

# University of Central Florida College of Medicine

## Administrative & Leadership Committees

### Departmental Level Committees

#### Department of Clinical Sciences P&T – Multi-Year Faculty

- Makes recommendations to the Dean for the award of tenure and promotion of tenure track faculty in the Department of Clinical Sciences.

#### Members

- Martin Klapheke, Professor
- David Balkwill, Professor
- Mujtaba Husain, Professor
- Andrew Payer, Professor

#### Department of Internal Medicine P&T Committee – Non-Tenured Faculty

- Makes recommendations to the Dean for the award of tenure and promotion of tenure track faculty in the Department of Internal Medicine.

#### Members

- Abdo Asmar, Associate Professor\*
- Caridad Hernandez, Associate Professor\*
- Adam Golden, Associate Professor\*
- Analia Castiglioni, Associate Professor \*

\*May participate on committee for those seeking promotion to Associate Professor

#### Department of Medical Education P&T – Tenure Earning and Tenured Faculty

- Makes recommendations to the Dean for the award of tenure and promotion of tenure track faculty in the Department of Medical Education.

#### Members

- Stephen Lambert, Associate Professor\*

\*May participate on committee for those seeking promotion to Associate Professor

#### Department of Medical Education P&T – Multi-Year Faculty

## Members

- David Balkwill, Professor
- Andrew Payer, Professor
- Otto Phanstiel, Professor (T)
- Marcia Verduin, Professor

## **Department of BSBS P&T – Tenure Earning and Tenured Faculty (2016)**

- This subcommittee will make recommendations to the Dean for the award of tenure and promotion of tenure track faculty.

## Members

- Annette Khaled, Associate Professor (T)\*
- Dinender Singla, Professor (T)\*
- Genaro Lopez, Professor (T)\*
- Kenneth Teter, Associate Professor (T)\*
- Ratna Chakrabarti, Associate Professor (T)\*
- Stephen King, Associate Professor (T)\*
- Steven Ebert, Associate Professor (T)\*
- William Self, Associate Professor (T)\*
- Xinqing (Karl) Chai, Associate Professor (T)\*
- Zixi (Jack) Cheng, Associate Professor (T)\*
- Claudia Andl, Associate Professor (T)\*
- Deborah Altomare, Associate Professor (T)\*
- Ella Bossy-Wetzel, Professor (T)
- Jihe Zhao, Associate Professor (T)\*
- Mollie Jewett, Associate Professor (T)\*
- Sean Moore, Associate Professor (T)\*
- Shadab Siddiqi, Associate Professor (T)\*
- Travis Jewett, Associate Professor (T)\*
- Xiaoman Li, Associate Professor (T)
- Yoon-Seong Kim, Associate Professor (T)\*
- Sampath Parthasarathy, Professor (T)\*
- Alex Cole, Professor (T)\* - Vice Chair
- Saleh Naser, Professor (T)\* - Chair

\*May participate on committee for those seeking promotion to Associate Professor

## **BSBS Promotion for Non-Tenure Earning**

- This subcommittee will make recommendations to the Dean for the award of promotion of non-tenure earning faculty

## Members

- Andrew Payer, Professor
- Caridad Hernandez, Associate Professor\*
- Mujtaba Husain, Professor
- Mohtashem Samsam, Associate Professor\*

\*May participate on committee for those seeking promotion to Associate Professor

## **BSBS Promotion for Instructor** (formed in 2015)

- Travis Jewett, Assistant Professor (T)
- Sean Moore, Associate Professor (T) – (Chair, cycle 2015-2016)
- Kim Yoon-Seong, Associate Professor (T)
- William Self, Associate Professor (T)
- Vance Geiger, Associate Lecturer
- Ronnie Vajravel, Associate Lecturer
- Andrew Frasier, Associate Lecturer

## **BSBS P&T – Professor Promotion Committee 2016-2017 cycle:**

- Ella Bossy-Wetzel
- Dinender Singla
- Kiminobu Sugaya
- Genaro Lopez
- Sampath Parthasarathy
- Alexander Cole, vice-chair
- Saleh Naser, Chair

## **BSBS Promotion and Tenure Task Force – 2016** (reviewed and presented updated criteria for promotion and tenure)

- Ella Bossy-Wetzel
- Bill Self
- Shadab Siddiqi
- Stephen King
- Antonis Zervos, Chair
- Alex Cole

## **Undergraduate Awards Committee**

- Roseann White
- Ken Teter
- Greg Weigel

- Robert Borgon
- Alicia Hawthorne - chair

**BSBS Undergraduate Curriculum Committee - check**

- The B.S. Undergraduate Education Committee shall review, advise, and make policy recommendations on matters related to B.S. undergraduate education.

Members (appointments are continuous and are based on role, all appointments made by chair)

- Roseann White, ex-officio
- Bill Self
- Robert Borgon
- Stephen King
- Sean Moore
- Ken Teter
- Kiminobu Sugaya
- Camilla Ambivero
- Mohtashem Samsam

**BSBS Graduate Program/Course Review Committee – 2016-2018**

- The B.S. Graduate Program/Course Review Committee shall review, advise, and make policy recommendations on matters related to Graduate education in B.S.
- Recommended members: MS Graduate Committee to review and approve 5000's level courses and new MS programs/tracks.
- Recommended members: PhD Curriculum committee to review and approve 6000's or higher-level courses and new PhD/tracks/concentrations

**MS Program Committee – 2016-2018**

Review of applications and recommendation of admissions

- Review and recommendation of fellowships
- Review and recommendation on programmatic policies and procedures  
Members (2-year appointment, many ongoing, Chair appoints all members)
- Saleh Naser, Chair
- Antonis Zervos
- Jihe Zhao
- Justine Tigno-Aranjuez
- Tara Strut
- Kiminobu Sugaya
- Mohtashem Samsam
- Shadab Siddiqi

### **Ph.D. Admissions and Recruitment Committee – 2016-2018**

Reviews student applications and makes recommendations for admission to the Ph.D. Program.

Members (2-year appointment, many ongoing, one-half of committee rotates off service every 2 years, chair appoints all members)

- Saleh Naser, Chair
- Steve Ebert, (Chair MD/PhD)
- Swadesh Santra (Nano)
- Victor Davidson
- Claudia Andl
- Dinender Singla
- Kai McKinstry
- Robert Steward

### **Ph.D. Program Curriculum Committee – 2016-2018**

- The committee is responsible for reviewing core graduate course and other required and elective courses for the Ph.D. Program
- Recommended members: faculty who teach core courses (core I, II, Practice in Biomolecular Sciences and Biological Method).  
Members (2-year appointment, many ongoing, chair appoints all members)
- Steve Ebert (chair)
- Annette Khaled
- Victor Davidson
- Ratna Chakrabarti
- Michael Masternak
- Deborah Altomare
- Claudia Andl
- Kiminobu Sugaya
- Alex Cole
- \*One new student member needs to be added

### **Ph.D. Program Graduate Exam Committee – 2016-2018**

The committee will meet to review cumulative exam questions obtained from committee members, and to coordinate exam schedules.

Members (2 year appointment, many ongoing, chair appoints all members): recommend 8 to 10 members with each submit 2 questions.

- Steve Ebert, Chair
- Claudia Andl
- Shadab Siddqi
- Stephen King

- Jihe Zhao
- Otto Phanstiel (Med Ed)
- Karl Chai
- Ella Bossy-Wetzel
- Kenneth Teter
- Sean Moore

**Ph.D. Program Graduate Advisory Committee – 2016-2018**

- Annette Khaled
- Saleh Naser
- Sampath Parthasarathy
- Dmitry Kolpashchikov (Chemistry)
- Mollie Jewett
- James Hickman (Nanoscience)

**Ph.D. Program Student Affairs Committee - 2016-2018**

- A liaison committee between the Ph.D. Faculty and BMS Graduate Student Organization. This committee will also serve as the planning committee for Orientation of incoming Graduate Students.
- Hervey Roy, Chair (2016)
- Deborah Altomare (2016)
- Justine Tigno-Aranjuez (2016)
- Michal Masternak (2016)
- Shannon Connally, Admission
- Namita Varukdar – student
- Taylor Johnson – student
- Jessica Guyette – student
- Richard Barret – student
- Jami Conley – student
- Maria Cruz – student

**Graduate Symposium Committee – 2016-2018**

Annual Biomedical Sciences Graduate Research Symposium (2016 was its 11<sup>th</sup> year) . Breakfast and lunch is served. Separate sessions with graduate students and poster presentations. The committee will organize the Graduate Research Symposium in the Spring Semester.

Members (2-year appointment, many ongoing)

- Claudia Andl
- Yoon Kim

- Ratna Chakrabarti
- Justine Tigno-Aranjuez
- Michal Masternak
- Karl Chai
- Kai McKinstry, Chair (2016)

## College Level Committees

### **Nominations Committee (Appt. by Leadership Committee)**

- Prepares a list of candidates for FC Vice President, elected members of Faculty Advocate Committee, and FC Representative Committee

#### Members

- Diane Davey, Chair – 2015-2016
- Steve Lambert – 2014-2017 (Med Ed)
- Travis Jewett – 2014-2016 (BSBS)
- Dinender Singla 2014-2017 (BSBS)
- Analia Castiglioni – 2015-2018 (IM)

### **Faculty Advocate Committee (Elected)**

- The Faculty Advocate Committee shall receive, hear and make recommendations to individual faculty and to the faculty council leadership committee on unresolved issues from that faculty member.

#### Members

- Jane Gibson (Clinical) 2014-2017
- Annette Khaled (BSBS) 2014-2016
- Caridad Hernandez (IM) 2015-2018

### **Committee on Committees (Appt. by Leadership Committee)**

- Chaired by Vice President
- Recommends candidates to fill vacancies on the policy and administrative committees of the College of Medicine
- Names submitted to the Dean following vote by Leadership Committee
- Members appointed by Leadership Committee

- The committee shall be composed of four additional Faculty Council members appointed by the Leadership Committee for appropriate representation from the Schools and Departments within the College of Medicine.
- Members will serve staggered three-year terms.

#### Members

- Judith Simms-Cendan, Chair – 2015-2016
- Mollie Jewett – 2014-2017 (BSBS)
- Sean Moore – 2015-2018 (BSBS)
- Dan Topping – 2015-2018 (Clin)
- Abdo Asmar – 2013-2016 (IM)

#### **Leadership Committee (Elected)**

- The Leadership Committee of the FC (Faculty Council) shall be composed of the president, the vice-president, and the immediate past president of the FC.
- The Leadership Committee of the FC will represent faculty interests at Executive Faculty and Enterprise meetings.
- The Leadership Committee is part of the Executive Faculty which is part of the Enterprise

#### Members

- Judith Simms-Cendan, President
- Cristina Fernandez-Valle, Vice President
- Steven Ebert, Immediate Past President

#### **Bylaws Committee (Appt. by Leadership Committee)**

- The Bylaws Committee shall annually review bylaws, consider proposed changes, and make recommendations regarding such changes to the Faculty Council.
- The committee shall be composed of members of the core faculty with proportional representatives from the units within COM.
- The committee will have five members and its members will be appointed by the Faculty Council Leadership committee after consultation with the Committee on Committees. The President of the Faculty Council shall designate the Chair of the Bylaws Committee.

#### Members

- Debopam Chakrabarti – 2015-2018 (BSBS)
- Yoon Kim 2014-2017 (BSBS)
- Manette Monroe 2014-2017 (Clin)
- Bernard Gros – 2014-2016 (IM)
- Diane Davey – 2015-2018 (Clin)

#### **Faculty Council Representative Committee (Elected)**



- The FC Nominations committee will recruit candidates for these representative positions. Two reps will come from the BSBS: one from Lake Nona campus and 1 from the main campus/annex. One representative will come from the Medical Education Department. Two reps will come from the clinical departments: one from Pegasus Health and one not from Pegasus Health.
- Representatives will be elected to staggered two year terms. If an elected representative is unable to complete his or her term, a new election will be carried out within three months to identify a new representative.
- The FC Representative Committee shall consider and formulate short-range and long-range goals of the FC and of the College of Medicine.

#### Representatives

- Jackie Zhao, 2014-2016 (BSBS Lake Nona)
- Herve Roy, 2015-2017 (BSBS Main Campus)
- Shazia Beg, 2014-2016 (Clinical UCF Health)
- Jane Gibson, 2015-2017 (Clinical not UCF Health)
- David Harris, 2014-2016 (Med Ed)

#### **College of Medicine Promotion & Tenure Committee**

- Faculty members in the College of Medicine are appointed as tenured faculty, tenure track faculty, non-tenure track faculty on single-year or multi-year appointments, affiliated faculty, and volunteer faculty. Faculty appointed at Assistant Professor and Associate Professor ranks will be considered for promotion and/or tenure in accordance with college and university policy.
- The committee shall be composed of core faculty members holding the rank of professor. Each department or unit shall elect one tenured faculty member and one non-tenured faculty member to serve on the committee.
- Tenured faculty representatives' review and vote on the recommendation for tenure and promotion of tenured or tenure track faculty members. Non-tenure track faculty representatives review and vote on the recommendation for promotion of non-tenured faculty members.
- Committee on committees is consulted for nominations to this committee.
- Elected in January to meet P&T timeline

#### Members

##### *Tenured subcommittee*

- Debopam Chakrabarti– 2016-2018 (for Burnett)
- Otto Phanstiel –2015-2017 (for med ed)
- Antonis Zervos – 2015-2017 (for clinical sciences)
- Cristina Fernandez-Valle – 2016-2018 (for IM)

##### *Non-tenured subcommittee*

- Jane Gibson – 2016-2018 (for clinical sciences)
- Jonathan Kibble – 2015-2017 (for med ed)
- Roseann White – 2015-2017 (for Burnett)
- Ramon Rodriguez Cruz – 2016-2018 (for IM)

### **Medical Student Evaluation and Promotions Committees**

- The College of Medicine will have a separate Medical Student Evaluation and Promotions Committee for each class. Each committee will follow its class through each of the four years of medical school (M-1, M-2, M-3, and M-4). This will provide the committee members better continuity and deeper insight into the abilities of the students. Each committee will be composed of faculty representatives as appointed by the Dean. The committees will be identified by the anticipated graduation year of the entering class. A class entering in 2009 will be designated the 2013 Class.
- The directors of the modules or clerkships in a respective M.D. curriculum year normally will not be voting members of the committee for that curriculum year except in cases where the module or clerkship director is appointed as a voting member. This will provide continuity for a particular academic year from class to class.
- The Dean will appoint the committee chair from the core faculty. An Assistant Dean for Medical Education will support each committee. The Associate Dean for Students will attend committee meetings.
- Each committee will systematically review the academic progress of each student within that curriculum year.
- The Dean makes the final decision regarding an appropriate course of action for each student. Appointments begin at the beginning of each academic year therefore roles should be assigned in the summer prior to the class starting.

### **Industrial Relations Committee – College (listed BSBS members)**

- Alex Cole (2011 – present)
- Debopam Chakrabarti

### **COM Council on Diversity and Inclusion (listed bsbs members)**

- Mohtashem Samsam, member
- Genaro Lopez, member

### **Research Space Committee (listed bsbs members)**

- BSBS Faculty

### **COM Faculty Awards Committee**

- Genaro Lopez

# University Level Committees

## UCF Undergraduate Research Council

- Ken Teter
- Ratna Chakrabarti

## Learning Environment and Academic Research Network (L.E.A.R.N.) Advisory Committee

- Ken Teter

## UCF Graduate Council – University

- Steven Ebert, Curriculum
- Stephen Lambert, Appeals and Awards

## COM Senators – faculty senators are elected in February/March of each year

- Stephen Lambert (2015-2017), Graduate Appeals
- Bill Self (2015-2017), Vice Chair
- Stephen King (2016-18), Personnel
- Laurel Gorman (2016-18), Steering
- Kimi Sugaya (2016-18), Budget and Administrative

## Alternates

- Ratna Chakrabarti (2016-18)
- Dan Topping (2016-18)
- Annette Khaled (2016-18)

University Promotion & Tenure Committee – nominations should occur in February when a new member needs to be elected

- Alex Cole (2015-2017) – on sabbatical in spring 2017.
- Stephen Berman (2016-2018)

## UCF Institution Review Board

- Kiminobu Sugaya – member
- David Flory – Alternate member

## University Radiation Safety Committee (listed BSBS Faculty)

- Debopam Chakrabarti, Chair
- Mollie Jewett (reported 2012-present), member

#### **UCF Institutional Biosafety Committee – (listed BSBS Faculty)**

- Karl Chai, Chair
- Kyle Rohde, member

#### **UCF IACUC - (listed BSBS Faculty)**

- Deborah Altomare, voting member (2010-present), 2016 – Present, Chair
- Mollie Jewett, voting member (2011-present), 2016 – Present, Vice Chair
- Annette Khaled, member (2015-present)
- Shadab Siddiqi, member (2011 – present)
- Kiminobu Sugaya (unknown year)

#### **UCF Downtown Academic Program Team (listed BSBS Faculty)**

- Dinender Singla

#### **University Level Financial Conflict of Interest Committee**

- Sophia Dziegielewska Chair, 2015-2017
- Kiminobu Sugaya, Vice Chair, 2015-2017
- Jennifer Wright, member, 2015-2017
- Richard Zraick, member, 2015-2017
- Mark Johnson, member, 2015-2017
- Svetlana Shtrom, member, 2015-2017

#### **Undergraduate Studies Executive Committee**

- Roseann White, 2016-2017 (William Self 2017-2018)

#### **Associate Deans Executive Committee, Undergraduate**

- Roseann White, 2016-2017 (William Self 2017-2018)

## **Awards Committees**

#### **Research Incentive Award Committee**

- Cristina Fernandez-Valle
- Mollie Jewett
- Alex Cole – reported as chair
- Shadab Siddiqi
- Shawn Li

#### **Scholarship of Teaching and Learning Award Selection Committee**

- Otto Phanstiel
- Mohtashem Samsam
- Robert Borgon

- Laurel Gorman

**Teaching Incentive Program Selection Committee**

- Laurel Gorman
- Mollie Jewett (chair, 2016)
- Dorilyn Hitchcock
- Sean Moore
- Stephen Berman

Faculty Excellence in Research Award Review Committees

- Jihe Zhao, years 2015 & 2016

**Faculty Senate Committees (Updated 2016-2017)**

**College of Medicine**

Faculty Senate Operational and Curricular Committees

**Committee Terms in Progress**

<b>Committee</b>	<b>Committee Role</b>	<b>Last</b>	<b>First</b>	<b>Committee Term</b>
Faculty Senate Parking Advisory Committee	COM faculty	Bossy-Wetzel	Ella	2015-2017
Graduate Appeals Committee	COM senator	Lambert	Stephen	2015-2017
Graduate Curriculum Committee	COM faculty	Ebert	Steven	2015-2018
Graduate Program Review and Awards Committee	COM faculty	Chakrabarti	Debopam	2015-2018
Personnel Committee	COM faculty	King	Stephen	2015-2017
Undergraduate Policy and Curriculum Committee	COM faculty	Borgon	Robert	2016-2017
Undergraduate Policy and Curriculum Committee	COM administrator	White	Roseann	Continuing
Steering Committee	COM senator	Gorman	Laurel	2016-2017
Steering Committee	Vice President	Self	William	2016-2017
Budget and Administrative Committee	COM senator	Sugaya	Kiminobu	2016-2018
Graduate Policy Committee	Interim	Rohde	Kyle	interim
Graduate Policy Committee	COM senator	Khaled	Annette	2014-2017
Undergraduate Course Review Committee	Ex-Officio (sub for Roseann White)	Hitchcock	Dorilyn	Continuing
Undergraduate Course Review Committee	Biomedical Sciences	Samsam	Mohtashem	2016-2018

**College of Medicine**

Joint Committees and Councils

**Committee Terms in Progress**

<b>Committee</b>	<b>Committee Role</b>	<b>Last</b>	<b>First</b>	<b>Term</b>
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Academic Calendar Committee	COM faculty	Chai	Karl	2016-2018
Admissions and Standards Committee	Resource Staff	Colee	Amanda	Continuing
Admissions and Standards Committee	COM Faculty	Bossy-Wetzel	Ella	2015-2018
Commencement, Convocation, and Recognitions Committee	COM faculty	Lopez-Ojeda	Wilfredo	2016-2018
Faculty and Staff Benefits Committee	COM faculty	Masternak	Michal	2016-2018
Faculty Center for Teaching and Learning Advisory Committee	COM faculty	Jewett	Travis	2014-2017
Information Technology Resource Advisory Committee	COM faculty	Gerber	Matthew	2014-2017
Library Advisory Committee	COM faculty	Kim	Yoon-Seong	2014-2017
Research Council	COM faculty	Fernandez- Valle	Cristina	2015-2018
Strategic Planning Council	COM faculty	Kim	Yoon-Seong	2014-2017
University Bookstore Advisory Committee	COM faculty	Topping	Dan	2016-2018
Undergraduate Common Program Oversight Committee	COM faculty	Roy	Herve	2015-2017
University Athletics Advisory Committee	COM faculty	Roy	Herve	2015-2018
University Honors Committee	COM faculty	Altomare	Deborah	2015-2017
University Master Planning Committee	COM faculty	Gillum	Shalu	2016-2019
University Promotion and Tenure Committee	COM faculty	Davidson	Victor (Alt)	2015-2017
University Travel Committee	COM faculty	Tigno- Aranjuez	Justine	2016-2018