Committees of the Faculty Council

The Faculty Council is responsible for a number of standing committees. All policy statements recommended by the Committees of the Faculty Council must be approved by the Faculty Council prior to submission to the Dean.

Except as otherwise indicated, neither the standing committee chairpersons nor members of the standing committees are required to be elected representatives of the Faculty Council. Any standing committee chairperson who is not an elected representative to the Faculty Council will serve as an Ex Officio, non-voting member of the Faculty Council.

Certain standing Committee Chairs may, upon consultation with the Executive Committee, appoint a Committee Vice-Chair. Such Vice-Chairs may, at the discretion of the Executive Committee, be invited to attend meetings of the Executive Committee.

The chairperson of each standing committee will provide a verbal report at each meeting of the Executive Committee of the Faculty Council, and will similarly report to the Faculty Council, including presenting recommendations for policy changes or other actions. Additional reports may be requested by the President of the Faculty Council.

Committee chairpersons will be responsible for facilitating committee deliberations and acting as spokespersons to convey committee decisions to the Executive Committee of the Faculty Council. Except where specifically indicated, a chairperson is not empowered to act independently of his/her committee or of the Executive Committee.

Each committee chairperson will have the prerogative of requesting that the Executive Committee replace a committee member who fails to attend at least sixty percent of the meetings or otherwise fails to fulfill committee obligations. In the event that a committee member is unable to complete a term of service, the chairperson will request that the Executive Committee appoint another member of the faculty to complete the unexpired term.
Executive Committee

Through its many responsibilities, the Executive Committee by design facilitates the functioning of the Council.

Composition

The Executive Committee will consist of the President, the President-Elect, the Past-President and the Chairs of the standing committees of the Faculty Council.

Charge to the Executive Committee

The Executive Committee will:

- Prepare and distribute the agenda for Faculty Council meetings
- Prepare minutes of each Faculty Council meeting, submit minutes to members and post minutes on website
- Prepare minutes of Executive Committee meetings and submit to Faculty Council
- Receive minutes of all Faculty Council committees and transmit these minutes to the Faculty Council
- Transact all business of the Faculty Council between meetings
- Appoint members to ad hoc committees of the Faculty Council
- Appoint members to the Faculty Resources Committee of the Faculty Council
- Appoint members to the Faculty Disciplinary Tribunal and the Committee on Professionalism
- Recommend, upon the request of the Dean, members for any ad hoc committees of the Dean
- Make recommendations to the Dean for Medical Education and the Dean of the Graduate School for appointments to the Curriculum Committees and Promotion Committees of the Medical School and the Graduate School of Biological Sciences
- Receive and consider issues of concern to the Medical School and the Faculty Council that fall outside the jurisdiction of existing committees

Faculty Resources Committee

As its name implies, this standing committee is responsible for managing issues related to an array of faculty resources.

Composition

The Faculty Resources Committee will consist of up to nine faculty at the rank of Instructor or above, and will be broadly representative of the academic departments and institutes. Full-time, voluntary and part-time faculty may serve.

Appointments

The chairperson and eight additional faculty members will be appointed by the Executive Committee of the Faculty Council. A Vice-Chair may be appointed with the approval of the Executive Committee. The Chair and other members will serve three-year terms. Terms of appointment are renewable.

Charge

The Faculty Resources Committee will:

- Review and make recommendations to the Faculty Council on:
  - Infrastructure resources, e.g., library, information technology, shared research facilities
  - Quality of life resources, e.g., benefits, housing, day care, parking, security
- Review and make recommendations to the Faculty Council on policies relating to resources affecting faculty.
- Accept input from the faculty at large concerning institutional resources, investigate concerns and make recommendations to the Faculty Council.
Committee on Professionalism

The committee supports professional faculty behavior and provides a venue for airing issues and referring issues to other appropriate bodies for resolution.

Composition

The Committee on Professionalism will consist of up to 21 faculty members at the rank of Instructor or higher: 10 full-time clinical department faculty; eight basic science department faculty; three voluntary/part-time faculty. Members will be broadly representative of the academic departments. The committee will be chaired by a faculty member with expertise in mediating professionalism and/or in counseling.

Appointment

The Past-President of the Faculty Council will appoint the chairperson and other committee members. A Vice-Chair may be also appointed with the approval of the Executive Committee. The term of appointment for both the Committee Chairperson and members will be three years and will be renewable.

Charge

The Committee on Professionalism will:

- Develop and support an infrastructure that promotes professional behavior
- Provide a forum for considering allegations of unprofessional behavior made by any faculty member, staff member or trainee about a faculty member. In some cases, the Committee or its Chair may provide an informal mechanism for airing allegations and informally mediating problems. In other cases, the Committee Chair may designate a subcommittee of members to investigate an allegation; in such cases the subcommittee will report to the full committee its findings and recommendations
- Report to the Chair, with copy to the Dean, on findings and recommendations of subcommittee investigations
- Implement a plan of action where appropriate
- Complement existing committees, e.g., Harassment Committee, Physician Wellness Committee, Committee on Ethical Practices in Research, by referring cases and issues to these committees as appropriate. The Committee on Professionalism will not review cases that fall under the purview of such committees
- Educate faculty, Department Chairs and Institute Directors about practicing professionalism at the individual level and creating a culture of professionalism
Faculty Disciplinary Tribunal

The Tribunal conducts formal hearings and makes recommendations on the appropriate course of action when disciplinary issues are unearthed.

Composition

The Faculty Disciplinary Tribunal will consist of seven members and three alternates. The members will include one Department Chairperson (who will serve as chair of the Disciplinary Tribunal), three Professors, two Associate Professors and one Assistant Professor. In the chairperson's absence, one of the Professors will assume the role of chair of the Disciplinary Tribunal. The chair of the Disciplinary Tribunal may be a member of a Basic Science or Clinical Department. The remaining members will be composed of two faculty from Basic Science Departments, two full-time faculty from Clinical Departments and two faculty from the part-time or voluntary faculty. Each member must be from a different Department. The alternates to the Disciplinary Tribunal will include one Professor, one Associate Professor and one Assistant Professor. Each alternate must be from a different Department. The President of the Faculty Council will designate one or more alternates to serve as members of the Disciplinary Tribunal only when a quorum cannot be obtained without their participation. Any five of the members and designated alternates will constitute a quorum for the purposes of convening and holding a hearing.

Appointments

The seven members and three alternates to the Disciplinary Tribunal will be appointed by the Steering Committee of the Faculty Council to serve two-year or three-year terms that shall be overlapping, to provide continuity of membership.

Charge to Faculty Disciplinary Tribunal

To conduct a hearing
To make a written report to the Dean, setting forth its findings of fact
To include in its written report recommendations to the Dean as to whether disciplinary action is appropriate, and if so, what action should be taken. Additional information on the Faculty Disciplinary Tribunal will be found in Faculty Handbook Chapter IV: Faculty - Faculty Disciplinary Tribunal (/about/faculty-resources/handbook/faculty/disciplinary).

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