical Education Committee will:

1. Provide oversight for all WFUBMC ACGME-accredited programs.
2. Monitor and advise on all aspects of residency education.
3. Maintain liaison with members of the Chiefs of Professional Services so that concerns related to residents/fellows can be communicated to the GMEC.
4. Establish and implement policies and procedures regarding the quality of education and the work environment for the WFUBMC residents/fellows in all ACGME-accredited programs.
5. Review annually and make recommendations to the Sponsoring Institution on resident stipends, benefits and funding for resident/fellow positions to assure that these are reasonable and fair.
6. Establish and maintain appropriate oversight of and liaison with Residency Program Directors.
7. Assure that Program Directors establish and maintain proper oversight of and liaison with appropriate personnel of other institutions participating in the WFUBMC ACGME-accredited programs.
8. Establish and implement formal written policies and procedures governing resident duty hours in compliance with the Institutional and Program Requirements. The GMEC must assure that the following requirements are met:
 - a. Each ACGME-accredited program must establish formal written policies governing resident duty hours that are consistent with the Institutional and Program Requirements. These formal policies must apply to all participating institutions used by the residents/fellows and must address the following requirements:
 - i. The educational goals of the program and learning objectives of residents/fellows must not be compromised by excessive reliance on residents to fulfill institutional service obligations. Duty-hours and call schedules must be monitored by both the Sponsoring Institution and programs and adjustments made as necessary to address excessive service demands and/or resident fatigue. Duty hours, however, must reflect the fact that responsibilities for continuing patient care are not automatically discharged at a specific time. ACGME-accredited programs must ensure that residents are provided appropriate backup support when patient care responsibilities are especially difficult or prolonged; and,
 - ii. Resident duty hours and on-call time periods must be in compliance with the

Institutional and Program Requirements. The structuring of duty hours and On-call schedules must focus on the needs of the patient, continuity of care and the educational needs of the resident/fellow.

- b. The GMEC must develop and implement procedures to regularly monitor resident duty hours for compliance with WFUBMC's policies and the Institutional and Program Requirements.
 - c. The GMEC must develop and implement written procedures to review and endorse requests from programs prior to submission to an Residency Review Committee (RRC) for exceptions in the weekly limit on duty hours up to 10 percent or up to a maximum of 88 hours. All exceptions requested must be based on a sound educational rationale. The procedures must outline the process for endorsing an exception in compliance with the ACGME policies and procedures for duty-hour exceptions.
9. Assure that ACGME-accredited programs provide appropriate supervision for all residents/fellows that is consistent with proper patient care, the educational needs of the residents/fellows, and the applicable Program Requirements. Supervision of residents must address the following:
- a. Residents/fellows must be supervised by teaching staff in such a way that the residents assume progressively increasing responsibility according to their level of education, ability, and experience.
 - b. On-call schedules for teaching staff must be structured to ensure that supervision is readily available to residents on duty.
 - c. The teaching staff must determine the level of responsibility accorded to each resident/fellow.
10. Assure that each program provides a curriculum and an evaluation system to ensure that residents/fellows demonstrate achievement of the six general competencies.
11. Establish and implement formal written institutional policies for the selection, evaluation, promotion, and dismissal of residents/fellows in compliance with the Institutional and Program Requirements.
12. Regularly review all ACGME program accreditation letters and monitor action plans for the correction of concerns and areas of noncompliance.
13. Regularly review the WFUBMC Letter of Report from the Institutional Review Committee and develop and monitor action plans for the correction of concerns and areas of noncompliance.
14. Review and approve prior to submission to the ACGME
- a. all applications for ACGME accreditation of new programs and subspecialties;
 - b. changes in resident complement;
 - c. major changes in program structure or length of training;
 - d. additions and deletions of participating institutions used in a program;
 - e. appointments of new Program Directors;
 - f. progress reports requested by any Review Committee;
 - g. responses to all proposed adverse actions;
 - h. requests for any increases or any change in resident duty hours;
 - i. requests for "inactive status" or to reactivate a program;
 - j. voluntary withdrawals of ACGME accredited programs;

- k. requests for an appeal of an adverse act; and,
 - l. appeal presentations to a Board of Appeal to the ACGME.
15. Conduct Internal Reviews of all ACGME-accredited programs including subspecialty programs to assess their compliance with the Institutional Requirements and the Program Requirements of the ACGME Residency Review Committees.
 16. The GMEC is responsible for the development, implementation and oversight of the Internal Review process. There must be a written report of each ACGME-accredited specialty and subspecialty program.
 17. The written report of each Internal Review must be presented to and reviewed by the GMEC to monitor the areas of noncompliance and recommend appropriate action.

Time Requirement:

The GMEC meets 10 times/year for 60 to 90 minutes on the 4th Thursday of the month at noon.

GRADUATE SCHOOL OF ARTS AND SCIENCES: BOWMAN GRAY CAMPUS

The Graduate School of Arts and Sciences: Bowman Gray Campus Committee is responsible to the Dean of the Graduate School of Arts and Sciences and has the primary responsibility of handling such matters as programs and curriculum development, student recruiting and any other matters brought to the Committee by the Dean of the Graduate School or the committee members.

Membership on the Graduate School of Arts and Sciences: Bowman Gray Campus Committee shall be comprised of the graduate program directors, generally appointed by department chairs, from the basic sciences departments, interdisciplinary graduate programs and combined programs involving the Graduate School. One member from the office of the Dean of the School of Medicine and one from the Office of Research serve as ex-officio members. The Graduate School Associate Deans and Director of Postdoctoral Affairs serve as ex-officio members. The Dean of the Graduate School chairs the Committee.

INSTITUTIONAL DATA & SAFETY MONITORING BOARD

The WFUHS Institutional Data & Safety Monitoring Board (I-DSMB) is a Dean-appointed multi-disciplinary, standing committee that is available to provide independent oversight for human research studies conducted by WFUHS or by WFUHS-affiliated faculty investigators. The I-DSMB can provide oversight for appropriate WFUHS investigator-initiated, locally conducted (single- or multi-site) clinical trials receiving NIH, departmental or other non-industry support.

INSTITUTIONAL REVIEW BOARD

The Institutional Review Board (IRB) is charged with review of all research, development, and related activities in which human subjects will participate. This applies to any research involving human subjects conducted by a member of the faculty or staff of the Wake Forest University School of Medicine (WFUSM), whether conducted at the medical school or elsewhere. The Board and each investigator must comply with regulations titled "Protection of Human Subjects" published in the Code of Federal Regulations (45CFR46). This procedure provides evidence that the investigator and the institution have complied with all applicable laws and regulations concerning human research, including review of protection of the rights and welfare of the individuals involved, the appropriateness of methods used to secure informed consent, and evaluation of potential risk to subjects in relation to the potential medical benefits of investigation (for a more detailed description, see Section IV).

INTRAMURAL RESEARCH SUPPORT

The principal responsibilities of the Intramural Research Support Committee are the scientific review of intramural research grant applications from the faculty of the Wake Forest University School of Medicine and review of medical student fellowship applications (for a more detailed description, see Section IV).

Time Requirement:

This committee meets three times per year for approximately three hours each meeting. However, each committee member spends time reading and reviewing grants prior to each meeting. The typical load is approximately two grants per reviewer per meeting. Each grant should take approximately three hours to read and critique. In addition, each member may be asked to provide one-to-two paper reviews per year. Again, these would take approximately three hours each.

NOMINATING COMMITTEE FOR STANDING COMMITTEE APPOINTMENTS

This committee consists of three (3) research faculty members and three (3) clinical faculty members and is responsible for nominating faculty members for all standing committee appointments, as well as those who are candidates for elected positions.

Time Requirement:

Two-to-three meetings in the spring and time to go through faculty self-nominations, chair nominations and committee chair nominations for all standing committees. Each committee member serves a three-year term.

PROMOTIONS AND TENURE

Reflecting the vision of Wake Forest University Baptist Medical Center as a preeminent academic medical center of the highest quality with balanced excellence in patient care, research and education, the Committee on Promotions and Tenure is charged to evaluate candidates for promotion and tenure, and to make recommendations to the President and Dean regarding faculty deserving of promotion and/or tenure. The Committee is responsible for maintaining all documents regarding the process for promotion and tenure and for providing periodic in-service opportunities for faculty to be educated about the process. The Committee may review the curriculum vitae of individuals who are under consideration for appointment to the faculty for evaluation of rank. The Committee is also charged with making recommendations, as needed, to refine and improve the process of promotion.

The specific responsibilities of this committee include:

- To review candidates for promotion and tenure;
- To provide recommendations for promotion and/or tenure of these candidates to the President and Dean;
- To offer advice or guidance, as requested, to assist divisions, departments and institutes in determining appropriate rank for potential faculty;
- To provide consultation to divisions, departments and institutes on all matters regarding promotion and tenure, including rank and tenure as they relate to faculty retention;
- To provide guidance to divisions, departments and institutes on ways in which the promotions process can enhance career development; clarify the process and provide tools to faculty that may enhance their ability to move forward professionally;
- To provide guidance to divisions, departments and institutes on the tenure process; as necessary, clarify the process and provide tools to these units and faculty that may enhance their ability to achieve tenure.

Time Requirement:

Committee meets monthly at noon for one hour in the Medical School Board Room. In addition, up to four evening meetings are held October-December for Promotion Review/Discussion. Additional time is required for committee members to write primary and secondary reviews both during the promotion cycle, and for out-of-cycle promotions throughout the year. Committee members serve a term of three years, which is renewable one time.

RADIATION SAFETY

The Wake Forest University Radiation Safety Committees (RSC) reviews and makes recommendations on the elements of the program of radiation control and surveillance at the Medical Center under a broad license and other licenses issued by the North Carolina Department of Environment and Natural Resources Division of Radiation Protection to the administration through the Office of Research. The RSC reviews and approves all policies of administration regarding procurement, use, storage, and disposal of all radioactive materials, as well as the use of ionizing and non-ionizing radiation-producing devices upon the Environmental Health and Safety (EH&S) Radiation Safety Officer's recommendation. All Authorized Users are approved by the Committees. EH&S also provides administrative support for the radiation safety program. The program is part of the Environmental Health and Safety Office for The Wake Forest University School of Medicine and its affiliates (for a more detailed description, see Section IV).

Time Requirement:

The General Radiation Safety Committee meets quarterly for approximately one hour, from 12 until 1:00, currently in the Hypertension Center conference room on the 6th floor of the Hanes Building. These meetings are routinely the second Thursday in January, April, July and October. Lunch is provided.

The Medical Radiation Safety Committee meets quarterly for approximately one hour in the Comprehensive Cancer Center.

RESEARCH ADVISORY COMMITTEE

The purpose of the Research Advisory Committee on Research is to:

- alert the institution to new research directions,
- review ideas for new research areas,
- review current approaches to research training and explore new training strategies as they emerge,
- identify and review requests for research facilities and core technologies that might be widely shared among the faculty,
- serve as an independent source of ideas about future directions and other research-related issues, and
- evaluate the need for and performance of research resource activities and support services, and act as a liaison between faculty and administrative units.

Time Requirement:

RAC Meetings are held monthly, generally on the fourth Thursday of the month, from 12:00-1:30 p.m. in the Reynolds Tower Penthouse Conference Room 2. Lunch is provided.

RESEARCH OPERATIONS COMMITTEE

The Research Operations Committee is a “Standing Committee” that is advisory to the Senior Associate Dean for Research and the Office of Research.

The Committee’s mission and charge is to

- Identify and discuss appropriate operational issues of the Office of Research that impact its interaction with faculty and staff,
- Discuss methods to facilitate communication of research related information to faculty, and
- Serve as a sounding board for the Senior Associate Dean for Research on issues facing the Research Enterprise.

Time Requirement:

Meetings are typically held in the Office of Research E Floor Conference Room. The meeting typically lasts for one hour and does not require any prior work, other than considering the topic that is emailed out ahead of meeting time. The committee has been meeting about once every two to three months.

SCIENTIFIC INTEGRITY AND RESEARCH ETHICS COMMITTEE

The Scientific Integrity and Research Ethics Committee's purpose is to ensure Wake Forest University Health Sciences research enterprise meets the highest standards in research integrity and ethics. Specifically, responsibilities of the SIRE include:

- The responsible conduct of research, conflict of interest, conflict of commitment, human subject protections, animal subject protections, research design methodology, and regulatory compliance. Note that the SIRE does not replace the existing committees such as the Conflict of Interest Research Committee (CIRC), the Conflict of Commitment Committee (COC), the Institutional Review Boards (IRBs), the Animal Care and Use Committee (ACUC), and other similar standing committees. Rather, the SIRE serves as a mechanism to review issues that *cut across* specific sub-areas relevant to the ethical conduct of research. Thus, the SIRE will evaluate these areas in an integrative manner and develop comprehensive recommendations as needed.
- Review bioethical issues that may influence and /or impact the research enterprise, and provide dissemination and educational opportunities in these areas.
- Conduct annual reviews of the Preclinical Diagnostic Genetic reports.
- Facilitate and oversee all research/scientific integrity misconduct investigations.

The SIRE may organize task forces and/or subcommittees to focus on particular issues that may require more intensive study, utilizing WFUHS personnel (faculty and others) outside the Committee, as needed.

Time Requirement:

This committee meets quarterly.

SECURITY ADVISORY

The Security Advisory Committee is composed of faculty, staff and student representatives. It has the responsibility to advise and make recommendations to the administration on policies and procedures related to the security of the institution, its personnel and visitors.

STUDENT DISCIPLINE

The Committee is composed of seven senior members of the faculty (including two alternate members) appointed by the Dean of the Medical School. The Dean appoints the Chair of the Faculty Committee on Student Discipline and this position is a standing appointment for a term of three years. The Associate Dean for Student Affairs is an ex-officio member. The Committee names a secretary from its members who records minutes of all proceedings and all decisions made by the Committee. Decisions are based on persuasive evidence and are determined by a majority vote of a quorum of five. The Committee has discretionary authority to recommend disciplinary action up to and including suspension or expulsion. The findings and recommendations of the Committee are communicated in writing to the Associate Dean for Medical Education within three calendar days of the decision. The Associate Dean for Medical Education reviews the Committee's finding and recommendations and may sustain a decision, abrogate it, return it to the Committee for further deliberation or impose a different sanction. The Associate Dean for Medical Education, or designee, communicates the decision to the student within five working days and also advises the Committee as to the disposition of the matter.

Time Requirement:

Committee meetings occur solely on an as-needed basis (typically one-to-two per fiscal year), from 4:00 to approximately 5:30 p.m. in Dean's Conference Room #7, 3rd Floor, Watlington Hall.

UNDERGRADUATE MEDICAL EDUCATION COMMITTEE

Charge and definition of internal guidelines of the Committee on Medical Education:

Committee Responsibility

The Dean delegates his authority for directing the continued development of the undergraduate medical curriculum to the Committee on Undergraduate Medical Education (CUME). The Chairman of the Committee is responsible for coordinating the efforts of the Committee to insure that the Committee executes the following tasks:

1. Design and implementation of an effective undergraduate medical curriculum meeting the standards of accreditation.
2. Continuing review and evaluation of undergraduate medical curriculum.
3. Revision of undergraduate medical curriculum as the result of review and evaluation, or change in educational objectives.

Committee Representation

The tasks mentioned above are to be accomplished with input from the faculty and students, in accordance with the following system of faculty/student representation:

- Faculty:
- Chair (appointed by the Dean).
 - Vice-chair (appointed by the Committee Chair).
 - Department representatives (voting members appointed after consultation with individual department chairs).
 - Curriculum Steering Group (CSG) members

Students: Class representatives (voting members with two elected from each class).

Ex officio: Associate Dean for Student Services, Associate Dean for Admissions, Associate Dean for Academic Computing and Information Services, Director of the Library, and Chair of the Committee on Undergraduate Progress and Promotions.

Individual Responsibilities

Some of the individuals mentioned above have specific responsibilities that must be executed to ensure that the Committee facilitates the effective development of the undergraduate medical curriculum. Those with defined responsibilities are as follows:

Chair - Represents the Office of the Dean in coordinating the efforts of the Committee members as they design and implement, review and evaluate, and revise the undergraduate medical curriculum.

Vice Chair - Responsible for assisting and representing the Chair of the Committee.

Department Representatives - Responsible for representing the views of each department based on the understanding developed in consultation with the members of the department.

CSG members - Responsible for overall integration and supervision of the curriculum.

Student Representatives - Responsible for representing the views of each class based on the understanding they develop in consultation with the members of the class.

It should be pointed out that most of the detailed work involved in allocating specific portions of curriculum time to specific topics is accomplished through the use of the Curriculum Steering Group and its Administrative Teams. The Administrative Teams are responsible for implementation of the policies approved by the Committee.

Committee Authority

Based on the outcome of its deliberations, the Committee has the authority to implement changes in the undergraduate medical curriculum. Curricular changes which may alter or affect the school's accreditation or fiscal policy must be ratified by the Dean and Faculty Executive Council. Changes are documented in the minutes of the Committee's meetings, and communicated to the faculty through their distribution to the Office of the Dean, and Committee members.

Mode of Operation

Whenever possible the deliberations of the Committee are conducted in informal meetings, with decisions being based on a consensus. If a consensus is not apparent, formal votes may be taken.

The Committee meets at least bi-monthly and distributes a tentative agenda prior to the meeting. Faculty and students are encouraged to submit meeting topics to the Committee Chair. Any faculty member or student may attend Committee meetings.

(March 2011)

UNDERGRADUATE MEDICAL STUDENT PROMOTIONS AND PROGRESS

The Undergraduate Medical Student Promotions and Progress Committee reviews the performance of each student following each block or clerkship of the curriculum. This standing committee and its chair are appointed by the President and Dean, or his designee, with representation from both the basic and clinical faculty. Educational Services Deans will serve as ex-officio without vote and three members of the Curriculum Steering Group will serve as ex-officio with vote. An additional three faculty members will be appointed for three-year terms, and may be reappointed for a second three-year term. The committee will periodically review the total performance including academic and professionalism standards and benchmarks for all students and may recommend to the Associate Dean for Student Services or designee, promotion, warning, probation, remediation, or dismissal as stated in the current bulletin. The student may be invited to speak on his or her own behalf.

Time Requirement:

This committee meets in Dean's Conference Room #7, 3rd Floor, Watlington Hall approximately once per month, typically on Friday afternoons starting at 1:00 p.m. The meetings may last up to four hours, but scheduling monthly meetings has decreased the average meeting length compared to past years. Meetings occasionally are canceled if no students need to be reviewed or insufficient members for a quorum are able to attend. Meeting dates are set at the beginning of the fiscal year.

VETERAN'S AFFAIRS DEAN'S COMMITTEE

Membership on the VA Dean's Committee is equally divided between the WFUSM and the W.G. "Bill" Hefner Veterans Affairs Medical Center in Salisbury, NC (VAMC). The committee advises the management of the VAMC and the VA Undersecretary for Health on the development, management and evaluation of all educational and research programs. A priority of the committee is to recommend measures that assure that the highest quality medical care is delivered to the veteran patient. The responsibilities of the VA Dean's Committee are the following:

- Cooperate with VAMC personnel in implementing medical and dental postgraduate training and student clinical clerkship programs with the VAMC and their associated outpatient clinics.
- Determine the scope, organization, standards of performance and adequacy of facilities.
- Nominate candidates for consideration by the VAMC Director for appointment as full-time, regular part-time and consulting physicians and dentists of the professional staff of the VAMC.
- With advice and concurrence of appropriate medical or dental school department chairs and VAMC service line/service chiefs, nominate to the VAMC Director candidates for graduate education and training in various medical and dental specialties in integrated educational programs.
- Collaborate with VAMC Director, Chief of Staff, Associate Chief of Staff for Education and Research, and chiefs of clinical service lines/services clinical sections in the supervision of training programs and the activities of the attending and consultant staff at the VAMC.
- Advise VAMC Director and Chief of Staff on the appropriate use of house staff positions and other educational and research resources to meet the combined needs of the VAMC and WFUSM within the limits of each institution's policies and regulations.
- Advise VAMC Director on research activities and the integration of research programs with other facility activities through interaction with the VAMC Research and Development Committee.
- Advice and guidance on educational programs of the non-physician/dentist in health related professions are within the purview of the Dean's Committee.

Time Requirement:

The meetings are held quarterly and the location alternates between WFUBMC and the Salisbury VA. In 2010-2011, the committee met three times due to poor weather. The meetings are generally an hour in length and transportation to Salisbury is available for committee members.

WAKE FOREST UNIVERSITY SENATE

The medical school is represented in the University Senate by the President for WFUHS and the Senior Vice President and Dean or other person with appropriate delegated responsibility and authority (both ex officio with vote), and by eight members of the faculty, each of whom is elected to a four-year term. A faculty member may not serve consecutively more than two full terms. In order to be eligible for election, a faculty member must have attained at least the rank of assistant professor and be in the fourth year of full-time appointment at that rank. Nominations and elections to the Senate are supervised and conducted by the Associate Deans (Faculty Services, Research, Education, and Student Services).

For convenience, the names of Senators are listed with the Standing Committees of the Faculty.