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FT 12 Mo Faculty
Document Area SOM-
Organizational Documents
Applicability Saint Louis
University

Faculty Assembly and Executive Committee of the Faculty Assembly Charter

Mission Statement/Purpose

The purpose of the Faculty Assembly is to enable the faculty to participate in the shared governance of the School of Medicine in an advisory capacity to the Dean as specified in the Faculty Manual.

The goal of the Faculty Assembly is to strengthen the academic mission of the School of Medicine.

Membership

The Faculty Assembly consists of all faculty of the School of Medicine of Saint Louis University.

The Faculty Assembly is led by the Executive Committee of the Faculty Assembly (ECFA). At least seven faculty members (at least 2/3 clinical faculty) will be elected by the faculty to the ECFA. Each member of the ECFA shall serve a three-year term with a max of two consecutive terms allowed.

President and Chair

The ECFA chooses a President-Elect who serves a one-year term followed by a term of two years as President and then one year as Past President. The President serves as Chair of the ECFA.

Responsibilities

The ECFA is responsible for the following:

1. Serving as the primary elected voice of the faculty to the Dean of the School of Medicine, and University Leadership including but not limited to the President and Provost. This includes serving as the primary mediator and/or conduit between the faculty body and the SOM and

- University leadership.
- 2. Representing the faculty interests regarding matters of policy and procedures. The Chair of the ECFA is a standing member of the SOM Policy Review Committee.
- 3. Advise the Dean regarding strategic planning for the School of Medicine.
- 4. Serve as the nominating committee for University and/or Faculty Senate standing or ad hoc committees.
- 5. Serve as the nominating committee for faculty representatives on the Academic Leadership Council.
- 6. Nominating faculty to serve on SOM leadership search committees.
- 7. Supporting other SOM faculty committees including the Faculty Affairs Committee, the Appointments, Promotions, and Tenure (APT) Committee, and the Sabbatical and Developmental Leave Committee.

Meetings/Procedures

The ECFA shall meet monthly. Additional meetings of the ECFA may be called at the discretion of the Chair or by the Dean of the School of Medicine.

The agenda for each standing monthly meeting of the ECFA is determined by the Chair. Faculty members can request to be on the agenda by contacting the ECFA Chair.

Meeting minutes are recorded and maintained by the Office of Faculty Affairs and Professional Development and are available upon request by any member of the Faculty Assembly. A copy of the minutes is provided to the Dean of the SOM.

General Faculty Assembly meetings, whereby all faculty are invited to attend, are called at the discretion of the ECFA or by the request of the Dean of the SOM. General Faculty Assembly meetings may also be called by petition of 10 or more faculty members.

Document History

Charter was reviewed and approved by the ECFA on 01-10-2024.

Attachments

[executive-committee-faculty-assembly1920.pdf](#)

Approval Signatures

Step Description	Approver	Date
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VP Medical Affairs	Christine Jacobs: None	3/1/2024
SOM of Policy and Procedure Review Committee	Jane McHowat: FT 12 Mo Faculty	3/1/2024
SOM of Policy and Procedure Review Committee	Stephanie Decker	3/1/2024

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