



# School of Medicine





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## The senate has 8 active standing committees:

1. **The Executive Committee**
2. **The Committee on Academic Standing**
3. **The Committee on Student Admissions**
4. **The Committee on Appointment, Promotion and Tenure**
5. **The Committee on Curriculum**
6. **The Committee on Resource Allocation & Academic Planning**
7. **The Committee on Student Affairs**
8. **The Faculty Assistance Committee**

Other committees will be appointed on an ad hoc basis by the president of the Senate for specific terms.

 [Bylaws of the senate](#)

## The Executive Committee will be responsible for:

1. Advice to the Dean on all matters which are a responsibility of the Faculty and its Senate.
2. Monitoring the implementation of policy determined by the Senate in the areas for which the Senate is responsible.
3. Setting the agenda for Senate meetings.
4. Jointly with the Dean, developing committee slates and participating in the selection of committee chairpersons.
5. The referral of matters as necessary to appropriate committees and the receiving of reports from committees after an interval indicated by the Executive Committee.
6. Reporting to the Senate for its consideration of actions taken by the Executive Committee.

## The Committee on Appointments Promotion & Tenure:

1. The Committee shall receive from the Dean all recommendations for appointment reappointment to the rank of Associate Professor and Professor, and all recommendations for tenure. After consideration, the Committee shall transmit the recommendations to the Dean with a copy to the Secretary of the Senate.

2. The operating procedures, principles and policies of the Committee shall be approved by the Executive Committee and the Senate.

- [To view the policies of the APT Committee, click here](#)

Since 1991, the APT has used a point system to guide their evaluations of a candidate's promotion package. A modification to the point system was approved by the Senate in January 31, 2006. [Click here to view that Evaluation Form.](#)

- [Click here to view the Contributions to the School of Medicine Teaching and Patient Care Programs.](#)
  - [Click here to download the APT Committee Checklist.](#)
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## The Curriculum Committee

The Curriculum Committee is appointed by the Faculty Senate to develop and to supervise the implementation of the curriculum for medical students. Its functions include:

- ✚ Defining the overall content of the curriculum
- ✚ Determining the size and sequencing of courses
- ✚ The review and evaluation of courses
- ✚ Approval of course directors
- ✚ Overall scheduling of courses
- ✚ Overseeing educational policies and activities, consulting as appropriate with the dean, department chairs, division heads, course directors, faculty and students
- ✚ Regularly reporting to the faculty senate regarding its activities.

[Click here to view the website for the Curriculum Committee](#)

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## Committee on Academic Standing

- ✚ The Committee shall initiate, establish and review policies pertaining to academic standards and shall make recommendations to the Dean and the Executive Committee in regard to awarding of honors, academic requirements, advancement of students and the granting of diplomas and degrees.
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## Committee on Student Admissions

1. The Committee shall review all policies pertaining to the admission of students.
2. The Committee shall monitor the process of admissions.
3. The Committee shall call upon other members of the faculty to render such

assistance as needed for carrying out the responsibilities of the Committee.

4. The Committee shall recommend all those students who are to be admitted.

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### **Committee on Resource Allocation & Academic Planning**

- It shall be consulted by the Administration about the budget, and the growth and development of the School, and initiate recommendations about long range planning. It will advise with respect to all new departments and academic programs in the School and shall seek advice from other appropriate Senate Committees about these actions.

- Strategic Plan (in Word 97 Format)
- Strategic Plan (in PDF format - you will need Adobe Acrobat Reader available without cost from Adobe)
- Executive Summary (in Word 97 Format)
- Executive Summary (in PDF format - you will need Adobe Acrobat Reader available without cost from Adobe)

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### **Committee on Student Affairs**

- The Committee shall consider and recommend to the Dean and the Executive Committee on matters affecting the well-being of the student body.

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### **Faculty Assistance Committee**

The Faculty Assistance Committee (FAC) has been created to assist faculty of the school of medicine who are seeking to resolve conflicts concerning the faculty's relationship with their department, the institution or their colleagues.

Upon being notified that a faculty member is seeking assistance, the FAC will determine the most appropriate hearing body, be it a University-wide Committee, a Medical School Committee, the UUP or another appropriate committee. The FAC is not designed to replace any already-existing committees.

If a faculty member's request cannot be distributed to any appropriate committee or organization, the FAC may decide by a simple majority vote whether to become the hearing body.

Upon deciding to review the issue, the FAC will review written documentation and will have the authority to request any other form of documentation it deems appropriate. If, in the course of its deliberations, it becomes evident that the issue is one that can be reviewed by an already existing hearing body (be it a University-wide Committee, a Medical School

Committee or the UUP), all collected data will be transferred to that hearing body.

In situations where the issue remains with the FAC, when documentation is complete, the committee shall distribute its findings to the faculty members involved and the Dean of the School of Medicine

Submissions for review by the FAC should be submitted in writing to the chairperson of the FAC or to the president of the faculty senate.

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**[ Stony Brook University Disclaimer ]**

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