

Status **Active** PolicyStat ID **14612874**



Last Approved 10/26/2023
Next Review 10/25/2026

Owner Jane McHowat:
FT 12 Mo Faculty
Document Area SOM-
Organizational Documents
Applicability Saint Louis
University

School of Medicine Nomination and Election Committee Charter

Mission Statement/Purpose.

The Nomination and Election Committee will nominate faculty to serve on School of Medicine committees, identify faculty for awards and honors, and review the School of Medicine Bylaws and Constitution.

Membership.

Voting members of the Nomination and Election Committee are elected by the general faculty and appointed by the Dean as outlined in the School of Medicine Bylaws of the Faculty.

There will be seven voting members of the committee comprised of elected full-time ranked faculty: no fewer than two members from the basic sciences faculty, and no fewer than four members from the full-time clinical faculty.

Members will be appointed for three year terms. Terms can be renewed for an additional three year term, at which time members must cycle off for at least a year.

Ex-officio members (non-voting) shall include the Associate Dean of Faculty Affairs and Professional Development, the Vice Dean of Diversity, Equity and Inclusion, or designee, and the Chair of the Executive Committee of the Faculty Assembly (ECFA), or designee, who will update the Nomination and Election Committee on Executive Committee of the Faculty Assembly efforts.

The School of Medicine Office of Faculty Affairs and Professional Development will provide administrative support.

Chair.

The Nomination and Election Committee members select a chair. The Chair shall serve one year as Chair-elect, two years as Chair and one year as Past-Chair; the Past-Chair shall serve in a non-voting capacity.

The candidates for Chair must alternate every election between the basic sciences and the clinical full-time faculty.

The Chair shall attend the meetings of the ECFA to make reports to that committee and to report back to the Nomination and Election Committee.

Responsibilities.

The Nomination and Election Committee shall serve as the committee on committees, nominating faculty, based on self- and peer-nominations to serve on all standing committees of the School of Medicine, or other University committees.

The committee shall serve as a nominating committee for those committees requiring general faculty elections, such as the Executive Committee of the Medical School, the Executive Committee of the Faculty Assembly, the Nomination and Election Committee, and the Faculty Senate.

The committee shall recommend to the Dean the formation of additional standing committees as deemed appropriate by changes in the conduct or climate of medical education, biomedical research, and clinical practice. The Nomination and Election Committee will make specific recommendations to the Dean regarding the name, function, composition, and service tenure of members on such new committees. The Dean can request of the Nomination and Election Committee the names of candidates for appointments by the Dean to committees when necessary.

This committee shall serve as a resource for information concerning fellowships and awards and be active in the identification of candidates for awards and honors and in the application process of such awards and honors.

This committee formally reviews the Constitution of the School of Medicine and the Bylaws of the Faculty every three years, or as necessary, and on review recommends such changes the committee deems appropriate to the faculty.

This committee shall serve as an advisory committee to the Associate Dean of Faculty Affairs and Professional Development (FAPD) and shall interface regularly with the Associate Dean of FAPD on all matters related to faculty.

Meetings/Procedures.

The committee shall meet at least six times per year. Other meetings may be called at the request of the Chair, any two members of the committee, the Associate Dean of Faculty Affairs and Professional Development, or the Dean of the School of Medicine.

The Chair and the Associate Dean of Faculty Affairs and Professional Development shall issue an

agenda to the committee members at least 24 hours prior to meeting.

When there is a call for a vote, there must be at least four voting members present. The Chair states the motion clearly, which is seconded by a voting member and it is passed with a simple majority of voting committee members present.

The Chair of the committee shall preside over the meetings and shall report to the general faculty, the Executive Committee of the Faculty Assembly, and the Dean on a regular basis.

Minutes will be recorded by the School of Medicine Office of Faculty Affairs and Professional Development and reported to the Dean and faculty at least yearly.

History

Charter approved by committee members 10/26/2023

Attachments

[committee-faculty-affairs1920.pdf](#)

Approval Signatures

Step Description	Approver	Date
VP Medical Affairs	Christine Jacobs: None	10/26/2023
SOM of Policy and Procedure Review Committee	Jane McHowat: FT 12 Mo Faculty	10/26/2023
SOM of Policy and Procedure Review Committee	Stephanie Decker	10/26/2023

Applicability

Saint Louis University