



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

School of Medicine

Operating Policy and Procedure

SOM OP: 80.03, **Dean's Executive Council**

PURPOSE: The purpose of this School of Medicine (SOM) policy and procedure is to describe the function, membership and procedures of the SOM Dean's Executive Council.

REVIEW: This SOM Policy and Procedure shall be reviewed within each even-numbered fiscal year by the Office of the Dean and published thereafter.

POLICY/PROCEDURE:

1. **General.** This document describes the function, membership and procedures of the SOM Dean's Executive Council. This policy is designed to ensure that the Dean has a consultative body that can advise on governance and policymaking processes within their purview, in accordance with LCME Element 4.6.
 - a) At a medical school, the dean and a committee of relevant medical school administrators and faculty representatives determine the governance and policymaking processes within their purview.
 - b) Meetings of the SOM Dean's Executive Council will be scheduled as directed by the Dean but no less than biannually.
2. **Definitions.**
 - a) The SOM Dean's Executive Council: An executive council is a governing body of an organization that is made up of key leaders and executives. They are responsible for making decisions, overseeing operations, and shaping the organization's policies and strategic direction.
3. **Charge.**
 - a) Strategic Planning:
 - i. Guide the development of strategic planning initiatives in the SOM.
 - ii. Perform regular reviews of the current strategic plan to ensure objectives are being met.
 - iii. Revise the strategic plan based on factors including but not limited to adaptation to external/internal changes, progress evaluation and goal adjustment, integration of new opportunities and risk management, and stakeholder feedback.
 - b) Policy Development and Review:
 - i. Review SOM Operating Policies and Procedures and make recommendations for new and/or revised policies where needed. (Note the responsibility for the educational program resides with the Curriculum and Educational Policy Committee (CEPC). The SOM Dean's Executive Council may provide feedback to the CEPC but does not have a role in setting educational policy.)

4. **Membership.**

Members are appointed by the Dean to represent relevant areas of the SOM as follows:

- a) Dean, School of Medicine
- b) Executive Associate Dean for Administration
- c) Regional Dean, Amarillo campus
- d) Regional Dean, Odessa campus
- e) Vice Dean, Covenant campus
- f) Individuals charged with responsibility for areas covered by the SOM Strategic Plan.
 - i. Undergraduate medical education
 - 1. Senior Associate Dean for Academic Affairs
 - 2. Associate Dean for Medical Education and Accreditation
 - 3. Associate Dean for Clinical Education
 - 4. Associate Dean for Student Affairs
 - 5. Associate Dean for Admissions
 - ii. Graduate Medical Education
 - 1. Executive Associate Dean for Graduate Medical Education
 - iii. Research
 - 1. Associate Dean for Research
 - iv. Faculty
 - 1. Associate Dean for Faculty Recruitment, Affairs, and Development
 - v. Clinical practice
 - 1. Associate Vice President for Clinical Practice and Executive Associate Dean
- g) Faculty Representatives
 - i. Chair, Curriculum and Educational Policy Committee
 - ii. Chair, GMEC
 - iii. Chair, Faculty Council Executive Committee
- h) Department Chairs
 - i. Chair, Clinical Department
 - ii. Chair, Basic Science Department

5. **Responsibilities.**

- a) The Office of the Dean or a designee will coordinate meetings and maintain documentation, including minutes of meetings, policy reviews and strategic planning recommendations.