Ohio Administrative Code

Rule 3349-3-72 Appendix G - university standing committees.

Effective: July 19, 2026

(A) Purpose

To establish the name, membership, manner of membership selection and appointment; and to delineate the authority of the standing committees of the university.

(B) Scope

This appendix to the university faculty bylaws addresses the standing committees of the university. Standing committees of individual colleges are established in the respective college appendices (e.g., college of medicine appendix G) and are not addressed in this document. See exhibit one for a list of college-related standing committees.

(C) Definitions

(1) "Affiliated faculty." A non-tenure track faculty member who is non-salaried or whose primary role is not as a faculty member.

(2) "Appointing authority" or "standing committee appointing authority." The single executive, or person designated by them, responsible for and authorized to appoint a standing committee of the university.

(3) "Board of trustees" or "board." The governing body for the university and all its components.

(4) "College." For the purposes of this rule, college includes all the colleges organized under the authority of the Northeast Ohio medical university ("NEOMED" or "the university"). Herein the college of medicine may be referred to as "COM," the college of pharmacy as "COP," the bitonte college of dentistry as "BCOD," and the college of graduate studies as "COGS."

(5) "Dean." The chief academic and presiding officer of each of the respective colleges of the university. The authority and responsibilities of the deans are further defined in paragraph (E) of rule 3349-3-01 of the Administrative Code.

(6) "Faculty." Faculty hold tenured, tenure track and non-tenure track appointments that are approved by the board of trustees of the Northeast Ohio medical university. Full-time and part-time designations for faculty will be determined by their respective college(s).

(7) "President." The chief executive officer of the university responsible for its overall administration and for enforcing the bylaws, policies and procedures of the

university. The president is an ex officio member of all standing committees of the university.

(8) "Salaried faculty." A tenured, tenure track or non-tenure track faculty member that is full-time, part-time or co-funded and whose primary role is as faculty.

(9) "Standing committees of the university" or "standing committees." Permanent committees intended to fulfill certain obligations of the university and are appointed to address specified subjects which promote the university's purpose.

(10) "Provost." The chief academic officer of the university.

(11) "Vice president for research or VP for Research." The chief research officer of the university.

(D) Committees

(1) Name and function

The names and functions of the standing committees of the university may be altered upon the request of the committee chair or co-chairs and upon the recommendation of the appointing authority and the approval of the university bylaws committee.

(2) Subcommittees

The standing committees may develop permanent or ad hoc subcommittees or task forces as are necessary to conduct their business. Subcommittees and task forces may include individuals other than standing committee members.

(3) Reporting

Standing committees shall submit actions and recommendations to the president, vice president, or appropriate appointing authority.

(4) Meetings

(a) Meetings will be held at a time and manner that will promote participation.

(b) Meetings may be held either in person or via electronic means that will allow all the members to fully participate.

(5) Voting

(a) Voting will take place at the meeting in which a quorum is present and voting, whether the meeting is held in person or by electronic means. Voice votes are most common; however, written ballots may be used when appropriate.

(b) If a full vote of the membership is desired, votes may be taken by electronic means.

(c) The chair of a standing committee will vote only in the case of a tie.

(6) Minutes

Minutes of the standing committees shall be kept to record the actions of the committee and shall be available upon request, unless otherwise indicated in paragraph (F) of this rule.

(7) Nominations for membership

The university nominating and membership committee (UNMC) will make appointment recommendations to the appropriate appointing authority to fill open and/or expiring membership positions in accordance with procedures set forth in paragraph (F)(1)(a) of this rule.

(8) Membership

(a) The membership of all committees shall be informed by accreditation standards and guidelines or other governing law or regulations.

(b) Membership should be diverse to reflect a wide range of opinions and constituents. It is the responsibility of all members of a standing committee to be advocates of a diverse campus population and promote a sense of community that is equitable and inclusive.

(c) Terms of appointment are three years beginning July first unless otherwise specified. Terms shall be staggered to provide continuity. A member may be appointed for an unlimited number of terms.

(d) Upon the request of the committee chair and approval by the appointing authority, a member may be replaced prior to the completion of a term when the member has failed to attend at least fifty per cent of the regularly scheduled meetings of the committee or if there is a perceived conflict of interest.

(e) If a committee member is unable to serve because of extenuating circumstances, he/she should notify the committee chair, who should solicit a replacement for the position from the UNMC chair.

(f) Faculty with dual appointments may represent a college in which they hold a dual appointment on that college's committees and university committees with the permission of the chair of the department where they hold their primary appointment.

(9) Notification

The appointing authority shall appoint and reappoint all members in writing, upon the recommendation of the UNMC in accordance with the prescribed committee composition and reporting structure of university bylaws.

(10) Quorum

The majority of voting members present at a meeting, whether in person or via electronic means constitutes a quorum, unless otherwise specified in the bylaws or policies of the university.

(11) Conflict of interest

Unless otherwise stated in paragraph (F) of this rule, members of a committee shall be guided by university conflict of interest rules which may limit or exclude any member with a direct personal or pecuniary conflict of interest in a matter from discussion or vote.

(E) Identification of committees

(1) A list of university standing committees can be found in exhibit one of appendix (G) of the bylaws. Each committee's charge and composition may be found in paragraph (F) of this rule.

(2) A list of additional university committees reporting to the president and standing committees of the colleges may be found in exhibit two of appendix (G) of the bylaws. This list is for informational purposes only. The charges and compositions for these committees are outside the scope of this document.

(F) Charge and membership of the university standing committees

(1) University nominating and membership committee (UNMC)

(a) Purpose

(i) The chair of the UNMC will be notified by the office of the provost of any open and/or expiring membership positions on the standing committees of the university.

(ii) The UNMC shall review all openings and solicit nominations in a manner deemed appropriate for the type of committee vacancy, which may include:

(a) A call for nominations to the faculty membership from which self-nominations will be encouraged and accepted;

(b) A request for nominations from the deans of the colleges, department chairs of the respective college departments, and directors or executive directors of administrative departments;

(c) A call for nominations will be made of each student cohort with an open position on a standing committee of the university. Eligible students must:

(i) Be interested in serving on the committee and able to attend the meetings;

(ii) Be good representatives of the student body of the relevant colleges within NEOMED;

(iii) Be enrolled and in good standing as determined by the university registrar; and

(iv) Have the endorsement of the respective college dean. The call for nominations, verification of good academic and professional standing, and voting processes will be conducted in partnership with the office of student services to produce student members for UNMC consideration.

(iii) The UNMC will select nominees by a majority vote of its members and make final recommendations to the appropriate appointing authority.

(b) Membership

(i) Membership shall include the following voting members

(a) One faculty representative recommended by the university faculty council;

(b) Two faculty representatives from the college of medicine;

(c) Two faculty representatives from the college of pharmacy;

(d) One faculty representative from the college graduate studies.

(e) Two faculty representatives from the college of dentistry.

(ii) No member of the UNMC shall be precluded from serving on any other committee.

(c) Officers

(i) The chair shall be elected by a majority vote of its members.

(ii) A vice chair shall be elected by a majority vote of its members.

(2) University faculty council (UFC)

(a) Purpose

The UFC is a body established to promote faculty dialogue, facilitate shared governance, advocate on behalf of faculty, and to assure a faculty voice in academic decision-making and governance of faculty matters such as appointments, promotions, and tenure.

(b) Membership

(i) The membership of UFC shall include:

(a) Two members from each department with five or more full-time salaried faculty, selected by respective departmental faculty;

(b) One member from each department with one to four full-time salaried faculty, selected by respective departmental faculty;

(c) Two members of the graduate faculty selected by the graduate faculty council;

(d) One member of the NEOMED affiliated faculty from the college of medicine;

(e) One member of the NEOMED affiliated faculty from the college of pharmacy.

(ii) Faculty shall be chosen by peer election whenever possible, following a call for nominations. If an insufficient number of nominations are received, the UNMC may make additional recommendations to fill vacant positions.

(c) Officers

(i) A chair and vice chair of UFC shall be elected by a majority vote of the UFC.

(a) The term of service for the chair and vice chair is two years.

(b) Each officer may serve his or her two-year term even if it extends beyond their appointed term as UFC member.

(c) Each officer may seek one additional two-year term of service.

(ii) Upon conclusion of the chair's term, the vice chair will assume the role of chair. If the chair leaves office prematurely, the vice chair will assume the role of chair for the balance of the chair's term. If the rising chair is unable or unwilling to serve as chair, a new chair shall be elected prior to or at the next scheduled meeting.

(iii) If a vice chair is unable or unwilling to serve as vice chair, a new vice chair shall be elected prior to or at the next scheduled meeting.

(iv) The chair and vice chair will serve as representatives to the Ohio faculty council; the UFC may designate alternate representatives.

(d) Procedures of the UFC

(i) The UFC shall use Robert's Rules of Order newly revised to facilitate its meetings unless it is in conflict with these bylaws. The chair shall preside over the meetings of the UFC. In the absence of the chair, the vice chair shall preside.

(ii) Meetings shall be held at least once every two months, or upon ten calendar days' notice by the chair.

(iii) A meeting shall also be held upon the written request of three members of the UFC. The request will be addressed to the chair. A meeting will be held within thirty days of the request. A notice detailing the time, place and exact purpose of the meeting shall be emailed to all the members of the council at least three days in advance of the meeting.

(e) Meetings and minutes

(i) From time to time, the UFC may convene meeting of the faculty, committees or groups to facilitate its work.

(ii) UFC meetings are open to any faculty member, student or staff member. An executive session of the council may be called by the chair, as required. During an executive session, only elected members of the UFC may be present. The UFC may only vote on matters in open sessions of the council.

(iii) Every effort will be made to have representatives of the administration available for each meeting as requested by the chair of the UFC.

(iv) The president of the university, as its chief executive officer, shall have the privilege of the floor of the UFC, at his or her discretion.

(f) Liaison between UFC and college leadership

Resolutions adopted by a majority vote of the UFC shall be forwarded to the provost with copies to the president.

(3) University bylaws committee (UBC)

(a) The purpose of UBC is to:

(i) Reviews amendments and revisions to current faculty policies and bylaws, solicits input and recommendations from the deans of the colleges and the UFC, and recommends their approval to the appointing authority;

(ii) Initiates amendments to existing faculty policies, bylaws and appendices as needed;

(iii) Ensures that university faculty bylaws, and related appendices are up-to-date and accessible to all constituents by designing and maintaining a review calendar whereby bylaws are reviewed at least every seven years.

(b) Membership

(i) All members of this committee are voting members and will include faculty and administrators elected and appointed to represent faculty and administrative interests. Membership includes:

(a) One faculty member from the college of graduate studies;

(b) Two faculty from the college of pharmacy;

(c) Two faculty from the college of medicine;

(d) The chair of the UFC or designee;

(e) One faculty or administrative appointee to promote representational balance and diverse interests; and,

(f) General counsel - ex officio.

(ii) As new colleges are added to the university, additional faculty representatives will be elected by their respective faculty to serve as members of the committee.

(c) Officers

The provost, in consultation with general counsel, shall appoint the chair of the UBC.

(4) University tenure and promotions committee (UTPC)

(a) Purpose

The UTPC reviews and evaluates the credentials of applicants for tenure and/or promotion. Given the confidentiality of the committee's work, no minutes of its meetings shall be recorded or maintained.

(b) Membership

Voting membership includes:

(i) Eleven tenured faculty members appointed by the president; there shall be no more than four members at the associate professor rank and no faculty at the assistant professor rank or below. There will be no department chairs on the committee. No provost, vice presidents, or equivalent senior executive leadership roles shall serve as a member of the UTPC.

(ii) A cross-section of members representing the breadth of departments and faculty with at least one from each department with tenure track faculty, and with at least two from each college which grants tenure.

(c) Officers

(i) The chair shall be a tenured professor elected by a majority vote of the UTPC. The chair is a voting member of the committee who will abstain from voting unless the votes of the other committee members are tied.

(ii) A vice chair shall be a tenured professor elected by a majority vote of the UTPC. The vice chair plays the same role as any other member of the committee if the chair of the committee is chairing the meeting. If the chair is absent at a meeting, the vice chair assumes the responsibilities of the chair, including not voting unless the votes of the other committee members are tied.

(d) Conflict of interest - criteria

(i) Any member of the committee must disclose all real and/or perceived conflict of interest of any of its members to the committee. A committee member has a conflict of interest if he/she:

(a) Is related to the person who is evaluated or has a close comparable relationship.

(b) Has a substantial financial interest in any evaluated activities by the person who is evaluated, both personal and professional.

(c) Within the past three years, has collaborated with or has been in a close mentoring relationship with the person who is evaluated, or is dependent in some way on the candidate's services.

(d) Within the past three years, has played a major professional role as part of a funded research project with the person who is evaluated.

(e) Is preparing to enter into a relationship that would be defined as a conflict in accordance with the listed guidelines.

(ii) When a member of the UTPC receives an interim appointment to a leadership role that precludes them from serving on the committee, the UTPC will review the individual to determine if a conflict of interest exists during their interim role. If a conflict of interest exists, the UTPC shall recommend finding a replacement for the duration of the conflict.

(e) Conflict of interest - tenure advisory committee

No conflict of interest is presumed to exist if the UTPC member is currently part of the TAC for the candidate, however, if the UTCP member is:

(i) The chair of the TAC and,

(ii) The single author of a final TAC report, he/she will recuse themself from a formal vote on the candidate in the UTPC.

(f) Conflict of interest - evaluation procedure

The UTPC shall evaluate a member's declared or perceived conflict of interest to determine if the conflict is substantial enough to exclude him/her from discussion and/or voting on a pending tenure case. This evaluation shall include:

(i) Examination of the factors that surround the potential conflict;

(ii) In the presence of the affected member and with their participation, discussion of these factors;

(iii) In the absence of the affected member, discussion of these factors and related circumstances and a vote on whether the affected member can:

(a) Contribute to the discussion of the pending tenure case; and

(b) Vote on the pending tenure case.

(g) Criteria for candidate review and voting

(i) Each candidate for tenure and/or promotion will be reviewed by no fewer than five voting members.

(ii) The chair, with the concurrence of the committee, may appoint an ad hoc member or members who meet(s) the criteria for voting membership to review and vote on candidates in order to meet the minimum number of members.

(iii) When the committee is considering a candidate for tenure and promotion to associate professor, associate professors who are committee members will discuss and vote.

(iv) When the committee is considering a candidate for promotion to professor, associate professors on the committee may participate in the discussion but will not vote.

(5) University student accessibility services committee (USASC)

(a) Purpose

The USASC serves as the review and approval body for student requests for disability accommodations in compliance with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and state and local requirements regarding persons with disabilities. The committee oversees and adheres to related university rule to ensure that efforts to provide reasonable accommodations do not impose an undue burden, present a direct threat to the health or safety of others, or fundamentally alter the nature of its programs, services or activities.

(b) Membership

(i) The membership is comprised of the following:

(a) Three faculty from the college of medicine;

(b) Three faculty from the college of pharmacy;

(c) Learning center director or designee - ex officio;

(d) Academic services assessment representative - ex officio;

(e) Registrar or designee - ex officio;

(f) Office of the general counsel legal representative - ex officio.

(ii) At least one faculty representative from the college of medicine or college of pharmacy must have a dual appointment with the college of graduate studies.

(iii) At least one faculty representative from the college of medicine or college of pharmacy must have a dual appointment with the bitonte college of dentistry.

(iv) Ex officio members are non-voting.

(c) Officers

(i) The committee will have two co-chairs. At least one of the co-chairs will have a dual appointment in the college of graduate studies.

(ii) The co-chair representing the college of origin of the student requesting accommodations will chair the meeting.

(6) University mental health committee (UMHC)

(a) Purpose

The UMHC serves to advance mental wellness and self-care for NEOMED students, faculty, and staff by adopting a comprehensive approach to mental health promotion and suicide prevention. Target strategies include reducing the stigma of mental illness, increasing help-seeking behavior, and encouraging a culture of mutual concern for one another. To achieve these goals, the committee:

(i) Recommends resources regarding mental health and suicide prevention; and

(ii) Provides training and promotes emotional wellness and support for the campus and greater community.

(b) Membership

(i) The membership is comprised of the following voting members:

(a) Chair of the department of psychiatry - ex officio;

(b) Director, campus mental health initiatives - ex officio;

(c) Director of public safety - chief of police - ex officio;

(d) Senior executive director, academic affairs and student services - ex officio;

(e) Director, counseling and student wellness - ex officio;

(f) Office of the general counsel; legal representative - ex officio;

(g) Human resources representative;

(h) Public relations and marketing representative;

(i) Faculty relations and professional development representative;

(j) College of medicine - faculty representative;

(k) College of pharmacy - faculty representative;

(l) College of graduate studies - faculty representative;

(m) Department of psychiatry - resident representative;

(n) College of medicine - student representative;

(o) College of pharmacy - student representative;

(p) College of graduate studies - student representative.

(ii) Student representatives will serve one-year terms.

(iii) The chair of the department of psychiatry may serve a dual role as college of medicine representative, if so designated by the college.

(c) Officers

(i) The chair of this committee will be the current director of campus mental health initiatives.

(ii) The vice-chair will be determined by committee vote.

(7) Academic management partnership (AMP)

(a) The purpose of AMP is to:

Support the development and review of university academic policies for recommendation to the provost. All university academic policies must be reviewed and formally recommended by AMP before being presented to the provost for final approval. AMP initiates, reviews and/or endorses university processes to improve the efficiency, clarity and effectiveness of managing the academic needs of the colleges and university. AMP provides guidance and process expertise during new academic program development to ensure comprehensive planning and smooth implementation. AMP establishes a collaborative team of college and university representatives for the management of academic policies, processes and services to support the overall success of students and communicates to stakeholders, including faculty, staff and executive leadership, in a timely and comprehensive way.

(b) Membership

(i) Members include administrative and faculty representatives to promote the academic management interests of each college and the university departments. The voting membership is comprised of the following:

(a) Dean of students- ex officio;

(b) University registrar - ex officio;

(c) Up to two administrative representatives from each college, one of which has decision-making authority over that college's curriculum;

(d) One faculty representative from the university faculty council;

(e) One administrative representative from academic services;

(f) One administrative representative from the institute for teaching excellence;

(g) One administrative representative from information technology;

(h) One administrative representative from the library;

(i) Up to two administrative representatives from the office of the provost; and

(j) One administrative representative from financial aid.

(ii) As new colleges are added to the university, additional administrative representatives will be recommended by the dean of the respective college.

(c) Officers

(i) The chair is the dean of students.

(ii) The vice chair is the university registrar.

(8) University research council (URC)

(a) The purpose of URC is to:

(i) Conduit for faculty communication with the vice president for research (VPR) on research matters including, but not limited to research compliance, student research programs, research policy, budgetary decisions affecting research, and issues pertaining to the research focus area (RFA).

(ii) Advice VPR on university research priorities and policies.

(iii) Provide oversight of RFA.

(a) Define the authority for the creation of, purpose, structure, function, membership, leadership, and organizational chart(s) for RFAs.

(b) Conduct a yearly evaluation of RFAs as a group, but also individual RFAs, including the tracking of goals, progress towards goals, contributions towards university discovery pillar, and budget reports.

(c) Establish criteria for the evaluation of RFAs, including, but not limited to research activities, faculty sufficiency, journal clubs, and scientific/professional local meetings.

(b) The URC shall meet at least quarterly. The office of the VPR will provide administrative support for this committee.

(c) Membership shall include the following voting members:

(i) VPR (ex-officio)

(ii) Leader of each RFA, or designee (ex-officio)

(iii) University faculty council selected representative of Rootstown research faculty; the selected faculty representative will serve for three years. The faculty representative may serve two consecutive three-year terms.

(iv) Peer-elected Ph.D. student with a NEOMED faculty as primary advisor, who has passed candidacy exams. The elected representative will serve a one year term. The elected student representative may serve a maximum of two one-year terms.

(v) A chair and vice-chair will be elected by a majority vote of the URC members and serve for two years. After initial election, the terms will be staggered so either chair or vice-chair is elected in a given year.

(9) University council on exceptional experience (UCEE)

(a) Purpose

The purpose of the UCEE is to support the university's commitment to cultivating a culture of inclusive excellence that promotes academic and professional success for all faculty, staff, and students. The UCEE fosters an environment grounded in mutual respect, opportunity, and fairness where every individual is supported in reaching their highest potential. The UCEE serves as an advisory body to the president of the university and make annual recommendations to the on goals and metrics that are aligned with the university's mission and strategic plan. The UCEE encourages initiatives that enhance engagement, achievement, collaboration, professional development, and personal well-being.

(b) Membership

(i) Ex officio members (voting)

(a) Dean of students

(b) Vice president of strategy

(c) Executive director for human resources

(d) Senior executive director for strategic enrollment initiatives, admissions and financial aid

(e) Assistant director of success and engagement

(ii) Faculty members (voting)

One faculty member from each college, appointed by the dean, serving staggered three-year terms. In the first year of the UCEE, the provost will determine the length of term for each representative appointed by the respective college.

(iii) Student representative (voting)

(a) One first-year student from each college, elected by the first-year class, to a two-year term.

(b) One second-year student from each college, elected by the second-year class, to a one-year term.

(iv) At-large members (voting)

One at-large faculty member, and one at-large staff member.

(c) Officers

The chair shall be appointed by the president from among the members for a three-year term and may be reappointed at the president's discretion.

The committee may elect a vice chair from among its members.

(d) Meetings and reports

(i) The UCEE shall meet no fewer than four times per academic year or as requested by the president. The UCEE will provide written reports of its progress on its goal to the president no fewer than twice per year.

(ii) The chair shall convene and preside over meetings and may call additional meetings as needed.

(10) Committee on academic and professional progress (CAPP) executive review committee for the college of graduate studies (COGS), college of pharmacy (COP), and bitonte college of dentistry (BCOD)

(a) Purpose

The purpose of the CAPP executive review committee is to review appeal petitions from students dismissed by the CAPP-COP, CAPP-COGS, or CAPP-BCOD committees for pharmacy, graduate studies, or the bitonte college of dentistry, to decide if appeals will be granted or not, and if granted, to vote on the final student outcome. The CAPP executive review committee will review appeal petitions only if the student has been dismissed by the CAPP-COP, CAPP-COGS, or CAPP-BCOD committees and the request for review includes: (1) new, significant, and compelling information that is not available for presentation to the CAPP committee initially; or (2) evidence of a defect or irregularity in the CAPP committee's proceeding. The request for review must state the substantive or procedural defect alleged to have occurred when the CAPP committee's decision was made. If the information the student seeks to introduce through the executive review process was available to or known by the student at the time of the CAPP committee meeting, and was not presented at that time, it cannot serve as the basis for further review. Disagreement with the CAPP committee's decision will not constitute the sole reason for executive review.

(b) Membership

The CAPP executive review will consist of the following members, dependent on the primary college in which the student being reviewed is enrolled:

(i) Chair:

Vice dean or designee from the college in which the student is enrolled (ex officio; votes in the case of a tie).

(ii) Voting members:

Three (3) faculty, the majority of whom must be from the college in which the student is enrolled.

(iii) Non-voting members:

(a) Chair of the original CAPP committee responsible for the initial CAPP case review and decision (non-voting);

(b) University registrar or designee (ex officio, non-voting);

(c) CAPP administrative liaison (non-voting); and

(d) Student advocate (non-voting).

(c) Quorum

Quorum is met when the majority (fifty per cent plus one) of voting members is present. The chair is a voting member and only votes in the case of a tie. The committee may meet by appropriate electronic means necessary to establish a quorum and/or facilitate the meeting, with input from the chair.

(d) Voting

The chair of the executive CAPP committee for a particular session will vote only in the case of a tie. Any member who previously reviewed the case at one of the college-level CAPP meetings may not vote on the appeal petition for the same case.