

APPENDIX A

College of Medicine Jacksonville Faculty Council Committees

Faculty Council Executive Committee

Nature/Function/Operations: Sets the agenda for meetings and represents the Faculty Council in regular meetings with the Dean of the Regional Campus, appoints Faculty representatives to serve on College Boards and Committees, appoints Faculty Council Committees.

Meet: As needed.

Membership: The six officers of the Faculty Council. The Faculty Council Executive Committee may appoint additional persons from the Faculty Council to serve on the committee.

Faculty Council Bylaws and Constitution Committee

Nature/Function/Operations: Review proposed amendments made by officers or other committees. Periodically review the bylaws and Constitution and recommend amendments.

Meet: As needed.

Membership: The Jacksonville Faculty Council Executive Committee will serve as the Bylaws Committee. The Faculty Council Executive Committee may appoint additional persons from the Faculty Council to serve on the committee.

Faculty Council Nominating Committee

Nature/Functions/Operations:

- a. Nominate a slate of officers to present to the Faculty to vote.
- b. Ensure there is a complete complement of faculty council officers.
- c. Initiate the process to fill unforeseen vacancies of the Faculty Council Executive Committee.

Meet: Meetings will be held on an annual basis, or as needed.

Membership: The six officers of the Executive Committee and one non-officer representative, elected by the members of the Faculty Council, will serve on the committee. Elections for the non-officer representative will be performed at the first Faculty Council meeting of each academic year.

APPENDIX B

College of Medicine Jacksonville Faculty Council Policy Boards

(From Constitution: "Policy Boards are the vehicles for providing recommendations to the Faculty Council. The creation or dissolution of any Policy Board will be governed by the processes outlined in the Bylaws of the respective Faculty Councils in Gainesville and Jacksonville.")

Academic Policy Board

Nature/Function/Operations: Receive recommendations from the Clerkship Committee and the Graduate Medical Education Committee and present those recommendations to the Faculty Council

Meet: As needed

Membership: Appointed by the Dean of the Regional Campus with input from the Faculty Council Executive Committee

Faculty Development and Welfare Policy Board

Nature/Function/Operations: Receive recommendations from the CME Advisory Committee and the Compensation Committee and present those recommendations to the Faculty Council

Meet: As needed

Membership: Appointed by the Dean of the Regional Campus with input from the Faculty Council Executive Committee

Fiscal Affairs Policy Board

Nature/Function/Operations: Receive recommendations from the UFJHI Finance Committee and the UFJHI Audit Committee and present those recommendations to the Faculty Council

Meet: As needed

Membership: Appointed by the Dean of the Regional Campus with input from the Faculty Council Executive Committee

Research and Scholarship Policy Board

Nature/Function/Operations: Receive recommendations from the Academic Achievement Council and the Research Advisory Council and present those recommendations to the Faculty Council

Meet: As needed

Membership: Appointed by the Dean of the Regional Campus with input from the Faculty Council Executive Committee

Clinical Affairs Policy Board

Nature/Function/Operations: Receive recommendations from the Best Practices Committee, the College of Medicine Jacksonville Executive Committee, and the Compliance Committee and present those recommendations to the Faculty Council

Meet: As needed

Membership: Appointed by the Dean of the Regional Campus with input from the Faculty Council Executive Committee

APPENDIX C

*College of Medicine Jacksonville Faculty Council and
College of Medicine Gainesville Faculty Council
Joint Committees*

Curriculum Committee

Nature/Function/Operations: The Curriculum Committee serves as the faculty decision-making body regarding content, methods, timing, and structure of the medical curriculum, and through the Evaluation Subcommittee, will make qualitative decisions regarding the efficacy of existing coursework. The Evaluation Subcommittee will be organized by the Associate Dean for Program Evaluation and Faculty Development. The Curriculum Committee will work with the Associate Dean for Medical Education, who will implement through the faculty the curricular decisions after approval by the Dean.

Meet: Monthly

Membership: Determined by the Dean of the College of Medicine with input from the Chief Academic Officer and the Chair of the Committee.

Faculty Council Steering Committee

Nature/Function/Operations: The Steering Committee is responsible for advising the Presidents of the Faculty Councils on all matters of joint interest to the Faculty Councils from the Gainesville and Jacksonville campuses. The Steering Committee will be responsible for coordinating, liaising, reviewing and referring actions and proposals to both Faculty Councils on matters of joint responsibility and interest.

Meet: The Steering Committee meetings may be called by either President of the Faculty Councils.

Membership: The Steering Committee membership shall consist of both Executive Committees of the Faculty Councils. The Chair of the Committee shall alternate between the Presidents of the Faculty Councils for each meeting.

Fringe Benefits Committee

Nature/Function/Operations: The Committee is an advisory committee to the College of Medicine Executive Committee and makes recommendations regarding the fringe benefit policies and any proposed changes, i.e. coverage, change of companies, etc.

Meet: When needed.

Membership: Appointed by the Dean of the College of Medicine

Medical Student Selection Committee

Nature/Function/Operations: Review applications of students for admission to the College of Medicine.

Meet: Weekly

Membership: Appointed by the Dean of the College of Medicine, the Senior Associate Dean for Educational Affairs, and the Chair of the Medical Selection Committee.

Promotion and Tenure Committee

Nature/Function/Operations: Review and make recommendations for promotion of faculty on the tenure and non-tenure tracks, and tenure for faculty on the tenure track.

Meet: Annually in October and November

Membership: Appointed by the Dean of the College of Medicine

APPENDIX D

College of Medicine Jacksonville Committees

Academic Achievement Council

Nature/Function/Operations: Facilitate research activities and scholarly productivity.

Meet: Monthly or as needed

Membership: Appointed by the Assistant Dean of Research Affairs

Best Practices Committee

Nature/Function/Operations: Address controversies related to the provision of the same services by physicians in specialties residing in two different departments of University of Florida.

Meet: As needed.

Membership: Appointed by the Dean of the Regional Campus – by position - UFJHI Executive Committee membership, the Executive Vice President of the UFJHI, the Senior Vice President for Medical Affairs at Shands Jacksonville, and the Associate Dean for Educational Affairs. The Committee will be chaired by Dr. Alan Berger, a Member of the UFJHI Executive Committee.

Clerkship Committee

Nature/Function/Operations: The clerkship directors committee reviews issues related to medical student education on the Jacksonville campus. Information from Gainesville is disseminated, evaluations are reviewed, problems are discussed, and proposed changes are reviewed.

Meet: Two times a year, also meet 4 times a year jointly with Gainesville Clerkship Directors Committee

Membership: Clerkship Directors appointed by department chair

CME Advisory Committee

Nature/Function/Operations: To provide input and guidance on the strategic direction of the UF CME Program. Committee members review CME activities that have been submitted for approval.

Meet: Monthly – meetings teleconferenced

Membership: Gainesville members are appointed by the CME Dean and Jacksonville members are appointed by the Dean of the Regional Campus.

College of Medicine Jacksonville Executive Committee

Nature/Function/Operations: Discuss medical school and university issues, missions, planning, and budget priorities.

Meet: Monthly

Membership: Chairs, Deans and others in key positions who report to the Dean of the Regional Campus

Compensation Committee

Nature/Function/Operations: Periodically review the faculty compensation plan; hear appeals by faculty related to targets

Meet: As needed

Membership: Appointed by the Senior Associate Dean for Clinical Affairs.

Compliance Committee

Nature/Function/Operations: Design and implement the COM Billing Compliance Plan and Teaching Physician Billing Policy: Coordinate and monitor departmental compliance activities, distribute relevant billing information, participate in internal audits.

Meet: Quarterly

Membership: Appointed by Department Chair

Graduate Medical Education Committee (GMEC)

Nature/Function/Operations: Govern the ACGME accredited programs of the University of Florida. GMEC must establish and implement policies and procedures regarding the quality of education and the work environment for the residents in the programs.

Meet: Monthly

Membership: Program Directors and Associate Program Directors of the core programs and others as required by the ACGME.

Research Advisory Council

Nature/Function/Operations: Identify research performed in Jacksonville, define areas of emphasis and develop strategic plan, address research issues, review funding opportunities.

Meet: Monthly or as needed

Membership Appointed by the Assistant Dean of Research Affairs

UFJHI Audit Committee

Nature/Function/Operations: Reviews and approve the annual audit of the corporation, ensure that there are internal controls to safeguard corporate assets.

Meet: Annually or as needed

Membership: Appointed by the Dean of the Regional Campus as outlined in the bylaws of UFJHI

UFJHI Finance Committee

Nature/Function/Operations: Ensure that strategies and plans are in place to meet corporate obligations, develop annual departmental budgets, approve capital equipment purchases, and manage the corporate finances.

Meet: Monthly

Membership: Appointed by the Dean of the Regional Campus as outlined in the bylaws of UFJHI