Committees of the Dean
Curriculum Committee

The Curriculum Committee will consist of an Executive Curriculum Committee and five permanent subcommittees.

Executive Curriculum Committee

Composition
The Executive Curriculum Committee will consist of eleven faculty members, one of whom shall serve as chair, plus four medical students. The Associate Deans for Undergraduate Medical Education and Student Affairs, Undergraduate Medical Education and Curriculum, and Admissions, and the Directors of Curriculum and Student Affairs will be ex officio, non-voting members.

Appointments
The chair of the Executive Curriculum Committee will be appointed by the Dean for a term of three years. Seven members will be appointed by the Dean, each for a term of three years. A slate of four faculty member candidates will be recommended to the Dean by the Executive Committee of the Faculty Council for appointment to these positions. One medical student from each incoming class will be elected by the Student Body. Students will serve a four year term.

Charge to Executive Curriculum Committee:

To conduct a continuing review of curriculum design, course organization and teaching performance and to formulate specific recommendations for improvement
To review the educational objectives of the School of Medicine, to review and endorse a curriculum consistent with these objectives
To examine and evaluate all segments of the existing curriculum and scrutinize and approve changes or additions to the curriculum
To review the allocation of curriculum time for all subjects through the four years and to review the academic calendar
To review all course evaluations, student feedback, AAMC Graduation Questionnaire data and student performance data as outcomes of curricular design and implementation.
To work in the best interests of the students and the educational program without regard for parochial or political influences or departmental pressures

Permanent Subcommittees

Composition
The five permanent subcommittees will be structured on educationally related lines. Each subcommittee will consist of a chairperson, course directors from the basic and clinical sciences, and others representing related disciplines.

Appointments
The chairperson of the subcommittees will be appointed by the Dean, each for a term of five years. The members of the subcommittees will also be appointed by the Dean, with terms unspecified in duration.

Charge to each permanent subcommittee

To review the content and assess the effectiveness of each component course within its purview
To report on an ongoing basis and recommend curriculum changes to the Executive Curriculum Committee

Student Admissions Committee

The Student Admissions Committee will consist of an Executive Admissions Committee and a Selection Committee.

Executive Admissions Committee

Composition
This committee will consist of the Dean for Medical Education, Dean of the Graduate School of Biological Sciences, Associate Dean for Admissions, Director of Enrollment Services, Director of the Office of Admissions, Chair of the PhD Admissions Committee, and the Directors of the MD/PhD, Humanities and Medicine, PhD, and Masters in Public Health,
Genetic Counseling, Biomedical Science and Clinical Research Programs. The Chair shall rotate among the members of the Committee, and each Chair will serve a period of two years.

**Charge to the Executive Admissions Committee:**

- To review the admissions policies and performance of each program on an annual basis
- To recommend changes in admissions policies to the Dean
- To establish methods for maximizing efficiency and resource utilization across all admissions platforms
  The Committee will meet a minimum of four times per year

**MD Admissions Committee**

**Composition**
This committee will consist of a chairperson, no fewer than 50 faculty and no fewer than 20 senior medical students. The chairperson will be the Associate Dean for Admissions.

**Appointments**
The committee members will be appointed by the Dean, each for a term of three years. A slate of 10 faculty members will be nominated by the Executive Committee of the Faculty Council and appointed by the Dean, each for a term of three years. The membership will be representative of the basic science faculty, full-time clinical science faculty, and voluntary clinical faculty. The medical students will be appointed by the Associate Dean for Admissions.

**Charge to the Selection Committee:**

- To assume responsibility for evaluating applicants for admission to the School of Medicine
- To structure interview procedures and interview applicants prior to their admission
- To admit students to the School of Medicine within the policies recommended by the Executive Admissions Committee and approved by the Dean
Student Promotions Committee

Composition

This Committee will consist of a chairperson, six course and/or clerkship directors (three from pre-clerkship courses, three from clerkships), ten additional faculty members, two students, and a recent alumnus (a resident, fellow or junior attending who graduated from Icahn School of Medicine). The Dean for Medical Education, Associate Deans of Undergraduate Medical Education and Curriculum, Undergraduate Medical Education and Student Affairs, and Admissions, Associate and Assistant Deans for Diversity Programs, Policy and Community Affairs, and the Administrative Director of Student Affairs and the Director of the Humanities and Medicine Program will serve as ex officio, non-voting members of this committee. Nine voting members qualify as a quorum.

Appointment and Voting

The Chairperson will be appointed by the Dean for a term of three years.

The course/clerkship directors will serve as voting ex officio members of the Committee and shall serve a term of three years. If no longer serving as course director, the individual will be removed from the Committee but may be nominated as a faculty member at large.

Five faculty members at large will be appointed by the Dean, each for a term of three years. A slate of five faculty members will be nominated by the Executive Committee of the Faculty Council and appointed by the Dean, each for a term of three years. The students will be selected by the Student Body and will serve a term of one year.

The recent Mount Sinai graduate will be selected by the Dean and will serve a term of one year.

Following review, the Dean may extend the terms of the Chair or other Committee members.

Decisions of the Promotions Committee shall be made by a majority vote. A quorum is defined as 9 voting members present. A quorum is required for any vote.

Charge to the Student Promotions Committee:

To review the records of each medical student as manifested by academic performance, professional development forms and other information reported by the Student Affairs Office.

To report annually to the Dean on each student in the School of Medicine with regard to promotion, non-promotion, requirement to repeat a year, remediation, disciplinary action, leave of absence or dismissal from school for academic or other reasons.

To recommend to the Dean that the degree of Doctor of Medicine be awarded to those students who have satisfactorily completed the requirements of medical school education in accordance with the requirements of the Board of Regents of the State of New York and the faculty of Icahn School of Medicine, and satisfactorily fulfilled the ethical and moral responsibilities inherent in the practice of medicine.

To convene a subcommittee to examine charges of student misconduct and/or unprofessional behavior.

The procedures to be followed by the Student Promotions Committee are more fully set forth in the Student Handbook.
Composition
Full-time and voluntary faculty (both clinical and basic science), medical students, graduate students, house staff, and post-doctoral fellows are eligible to become members of the Committee. Every effort will be made to have the Committee reflect the full diversity of the medical school population and to include members who have counseling experience. The Chairperson of the Committee (the “Chairperson”) shall be a faculty member with experience in counseling and who does not have an administrative appointment.

Appointments
All members of the Committee, including the Chairperson, will be appointed by and will serve at the discretion of the Dean.

Charge to Grievance Committee:
The Committee is charged with addressing any complaint of harassment or abuse brought by any member of the faculty, medical or graduate student, house staff officer or postdoctoral research fellow against any other such member of the school community. Although harassment can be broadly defined to include the types of behavior described in Section II of the Anti-Harassment Policy, complaints that fall under the School’s Sexual Misconduct Policy (file_source/SMMS/Assets/About the School/Faculty Resources/SexualMisconductPolicy.pdf), i.e., those that allege Sexual Misconduct as that term is defined in that policy, will be handled in accordance with the ISMMS Sexual Misconduct Policy’s requirements. “Sexual Misconduct” includes conduct such as: Sexual assault, rape, sexual abuse, sexual exploitation, stalking, and relationship violence.

See also: Anti-Harassment Policy (file_source/SMMS/Assets/About the School/Faculty Resources/Harassment Policy.pdf)
Institutional Review Board (IRB)

Composition

This committee is mandated by the National Institutes of Health, Department of Health and Human Services, U.S. Public Health Service to review biomedical and behavioral research involving human subjects in order to protect the subjects’ rights and welfare. This committee is also mandated by the Food and Drug Administration to review research proposals that involve investigational drugs and devices in human subjects. As mandated, this committee will consist of physician/scientists of diverse backgrounds who have the professional competence necessary to review specific research activities, at least one member (lay member) whose primary concerns are in nonscientific areas, and at least one member who is not otherwise affiliated with Icahn School of Medicine.

Appointments

The chairperson, vice-chairperson and the eighteen physician/scientist members of this committee will be appointed by the Dean. The chairperson and vice-chairperson will be the Associate Deans for Research. The physician/scientist members will be appointed for a term of five years. The lay members will be appointed by the chairperson, each for a term of unspecified duration.

Charge to Institutional Review Board:

- To hold regularly scheduled meetings in order to review all research proposals that involve human subjects
- To approve, require modification in (to secure approval), or disapprove research activities that involve human subjects
- To ensure that information given to subjects as part of informed consent is in accord with the guidelines of the U.S. Public Health Service
- To ensure that risks to research subjects are minimized, that any risks are reasonable in relation to anticipated benefits, that selection of subjects is equitable, and that informed consent will be obtained and documented (where applicable)
- To notify investigators and the institution, in writing, of its decision to approve or disapprove proposed research, and if disapproved, to suggest modifications which are required to secure approval
- To conduct continuing review, at least annually, of research involving human subjects
- To certify within sixty days of submission of an application to the Department of Health and Human Services that the application has been reviewed and approved by the IRB
- To report to the appropriate institutional officials and the Secretary of the Office for Protection from Research Risks, Department of Health and Human Services any serious or continuing noncompliance by investigators with the requirements and determinations of the IRB
- To periodically report on the activities of this committee through the Dean to the Board of Trustees

See also:

Program on the Protection of Human Subjects (/sites/MSSM/default/research/pphs)
Faculty Handbook Chapter V, Research Environment/Institutional Review Board (/sites/MSSM/default/about/faculty-resources/handbook/research/irb)
Mandate and Composition

All institutions conducting research, teaching or testing involving live animals are required by the Animal Welfare Act (AWA), Animal Welfare Act Regulations (AWAR)(Â§ 1.1) and the U.S. Public Health Service (PHS) policy (IV.A.3) to have an IACUC. The mandate of the IACUC is to oversee the institution's animal care and use program and to ensure compliance with the AWA, AWAR, PHS policies and the NRC Guide for the Care and Use of Animals (Guide). As required by federal regulations and the Guide, the MSSM IACUC, in collaboration with the Employee Health Service, also oversees the Institutional Occupational Health and Safety Program for personnel working with animals.

The composition of the IACUC is mandated by federal regulations. Accordingly, the IACUC of the Icahn School of Medicine (ISMMS) includes: a) a chairperson, b) the chief Veterinarian and director of the animal facilities, c) practicing scientists experienced in research involving animals and d) one person not affiliated with the Institution. At the discretion of the dean, the ISMMS IACUC may also include other members, e.g., an ethicist or the Institutional Biosafety Officer.

Appointments

Members of the IACUC are appointed by the Dean of the School of medicine or by the Institutional Official (IO) designated by the Dean. The chair is appointed for a renewable term of five years. The scientists are appointed for a renewable term of two years. The lay member is appointed for a term of unspecified duration. The Veterinarian and Director of the Center for Comparative Medicine and Surgery must serve as a member of this committee.

Functions of the IACUC

The mandate of the IACUC is:

- To review at least semiannually the institution's program for humane care and use of animals
- To inspect at least semi-annually all of the institution's animal facilities, including satellite facilities and study areas where live animals are used
- To submit semi-annually to the Dean or the IO reports of the IACUC evaluation of the program for the use and care of animals, results of inspections and recommendations for plans to correct deficiencies
- To review concerns involving the care and use of animals at the institution
- To make written recommendations to the dean or the IO regarding any aspects of the institution's animal program, facilities, or personnel training
- To review and approve, require modifications in (to secure approval) or withhold approval of those components of teaching, clinical or research proposals, new and ongoing, that are related to the care and use of animals
- To review and approve, require modifications in (to secure approval) or withhold approval of proposed significant changes regarding the use of animals in ongoing activities
- To suspend an activity involving animals that does not conform to federal regulations and to the institution's Animal Welfare Assurance filed with the U.S. Public Health Service
- To certify to the appropriate local and federal authorities that all aspects of the use of animals described in a teaching, clinical or research proposal have been reviewed and approved by the IACUC
Financial Conflict of Interest in Research Committee

Composition
The Committee will consist of up to 13 members: up to 10 faculty, one of whom will serve as Chair; Chief Compliance Officer; Director of the Office for Industrial Liaison; Vice Chair of Institutional Review Board. Faculty members will have experience as investigators in human subjects research, and will represent both basic science and clinical departments. The Financial Conflict of Interest in Research Officer and in-house counsel will serve as ex-officio members.

Appointments
The Chairperson and other faculty members will be appointed by the Dean to serve three- to five-year that shall be overlapping to provide continuity of membership. Terms of appointment are renewable at the discretion of the Dean.

Charge to Conflict of Interest in Research Committee:

To review all disclosure statements of Covered Persons, and to identify significant financial conflicts of interest of any Covered Persons engaged in the proposed research.

To review any rebuttal by a financially conflicted Covered Person of the presumption that he/she may not conduct the proposed research, and to recommend and/or review any proposed plan to manage the conflict. The Committee may require modifications of the proposed management and oversight plan.

To make decisions to permit or not to permit a financially conflicted individual to participate in conducting the research. These decisions will be documented and communicated to the principal investigator, the relevant Department Chair, the Institutional Review Board, the GCO, and the Dean.

To maintain records on financial conflict of interest decisions for a minimum of three years after completion of the research.

Committee on Faculty Appointments, Promotions and Tenure

Composition
The Committee will consist of a chairperson and up to 29 additional faculty members, all of whom hold the rank of Professor with Tenure or Clinical Professor with Tenure. Department Chairs and Institute Directors may not serve on the Committee. The committee membership will be broadly representative of:

The full-time and voluntary faculty

The academic departments in the School

The major scholarly pursuits reflected in the academic departments, including but not limited to basic science, translational and clinical research, clinical care, education, epidemiology and computational biomedical applications

Appointments
The chair and all members of this Committee will be appointed by the Dean. Terms of appointment will be for five years and will be renewable once. In unusual circumstances, the Dean may determine that the unique contributions of a particular member justify an additional term of appointment. In the event that a member fails to attend sixty percent of scheduled meetings in any year, the chairperson will request that the absent member be replaced.

Charge to Committee on Faculty Appointments, Promotions and Tenure:

To ensure the fair and impartial disposition of all faculty appointment, reappointment, promotion and tenure recommendations for Icahn School of Medicine in accordance with procedures outlined in Chapter V of the Faculty Handbook (/sites/MSSM/default/about/faculty-resources/handbook/appointments). To critically evaluate all recommendations for:

Appointment, reappointment, promotion and tenure to/at the rank of Associate Professor, Professor, Research Professor, Associate Clinical Professor and Clinical Professor.
Appointment and promotion to/at the rank of Instructor, Assistant Professor, Clinical Instructor and Assistant Clinical Professor for candidates who do not possess a doctoral degree.
To perform preliminary evaluation of candidates described in Section C-2 above, and to communicate with the Chair when an application is deemed to be premature. In such cases, the Chair may withdraw or modify the application and will be advised of areas to be strengthened prior to submission of another application.

To establish ad hoc committees to assist in the evaluation of:

- all appointment, promotion and tenure nominations to/at the rank of Professor and Clinical Professor
- all tenure nominations at the rank of Associate Professor
- Ad hoc committees will be assembled as described in Chapter IV of the Faculty Handbook (/sites/MSSM/default/about/faculty-resources/handbook/appointments).

To establish standing subcommittees, including but not limited to basic science and clinical subcommittees, that will:

- receive the recommendations of ad hoc committees
- review all candidates as described in Section C-2 above
- make recommendations to the full committee for applications requiring a full committee vote as described in Section C-6-a below
- vote upon applications that do not require a full Committee vote, as described in Section C-6-a and C-6-b below

To vote, by confidential ballot, to approve or disapprove each individual recommendation described in Section C-5 above.

The full Committee will vote on: all applications reviewed by an ad hoc committee; all appointments or promotions to Associate Professor in the Academic Track

The relevant standing subcommittee(s) will vote upon applications which do not fall within Section C-6-a

A quorum for voting purposes will be 51 percent of members

To recommend to the Dean endorsement or non-endorsement of all appointments, reappointments and promotions of faculty members of the Icahn School of Medicine that require committee action as described in Section C-2 above

To critically evaluate all recommendations submitted by Department chairperson for reduction in rank of part-time/voluntary faculty

To recommend to the Dean endorsement or non-endorsement of a reduction in rank of part-time/voluntary faculty

To record all faculty appointments, reappointments and promotions that do not require committee action

To communicate with a Department Chair when his/her recommendation for appointment, reappointment, promotion or tenure is not approved by the Committee

To hear appeals by a Department Chair when a candidate is not approved by the Committee

To serve as a resource to Chairs seeking guidance on title, track and/or tenure options relating to specific cases

Updated April 2016

Committee on Special Awards and Grants

Composition and Charge

The Committee on Special Awards and Grants was formed with two purposes. First, to identify extramural opportunities available, and second, to match these award and grant opportunities with young ISMMS faculty. The Committee is composed of Chairs and senior faculty who will critically evaluate research applications, as well as identify and mentor young faculty. The Chair(s) of the Committee is/are appointed by the Dean.

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