

**HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES**

Chapter 1	Administration and Organization	Effective:	June 2000
Section 1.6	Administrative Committees	Revised:	October 2009
<b>Policy 1.6.2</b>	<b>Committee on Committees</b>	Responsibility:	President

## **COMMITTEE ON COMMITTEES**

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### **Selection**

Representatives from the Basic Sciences departments, Dental departments, Medical departments, Health Professions departments, and Nursing departments shall be elected by the full-time faculty. Committee members to represent each departmental grouping are elected by the members of those departments.

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### **Elected Members**

1. Two faculty representatives from each of the five schools
2. Immediate Past Chair

NOTE: At no time shall there be more than one elected representative from any one department on this Committee.

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### **Appointed Members**

1. One (or more) member(s) of the staff at large appointed by the President
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### **Ex-Officio (with vote)**

1. Vice President for Academic Administration (or designee)
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### **Ex-Officio (without vote)**

1. Assistant Vice President for Student Services
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### **Chair**

Designated annually by the President from the membership

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### **Charge**

The charge of the Health Science Center Committee on Committees (hereafter referred to as the COC) is to identify qualified members of the Health Science Center faculty and staff for purposes of recommending their appointment to standing institutional committees for which there are vacancies. Recommendations for appointment to standing committees are made to the President of the Health Science Center. In addition, the COC is responsible for periodically reviewing existing committees so that appropriate recommendations can be made to the

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Health Science Center President with regard to changes, additions, or deletions affecting the role, scope, and structure of those committees.

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**Term of  
Membership**

Two years

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