**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

**BSBS P&T – Tenure Earning and Tenured Faculty**

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

Members

* Ella Bossy-Wetzel, Professor (T)

• Xinqing (Karl) Chai, Associate Professor (T)\*

• Ratna Chakrabarti, Associate Professor (T)\*

• Zixi (Jack) Cheng, Associate Professor (T)\*

• Victor Davidson, Professor (T)

• Steven Ebert, Associate Professor (T)\*

• Annette Khaled, Associate Professor (T)\*

• Stephen King, Associate Professor (T)\*

* Xiaoman Li, Associate Professor (T)

• Genaro Lopez, Professor (T)

* Sean Moore, Associate Professor (T)\*

• William Self, Associate Professor (T)\*

• Dinender Singla, Professor (T)

• Kenneth Teter, Associate Professor (T)\*

* Jihe Zhao, Associate Professor (T)\*
* Yoon-Seong Kim, Associate Professor (T)
* Shadab Siddiqi, Associate Professor (T)
* Pappachan Kolattukudy, Professor (T)

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

**BSBS P&T – 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 P&T – Instructor**

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

**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
* Chaired by immediate past president
* Members shall serve three year staggered terms
* Includes two representatives from BSBS and two from departments within COM

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.
* The Committee shall be composed of six members. Three members will be elected from a slate of candidates identified by the Faculty Council Nominating Committee. The electorate for these positions will be the entire core faculty. Staggered three-year terms will be renewable once for a total of six years of service, with one of the members replaced each year.
* The remaining three members will be appointed by the Faculty Council Leadership Committee. The three appointed members will be identified on a case-by-case basis and only serve for the duration of that case.

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 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

* Steve Ebert, President – 2014-2017
* Judith Simms-Cendan, Vice President – 2015-2018
* Diane Davey, Immediate Past President – 2013-2016

**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)
* Diane Jacobs –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)

**MD Program Curriculum Committee**

* The M.D. Program Curriculum Committee shall review, advise, and make policy recommendations on matters related to undergraduate medical education. This committee shall develop, review, assess, and make recommendations regarding the curriculum and educational goals of the M.D. program and shall develop standards for the evaluation of teaching in that program.
* The committee shall be composed of regular and affiliated/volunteer faculty members who have responsibilities for M.D. program curriculum design and planning, and have been recommended by department chairs. The committee shall also include representation from the Medical Student Council of the College of Medicine.
* Each faculty member of the committee shall serve for a term of three years, with the exception of the chair (Associate Dean for Faculty and Academic Affairs) who will serve indefinitely. The three-year terms of each member shall be staggered such that one-third of the members shall be replaced each year.
* Appointments are based on the annual year therefore replacements must be identified by December.

Members (appointment based on role in curriculum-must be assigned in conjunction with chair)

* Stephen Berman (2013-2016)
* Analia Castiglioni (2013-2016)
* Heather Fagan (2014-2017)
* Laurel Gorman (2013-2016)
* Mujtaba Husain (2013-2016)
* Jennifer Thompson (2013-2016)
* Bill DeCampli (2015-2018)
* Caridad Hernandez (2015-2018)
* Andrew Payer (2015-2018)
* Diane Jacobs (2014-2017)
* Richard Peppler, Chair (indefinite)
* Andrea Berry (indefinite)
* Juan Cendan (indefinite)
* Diane Davey (indefinite)
* Nadine Dexter (indefinite)
* Jon Kibble (indefinite)
* Martin Klapheke (indefinite)
* Marcy Verduin (indefinite)
* Basma Selim (indefinite)

**MD Graduate Medical Education Committee**

* The M.D. Graduate Medical Education Committee (GMEC) oversees all residency programs sponsored by UCF. This committee shall establish and implement policies and procedures regarding the quality of graduate medical education and the work environment for all residents in all GME programs. This committee will have oversight of curriculum, evaluation, accreditation, and internal review processes.
* The voting membership on the committee includes the Assistant Dean of Graduate Medical Education who serves as Designated Institutional Official for accreditation purposes, the Associate Dean for Clinical Affairs, at least seven faculty members including Program Directors or Associate Program Directors, and key administrators from the Hospital affiliates. Three residents nominated by peers will serve as voting members once the programs have begun.

Members (appointment based on role in program, Assistant Dean for GME appoints all members)

* Designated by role as dictated by the ACGME

**MS Program Committee**

* 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, coordinator appoints all members)

* Saleh Naser, (Chair)
* Steven Ebert
* Cristina Fernandez-Valle
* Shadab Siddiqi
* Dinender Singla
* Antonis Zervos

**BSBS Undergraduate Curriculum Committee**

* The B.S. Undergraduate Education Committee shall review, advise, and make policy recommendations on matters related to B.S. undergraduate education. This committee shall develop, review, and make recommendations regarding new and revised B.S. undergraduate programs and courses, and shall develop standards for the assessment of all B.S. undergraduate programs in the college.
* The committee shall be composed of a representative of each B.S. undergraduate program with the members appointed by the Director of Burnett School of Biomedical Sciences.

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

* Roseann White, ex-officio
* Bill Self
* Robert Borgon
* Debopam Chakrabarti
* Dorilyn Hitchcock
* Mollie Jewett
* Annette Khaled
* Stephen King
* Sean Moore
* Ken Teter

**Medical Student Evaluation and Promotions Committees**

* The Medical Student Evaluation and Promotions Committees shall review the academic and clinical performance of each medical student and make recommendations to the Dean regarding graduation, advancement, probation, dismissal, remediation, leaves of absence, and readmission.
* 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.

Members

*Class of 2016*

* Christine Bellew (2012-2016)
* Cristina Fernandez-Valle (2012-2016)
* Paul Schumacher (2012-2016)
* Jihe Zhao (2012-2016)

*Class of 2017*

* Jane Gibson (2013-2017)
* Diane Davey (2013-2017)
* Travis Jewett (2013-2017)
* Bernard Gros (2013-2017)
* Steven Lambert (2013-2017)

*Class of 2018*

* David Balkwill (2014-2018)
* Analia Castiglionni (2014-2018)
* Dave Harris (2014-2018)
* Alvaro Estevez (2014-2018)

*Class of 2019*

* Judi Simms-Cendan (2015-2019)
* Dan Topping (2015-2019)
* Herve Roy (2015-2019)
* Michal Masternak (2015-2019)

\*\*\*Module and clerkship directors also participate as informants as class progresses through respective years.

**University Level Committees**

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

* Alex Cole (2015-2017)
* Stephen Berman (2016-2018)

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

* Stephen Lambert (2015-2017)
* Bill Self (2015-2017)
* Stephen King (2016-18)
* Laurel Gorman (2016-18)
* Kimi Sugaya (2016-18)

Alternates

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

**Faculty Senate Committees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **College of Medicine** |  |  |  |  |
| Faculty Senate Operational and Curricular Committees |  |  |  |
|  |  |  |  |  |
| **Committee Terms in Progress** |   |   |   |   |
| **Committee** | **Committee Role** | **Last** | **First** | **Committee Term** |
| 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 | Chai | Karl | 2015-2017 |
| Undergraduate Policy and Curriculum Committee | COM administrator | White | Roseann | Continuing |
| Steering Committee | COM senator | Khaled | Annette | 2015-2016 |
| Budget and Administrative Committee | COM senator | Gros | Bernard | 2014-2016 |
| Graduate Policy Committee | COM senator | Khaled | Annette | 2014-2017 |
| Undergraduate Course Review Committee | COM faculty | Roy | Herve | 2014-2016 |

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| --- | --- | --- | --- | --- |
| **College of Medicine** |  |  |  |  |
| Joint Committees and Councils |  |  |  |  |
|  |  |  |  |  |
| **Committee Terms in Progress** |   |   |   |   |
| **Committee** | **Committee Role** | **Last** | **First** | **Term** |
| Academic Calendar Committee | COM faculty | Roy | Herve | 2014-2016 |
| 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 | 2014-2016 |
| Faculty and Staff Benefits Committee | COM faculty | Masternak | Michal | 2014-2016 |
| 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 | Rohde | Kyle | 2014-2016 |
| 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 | Masternak | Michal | 2013-2016 |
| University Promotion and Tenure Committee | COM faculty | Cole | Alexander | 2015-2017 |
| University Travel Committee | COM faculty | Rohde | Kyle | 2014-2016 |
|  |  |  |  |  |

**UCF Graduate School Committees**

**Ph.D. Program Graduate Committee**

* Oversight of the Ph.D. Program.
* As needed

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

* Annette Khaled (Chair)
* Saleh Naser
* Chris Parkinson (Biology)
* Sampath Parthasarathy
* Dmitry Kolpashchikov (Chemistry)
* Molly Jewett

**Ph.D. Program Admissions and Recruitment Committee**

* Reviews student applications and makes recommendations for admission to the Ph.D. Program. Committee is also responsible for recruitment of new students, which may include (but not limited to) making sure that the most current and pertinent information is available and accessible via our website, and production of pamphlets, posters, and/or newsletters.
* Twice per year — Once in early Fall (Recruitment) and once in early Spring (Admissions). Can meet more often as needed.

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
* Alex Cole
* Annette Khaled
* Yoon-Seong Kim
* Ken Teter
* Jay Hickman (Nanoscience)
* Sean Moore
* Michal Masternak

**Ph.D. Program Curriculum Committee**

* The committee is responsible for reviewing core graduate course and other required and elective courses for the Ph.D. Program. The committee is also responsible for updating those sections of the Ph.D. Program Handbook pertaining to the curriculum (coursework) and ensuring that these changes are consistent with information on our website and in the Graduate Catalog.
* Twice per year – Once in Fall and again at the end of Spring Semester. Can meet more often as needed.

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

* William Self (Chair)
* Debopam Chakrabarti
* Steve Ebert
* Travis Jewett
* Chris Parkinson
* Laurie VonKalm
* Victor Davidson
* \*One new student member needs to be added

**Ph.D. Program Graduate Exam Committee**

* The committee will meet to review cumulative exam questions obtained from program faculty, and coordinate exam schedules. Review composition of dissertation committees, and make recommendations as necessary and appropriate. Any cumulative exam issues that cannot be resolved by the examiners will be reviewed by this committee.
* Twice per year – Once in early Fall (Aug) and again in Spring. Can meet more often as needed.

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

* Steve Ebert (Chair)
* Victor Davidson
* Ella Bossy-Wetzel
* Bill Self
* Jackie Zhou
* Otto Phanstiel (Med Ed)
* Karl Chai
* Herve Roy
* Dinender Singla

**Ph.D. Program Student Affairs Committee**

* The committee will meet to discuss issues pertaining to Ph.D. students, and will serve as a liaison committee between the Ph.D. Faculty and BMS Graduate Student Organization (if formed). This committee will also serve as the planning committee for Orientation of incoming Graduate Students.
* At least once a year.

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

* Michal Masternak (Chair)
* Tara Strutt
* Herve Roy
* Justine Tigno-Aranjuez

**Ph.D. Program Graduate Symposium Committee**

* The committee will organize the Graduate Research Symposium in the Spring Semester.
* At least once per year.

Members (2 year appointment, many ongoing)

* Kai McKinstry (Chair)
* Mollie Jewett
* Yoon-Seong Kim
* Claudia Andl