

Southern Illinois University School of Medicine Executive Committee

I. Purpose and Responsibility

The Executive Committee is the School of Medicine's principal body for policy deliberation. Issues requiring policy determination may originate through the standing committees; through the departmental structure, with the advocacy of the chair; through the associate deans or provosts; or through the three employee constituency groups represented on the Executive Committee.

II. Organization

- A. **Voting Membership:** The composition of the Executive Committee includes the following positions, with full voting privileges:
- Dean and Provost and Chief Executive Officer of SIU HealthCare who shall preside over the committee.
 - Chairs of all current duly recognized (tenure unit) departments. For tenure units that share a Chair, Vice Chairs are also eligible to be a voting member so each department is represented.
 - Director of the Simmons Cancer Institute.
 - One representative of SIU HealthCare, as selected by the Dean and Provost.
 - President, President-Elect, Past-President, and Secretary of the Faculty Council, and one additional Carbondale Faculty Council representative.
 - Chair or elected representative of the Educational Policy Council.
 - Chair or elected representative of the Research Policy Committee.
 - One elected representative of the Civil Service Council.
 - One elected representative of the Administrative/Professional Staff Council.
 - One student member chosen by the Student Assembly.
- B. **Non-Voting Membership:** Additional non-voting members include the following positions:
- Associate Deans.
 - Associate Provosts.
 - Compliance Officer
 - Other staff as deemed appropriate by the Dean and Provost.

C. Staffing: Staffing for the Executive Committee is provided by the Office of the Dean and Provost. This responsibility includes preparing and distributing the agenda and recording and producing meeting minutes.

III. Conduct of Meetings and Procedures

A. Meetings: Regular meetings are scheduled for the first Monday of the month. Meetings may be cancelled by the Dean and Provost if there are no pending issues. Special meetings are scheduled as needed.

B. Attendance: Members are expected to attend all meetings or to send a proxy, who is able to represent his/her department, administrative area, or constituency. Attendance via videoconferencing is acceptable.

C. Meeting Rules: Executive Committee operations shall follow Roberts Rules of Order requiring a simple majority for the approval of motions under consideration, unless otherwise noted in these operating papers.

D. Agendas: Items presented for consideration shall be placed on a written agenda to be provided to the members in advance of the meeting. In emergency situations, items can be offered for discussion during meetings.

E. Voting: All voting members shall be entitled to vote on all matters with the exception that only Executive Committee members who are faculty shall be entitled to vote on academic matters, such as education, research, and tenure and promotion policy.

F. Policy: School of Medicine policy shall be written and developed by appropriate faculty standing committees in response to needs identified by the Dean and Provost, the faculty, or the Executive Committee. The Executive Committee will consider all policy proposals brought to it; and will determine by vote whether to amend or reject a proposal or recommend its adoption. Except in the case of an emergency or for minor revisions, policies not adopted by the Executive Committee will be returned with concerns to the appropriate standing faculty committee.

G. Minutes: Minutes shall be approved by a vote of the Executive Committee prior to distribution to School of Medicine constituencies.

IV. Amendments to Operating Paper

Amendments to this document must be proposed in writing to the full voting membership of the Executive Committee at a regularly scheduled meeting of the Executive Committee. Approval requires a two thirds majority of all voting members in attendance at the meeting and approval by the Dean and Provost.

Revised on February 13, 2006, and approved by the Executive Committee on March 6, 2006; and approved by the Dean and Provost on March 6, 2006. Revisions approved by the Executive Committee and the Dean and Provost on November 14, 2011, October 7, 2013, and July 2, 2018.

Dean_Executive Committee Operating Paper