

Faculty Council Meeting
Meeting Minutes
Monday, December 12, 2022
4:00-5:30PM

Timing	Agenda Item	Presenter	Summary of discussion	Action items/Motions/ Votes
4:01-4:04PM	Welcome and Chair Announcements	Darin Croft	<p>The Chair called the meeting to order at 4:01PM. Dr. Croft suggested that it could be beneficial for Faculty Council representatives to forward his meeting slides to their respective departments; the hotlinks are embedded for convenience.</p> <p>Four open seats representing the SOM in the university Faculty Senate need to be filled. A faculty member is also needed to represent the SOM on a university-wide Engagement Working Group. Nominations should be sent to Scott Howard or Nicole Deming.</p> <p>Dr. Croft thanked Colin Drummond for providing the CAPT “Tips for Faculty” document, which will be uploaded to the SOM Faculty Appointments, Promotion & Tenure web page.</p> <p>Suggestions are still being solicited for the Bylaws Committee 5-year review which can be submitted via a Qualtrics survey.</p>	
4:04-4:05PM	Approval of November Faculty Council Minutes	Darin Croft	When polled, there were no corrections or additions to the November Faculty Council minutes.	The minutes are accepted as presented by unanimous consent.
4:05-4:08PM	Faculty Council Steering Committee Report of Activities	Matthias Buck	Dr. Buck presented a summary report of activities for the December 5 Faculty Council Steering Committee meeting.	
4:08-4:25PM	Lecture Committee Report	David Buchner	<p>Dr. David Buchner, Chair of the Lecture Committee, provided an overview of the committee listing members and the three lectures (Louis A. Bloomfield Memorial Lecture, H.M. Hanna Lecture Fund, Courtney Burton Frontiers of Medicine Lecture Fund) this committee oversees.</p> <p>The committee was also charged with looking at a number of underutilized lectureships, some very specialized and not filled for a</p>	

	Lecture Committee Report	(continued)	<p>number of years, and whether those funds could be repurposed into these three prestigious lectureships.</p> <p>It was asked if it was possible to offer CE credits for these lectures. Dr. Cynthia Kubu will pursue this and update Faculty Council.</p> <p>The Lecture Committee currently will have two open seats this year. Anyone interested should contact Scott Howard or Nicole Deming</p>	Dr. Croft will follow up with the Dean's Office to see if there is a website and determine the status of the other funds. Dr. Buchner will send Dr. Croft the pertinent emails.
4:25-4:45PM	Nomination and Elections Committee Report	N. Scott Howard	<p>Dr. Howard provided an overview of the year in review for the Nomination and Elections Committee identifying challenges, areas in which there was improvement, and how they plan to formulate new ways to increase faculty involvement.</p> <p>In 2020-2021 there were concerns regarding the process and perceived irregularities which were discussed at Faculty Council at the close of the 2020-2021 academic year. A number of candidates were not allowed to run for positions without a clear understanding of why. To address these concerns, NEC values were established (Diversity/Integrity/Excellence/Compassion/Team Work/Accountability/Respect), and objectives set for 2021-2022. Dr. Howard detailed the steps the committee was taking, on a monthly basis, to improve transparency, trust, and diversity of representation through the School of Medicine.</p>	
4:45-4:50PM	Faculty Senate Report	Darin Croft for Alan Levine	<p>Dr. Levine was not available to present his report; Dr. Croft presented his summary. President Kaler convened an Engagement Working Group working group comprised of one representative from each school to serve as liaison. A volunteer from the SOM is still required. Anyone wishing to volunteer, or nominate a colleague, should reach out to Darin Croft or Scott Howard.</p> <p>The requested opinion on the UH tenure issue went to the relevant committees and reports were received back, with the Executive Committee slated to review it in January.</p> <p>The Provost clarified that if inclement weather closes the university classes will be suspended and not held remotely. Clinical activities are not considered classes, and each school should ask their dean for guidance about which activities will continue to take place.</p>	

4:50-5:10PM	Extraordinary Service Recognition	Matthias Buck	<p>The FCSC discussed in their September and December meetings a request to honor the extraordinary workload of the Faculty Council Chair and certain Steering Committee Chairs. The Dean does not have a budget, precedent, or authority to reward faculty, on an individual basis, performing specific functions. Department chairs manage their budgets and incentive for faculty. The Faculty Handbook states that service in the teaching programs, research programs, and administrative activities of the university is regarded as within the faculty member's obligation and is compensated for by regular salary</p> <p>It was suggested that the mechanism should be university-wide and funds should come from the university budget or be earmarked in the schools' budgets. It was commented that this would cost money and additional effort to administer and could be seen as a conflict of interest with their role to serve the faculty. The opposite could be argued since such supplements would be transparent/declared.</p> <p>Clinical faculty from many of the clinical campuses often have to buy out their clinical time with research funding or external funding which may be a hindrance to participating in faculty governance. However, it may offer their chairs more time to participate in faculty governance and increase diversity in leadership.</p> <p>Dr. Buck stated that the intention is not to provide dollar amounts that service entails, but to provide recognition of the extraordinary work accomplished by those in the chair positions during the year of their chairmanship</p> <p>A motion approved by Faculty Council would follow the same process that was used for the UH tenure question (i.e., a request for study by the Faculty Senate).</p>	<p>A motion was made by a FC member and seconded by a FC member to end the debate.</p> <p>The debate was ended by consensus.</p> <p>A motion was made by a FC member and seconded by a FC member that the SOM Faculty Council supports recognizing the extraordinary service workload of the Faculty Council Chair and certain Standing Committee chairs via financial supplements and requests that the Faculty Senate: (1) consider the feasibility of a creating university-wide mechanism for providing and/or facilitating such incentives; and (2) review Section III of the Faculty Handbook with respect to current practices of providing administrative supplements and whether this section should be amended to match current practice.</p> <p>Vote: 25 were in favor, 6 were against, and 4 abstained. The motion is approved.</p> <p>Darin Croft will draft a letter on behalf of Faculty Council to the Faculty Senate to requesting them to review these two items and Section 3 of the Faculty Handbook.</p>
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5:10PM	New Business		When polled, no new business topics were indicated.	
5:10PM	Adjourn		The Chair adjourned the meeting at 5:10PM.	

Present

Robert Abouassaly
Alicia Aguilar
Moises Auron
Blaine (Todd) Bafus
Matthias Buck
Aleece Caron
Mohamad Chaaban
Darin Croft
Jonathan Emery
Jessica Fesler
Stephen Fink
Rachael Gowen
Matthew Grabowski
Amy Hise
Jessie Jean-Claude

Andrew Jones
Hung-Ying Kao
Erin Lamb
Lia Logio
Dan Ma
Danny Manor
Christopher McFarland
Daniela Mehech
Gillian Michaelson
David Mihal
Dean Nakamoto
Attila Nemeth
Arne Rietsch
Anastasia Rowland-Seymour
Elie Anthony Saade

Linda Dalal Shiber
Bryan Singelyn
Phoebe Stewart
James (Jim) Strainic
Ben Strowbridge
Nami Tajima
Patricia Taylor
Sarah Tehranisa
Daniel Tisch
Johannes von Lintig
Robert Wetzel
Leon R. White
Raed Zuhour
Wei Xiong

Absent

Elvera L. Baron
Corinne Bazella
Maura Berkelhamer
Neil Bruce
Dan Cai
Bryan Carroll
Patrick Collier
Andrew Crofton
Margot Damaser
Piet de Boer
David DiLorenzo
Meelie DebRoy
Katherine DiSano
Corinna Falck-Ytter
Robert Geertman
Stan Gerson

Bahar Bassiri Gharb
Ramy Ghayda
Peter Harte
Alia Hdeib
Peter K. Kaiser
Eric W. Kaler
Sadashiva Karnik
Gaby Khoury
Vijaya Kosaraju
Sangeeta Krishna
Mallika Lavakumar
Kelly Lebak
Alan Levine
Shawn Li
David Ludlow
Tani Malhotra

Mariel Manlapaz
Raman Marwaha
William Merrick
Sam Mesiano
Nathan Mesko
Rocio Moran
Cyrus Rabbani
Tamer Said
Jacek Skowronski
Courtney Smalley
Usha Stiefel
Joseph Tagliaferro
Ari Wachsmann
Mark Walker
Sherry Yu
Samina Yunus

Others Present

David Buchner
Nicole Deming
Joyce Helton

Nelson Scott Howard
Cynthia Kim

Cynthia Kubu
Ashwit Pandit

Today's agenda

1. Chair's Announcements (Darin Croft)
2. Approval of November Faculty Council minutes (Darin Croft)
3. Steering Committee report (Matthias Buck)
4. Lecture Committee report (David Buchner)
5. Nominations and Elections Committee report (Scott Howard)
6. Faculty Senate report (Alan Levine)
7. Extraordinary service recognition (Matthias Buck)
8. New Business

Faculty Senators needed

- This year, we have four open seats (of ten total) to represent the SOM in the university **Faculty Senate**
 - it is 3-year term and a great way to learn about CWRU
 - Statements of interest are due Friday, January 13th
- * Please solicit nominations from your department ***
- Send nominations to:
 - Scott Howard (n.scott.howard@uhhospitals.org) or Nicole Deming (nmd11@case.edu)

Committee member needed ASAP

- We need a faculty member to represent the SOM on a university-wide **Engagement Working Group**
 - This group will “*help strategize how we can effectively and efficiently communicate the results, promote and support area managers' use of data, and establish and implement action steps*” from the recent Gallup Engagement Poll
- **To volunteer or nominate someone, email:**
 - Scott Howard (n.scott.howard@uhhospitals.org) or Nicole Deming (nmd11@case.edu)

Hot off the Press: CAPT “Tips for Faculty”

- A summary of Colin Drummond’s September presentation
- Discusses steps you can take to help the CAPT act on your packet quickly and efficiently
- PDF is available in BOX (and will eventually be available on the Faculty Appointments, Promotion & Tenure SOM page)

*** Please distribute PDF to your dCAPT and faculty ***

Holiday Brunch *Tomorrow*

- Check your email for the registration link
- 11 am – 1 pm in BRB lobby



SCHOOL OF MEDICINE
CASE WESTERN RESERVE
UNIVERSITY



Save the Date

Stanton L. Gerson, MD

Dean, School of Medicine

Senior Vice President for Medical Affairs

Cordially invites you to a Holiday Brunch

Tuesday, Dec. 13, 2022

11 a.m. - 1 p.m.

BRB Lobby

REGISTER



CASE WESTERN RESERVE
UNIVERSITY
SCHOOL OF MEDICINE



University
Hospitals



Cleveland Clinic



Metro
Health



VA

U.S. Department
of Veterans Affairs

Robert's Rules Review:

How to make and act on a motion

1. Motion is stated (“I move that....”)

➤ Motion must be seconded for debate to proceed!

2. Motion is debated

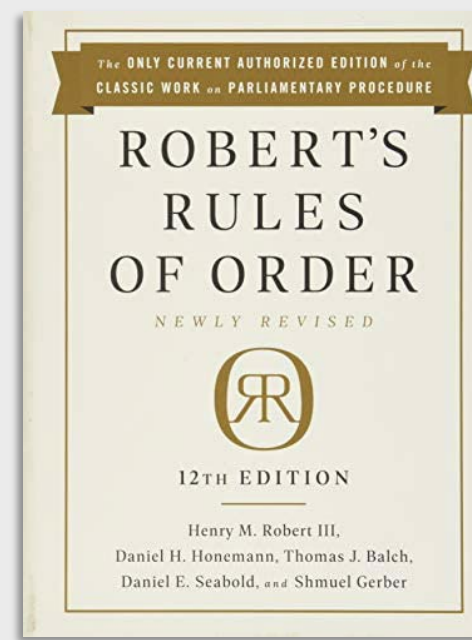
** Please speak only once if others have not spoken**

3. Debate proceeds until someone moves to end it

➤ This must also be seconded!

4. Motion to end debate must be approved (by vote or consent)

5. After debate ends, a vote is taken on the motion



5-year review of SOM Bylaws

- The Bylaws Committee is undertaking their 5-year review of the Bylaws of the Faculty of Medicine
- Submit your suggestions via [this Qualtrics survey](#)
 - You can fill out the survey multiple times for multiple suggestions
 - NOTE: all suggestions will be considered but may not be included in final recommendations
- Download the current bylaws from the Faculty Governance webpage: <https://case.edu/medicine/faculty-staff/faculty-affairs/faculty-governance>



CASE WESTERN RESERVE
UNIVERSITY
SCHOOL OF MEDICINE



University
Hospitals



Cleveland Clinic



Metro
Health



VA

U.S. Department
of Veterans Affairs

SOM calendar

- Did you know the SOM has an events calendar?

<https://case.edu/medicine/events/>

- Check it out to see what's going on in the School of Medicine
- To request that an event be added, use the "See How We Can Help" link on the same page

HOME · EVENTS

Events

- Dean's Significant Conversation Series
- Juneteenth
- Office of DEIE Lecture Series
- The Charles L. Hoppel, MD Endowment in Mitochondrial Biology
- Match Day
- State of the School
- Doc Opera

Events



Share your news

Get a grant or award? Are you being published or planning an event? We want to hear from you!

[See How We Can Help](#)



Event Planning

No two events are the same! Need some help with yours? The university has you covered.

[Explore University Resources](#)

SOM EVENTS

Nov 21 [Molecular Medicine PhD Program Webinar](#)

Nov 21 [Post-baccalaureate Readiness Instruction for bioMedical Education \(PRIME\): Ask me anything](#)

Nov 25 [The Global Health & Infectious Disease \(GHID\) Research Conference](#)

[View Full Calendar](#)

Agenda items for January FC meeting

- Must be submitted by Dec. 16th (*this Friday*)
 - Send to Darin Croft (dac34@case.edu) and Nicole Deming (nmd11@case.edu)
- Will be considered by the Steering Committee on Monday, January 9th (3:30-5:00 pm)
 - Set this day/time aside for possible presentation (Zoom)
- Feel free to plan ahead and send requests for February!

Faculty Council Meeting
Draft Meeting Minutes
Monday, November 21, 2022
4:00-5:30PM

Timing	Agenda Item	Presenter	Summary of discussion	Action items/Motions/ Votes
4:02-4:06PM	Welcome and Chair Announcements	Darin Croft	<p>The Chair called the meeting to order at 4:02PM. Dr. Croft noted that meetings of most of the standing committees of the faculty are open to all SOM faculty unless they are discussing a confidential matter. A listing noting meeting days/time and a contact name for the Zoom link, agenda, etc., has been uploaded to BOX and is also available on the Faculty Governance webpage https://case.edu/medicine/faculty-staff/faculty-affairs/faculty-governance . The SOM has an events calendar, which can be viewed at https://case.edu/medicine/events/ .</p> <p>A non-Faculty Council member from a basic science department is needed to serve on the Nomination and Elections Committee. Dr. Croft asked that members solicit nominations from their departments. Suggestions for nominations can be sent to Nicole Deming and Scott Howard.</p> <p>The Bylaws 5-year review is ongoing. There is a Qualtrix survey link for improving, clarifying, or deleting text from the bylaws. Suggestions will go to the Bylaws Committee for their consideration.</p>	
4:06-4:07PM	Approval of October Faculty Council Minutes	Darin Croft	When polled, there were no corrections or additions to the October Faculty Council minutes.	The minutes are accepted as presented by unanimous consent..
4:07-4:11PM	Faculty Council Steering Committee Report of Activities	Matthias Buck	Dr. Buck presented a summary report of activities for the November 7 Faculty Council Steering Committee meeting.	

4:11-4:13PM	Change to the Charge of the Committee on Budget, Finance, and Compensation	Darin Croft	It was suggested that the phrase "This committee will become a standing committee of the faculty upon amendment of the Bylaws of the Faculty of Medicine expected to be approved in the fall of 2013." be deleted from the charge of the Committee on Budget, Finance and Compensation. Dr. Croft stated that it should have been previously deleted	A motion was made and seconded to end the discussion. The discussion was ended by unanimous consent. The phrase was deleted from the charge by unanimous consent.
4:13-4:24	Faculty Senate Report	Alan Levine	Because not all agenda items can be addressed within the time constraints of the Faculty Senate Meeting, a consent agenda for the Faculty Senate Executive Committee would address many minor non-controversial items that would come to the committee for a vote, then bring to the full Senate. Consequently, Senate meetings could be much shorter allowing them to focus on conversations on strategy rather than minor item by minor item. This will be tried at the next Executive Committee Meeting. Items on the consent agenda can always be extracted for discussion. Those nominated for an honorary degree, and who present at the graduation ceremony, have been approved by the Executive Committee. The Bylaws Committee is reworking the custody of research data. Any questions should be addressed to Peter Harte. A new Faculty Senate Committee on Campus Planning, Facilities and Space Governance is being created; the charge has not yet been formulated.	
4:24-4:52PM	Committee on Medical Students	Sarah Augustine	Dr. Augustine presented the annual report for the Committee on Medical Students. She reviewed the charge, the operational metrics, and listed the committee members. The committee motions and actions were broken down into topics, and challenges and opportunities of the committee were noted. It was suggested that a Committee on Graduate Students within the SOM could be beneficial.	
4:52-4:53PM	New Business		When polled, there were no new business topics.	
4:53PM	Adjourn		There being no further agenda items to be addressed, the chair adjourned the meeting at 4:53PM.	

Present

Robert Abouassaly
Alicia Aguilar
Blaine (Todd) Bafus
Elvera L. Baron
Matthias Buck
Aleece Caron
Bryan Carroll
Darin Croft
Piet de Boer
David DiLorenzo
Jessica Fesler
Stephen Fink
Bahar Bassiri Gharb
Rachael Gowen

Matthew Grabowski
Alia Hdeib
Jessie Jean-Claude
Andrew Jones
Hung-Ying Kao
Erin Lamb
Alan Levine
Dan Ma
Tani Malhotra
Mariel Manlapaz
Danny Manor
Daniela Mehech
William Merrick
Sam Mesiano

David Mihal
Attila Nemeth
Elie Anthony Saade
Linda Dalal Shiber
Bryan Singelyn
Phoebe Stewart
James (Jim) Strainic
Nami Tajima
Patricia Taylor
Sarah Tehranisa
Daniel Tisch
Wei Xiong
Sherry Yu
Raed Zuhour

Absent

Moises Auron
Corinne Bazella
Maura Berkelhamer
Neil Bruce
Dan Cai
Mohamad Chaaban
Patrick Collier
Andrew Crofton
Margot Damaser
Meelie DebRoy
Katherine DiSano
Jonathan Emery
Corinna Falck-Ytter
Robert Geertman
Stan Gerson
Ramy Ghayda
Peter Harte

Amy Hise
Peter K. Kaiser
Eric W. Kaler
Sadashiva Karnik
Gaby Khoury
Vijaya Kosaraju
Sangeeta Krishna
Mallika Lavakumar
Kelly Lebak
Shawn Li
Lia Logio
David Ludlow
Raman Marwaha
Christopher McFarland
Nathan Mesko
Gillian Michaelson
Rocio Moran

Dean Nakamoto
Cyrus Rabbani
Arne Rietsch
Anastasia Rowland-Seymour
Tamer Said
Jacek Skowronski
Courtney Smalley
Usha Stiefel
Ben Strowbridge
Joseph Tagliaferro
Johannes von Lintig
Ari Wachsman
Mark Walker
Robert Wetzel
Leon R. White
James Wilson
Samina Yunus

Others Present

Sarah Augustine
Nicole Deming

Susan Freimark
Joyce Helton

Cynthia Kim
Cynthia Kubu

SOM Lecture Committee

David Buchner, Chair	Dept of Genetics	2024
Drew Adams	Dept of Genetics	2023
Neil Greenspan	Dept of Pathology	2025
Pratima Sood	Dept of Medicine-VA	2024
Sichun Yang	Dept of Nutrition	2023

Presentation to the Faculty Council, Dec 2022

Louis A. Bloomfield Memorial Lecture

“Provide lectures in Greater Cleveland by distinguished medical Scientists and scholars”

2022: The Bloomfield lecture fund was used to support a lecture and visit by Dr. Jeff Friedman from HHMI and The Rockefeller University on 9/21/22. Dr. Friedman is best known for the discovery of Leptin and the mechanism by which leptin regulates appetite. Dr. Friedman has been recognized by many awards including the Breakthrough Prize in Life Sciences, Wolf Prize in Medicine, Lasker Award, Harrington Prize for Innovation in Medicine, and Shaw Prize for Life Sciences and Medicine.

2023: The Bloomfield lecture fund will be used to support a lecture and visit by Dr. Tom Sudhof from HHMI and Stanford University on 3/13/23. Dr. Sudhof is best known for his work on neurotransmitter release and synaptic transmission for which he was awarded the Lasker Award and the Nobel Prize.

- In addition to the lectures, the SOM Lecture Committee was able to reconnect with many members of the Bloomfield family, including 5 of the grandchildren of Louis Bloomfield. One member of the family was able to attend the 2022 lecture in person and other members were able to view the lecture via zoom. The date for the 2023 lecture has been shared with the family so that they can continue to attend future lectures and reinvigorate their relationship with CWRU.

H.M. Hanna Lecture Fund

Lecture from “distinguished foreign visitors so that they might be attracted here to give lectures in the medical sciences”

2022: The Hanna fund was used to support a zoom lecture by Dr. Benjamin Lewin on 2/9/22. Dr. Lewin founded the journal *Cell* and wrote a definitive textbook in the field of genetics titled *GENES*.

2023: Plans are in the works for a symposium focused on chemical biology.

- Committed speakers to date: Damian Young (Baylor)

Courtney Burton Frontiers of Medicine Lecture Fund

Support an annual lecture from “an outstanding individual who has achieved or been involved in the achievement of a significant advance in medicine or a closely related field”

2022: The Burton funds will be used to support a lecture by Dr. Geoffrey Greene from the University of Chicago. The 2022 lecture was postponed due to COVID given the preference for an in-person seminar. The lecture will now be held in April 2023. Dr Greene is best known for his studies into the mechanisms and therapeutics of breast and prostate cancer. Dr. Greene is a AAAS Fellow and has been recognized for his work by the Susan Komen foundation, the North American Menopausal Society, and the Endocrine Society.

2023: Plans are in the works for a symposium celebrating the 20th anniversary of the sequencing of the human genome in the fall of 2023. The symposium will be jointly hosted by CWRU and the Cleveland Museum of Natural History.

- Confirmed thus far: Sarah Tishkoff (UPENN); Heidi Rehm (Broad); David Goldstein (Actio Biosciences). Fall 2023
- In addition to these lectures, funds were used from the Burton Fund to support a research symposium jointly organized by Drs. Mark Chance, Robert Kirsch, and Robert Bonomo. The symposium took place August 18-19, 2022 at CWRU. The focus of the symposium was Department of Defense Themed Biomedical Research. Matching funds were provided by the Center for Translational Science Collaborative and the Center for Proteomics and Bioinformatics.

Annual Review - NEC

N. Scott Howard MD MBA FACS
Chair, Nominations and Elections Committee



**Ranked #17 in the nation
and Best in Ohio**

*U.S. News & World Report ranking
awarded to UH Cleveland Medical Center



Purpose

- Discuss the “year in review”
- Identify challenges
- Identify areas we have improved
- Formulate new ways to get our faculty involved

Concerns regarding the Process: 2020-2021

- A number of irregularities were perceived and discussed at Faculty Council meeting at the close of the 2020-2021 academic year
- One concern: A number of candidates were not allowed to run for positions without clear understanding of why
- Perceived poor communication with faculty
- Several proposals/letters and a petition letter was sent through bylaws and Faculty Council

NEC Petition Submitted Jun 2021

Those who support the proposed amendments in this petition are listed in alphabetical order.

Christopher Bailey, PhD
Matthias Buck, PhD
Piet de Boer, PhD
Brian D'Anza, MD
Michael Devereaux, MD
Phil Fastenau, PhD
Jonatha Gott, PhD
Eckhard Jankowsky, PhD
Mahmoud Ghannoum, PhD
Qingzhong Kong, PhD
Hua Lou, PhD
Maureen McEnery, PhD, MAT
William Merrick, PhD
David Preston, MD
Scott Simpson, PhD
Neena Singh, MD, PhD
Corey Smith, PhD

Witold Surewicz, PhD
Johannes von Lintig, PhD
Jo Ann Wise, PhD
Richard Zigmond, PhD

NEC TEAM 2021-2022

- Despite being a new member of the NEC for 2021-2022, I was encouraged to run for Chair.
- Had a strongly supportive team on the NEC.

Ex Officio: Stanton L. Gerson, MD, Nicole Ward, PhD, Darin Croft, PhD

At Large: N. Scott Howard MD (UH-Chair), Mahesheema Ali, PhD (MHS), Neetu Gupta, PhD (CCF), Jo Ann Wise, PhD (SOM), Federico Perez (VA)

Faculty Council: Danny Manor, PhD (SOM), Jamie Wood (UH), Katherine DiSano (MHS)

Initial Actions

Established our NEC Values:

- Diversity/Integrity/Excellence/Compassion/Team Work/Accountability/Respect

2021-2022 Objectives:

- 1. Familiarize the NEC Members with each standing committee and their charge
- 2. Review each charge and bylaws to understand specific rules pertaining to each committee
- 3. Promote diversity, equity and inclusion by producing a diverse slate of nominees
- 4. Execute a fair and transparent election

Set a monthly schedule

October 2021

- Invited **Director of DEI, Ms. Tina Lining**, to speak on Diversity.
 - Workshop: “Strategies for addressing diversity and inclusion within our standing committees”
- Determined we would **change our voting system to Qualtrix and Ranked Choice Voting**
- Dr. Nicole Ward, Chair of Faculty Council accepted a position at Vanderbilt
 - **Darin Croft, Chair-Elect of Faculty Council will assume Chair role early.** Will require NEC to hold an election of a new Chair-Elect.
 - Discussed option for a 5-minute video statement to be uploaded.
 - Manage vote within the Faculty Council.

November 2021

- Developed a **standardized Statement of Interest form** for all positions.
- Included a mandatory statement on diversity: **“What does diversity mean to you? What does it mean to be inclusive? Why is it important? “**

November – December 2021

- **Invited all Committee Chairs** to present information about their standing committee, anticipated personnel losses and what their committee ‘needed’
 - Peter Shulman: (Faculty Senate)
 - Alan Tarktakoff (Lecture Committee)
 - Julian Stelzer (Admissions Committee)
 - Lina Mehta (Associate Dean for Admissions)
 - Amy Hise (Women and Minority Faculty)
 - Corinne Bazella (Committee on Medical Education)
 - Agata Exner (Committee on Budget, Finance, and Compensation)
 - Corey Smith & Colin Drummond (Committee on Appointments, Promotions, and Tenure)
 - Darin Croft (Bylaws Committee)
 - Susan Padrino (Committee on Students)
 - Tony Wynshaw-Boris (Committee on Biomedical Research)

Faculty Senate Decision

- **Senate approved a new policy** for its bylaws that excludes any faculty member currently serving as a dean in any form (including vice, associate, assistant, and interim) from simultaneously serving as a faculty senator.
- Impact: Dr. Blanton Tolbert (diversity dean), and Dr. Cynthia Kubu (faculty dean) had to step down from faculty senator role.
- Vacancy Filled per Bylaws: the next eligible person to receive greatest number of votes in past election were contacted to determine if they are willing to serve.

Notable Bylaws Differences

- Faculty Senate rules allowed for the newly appointed Faculty Senator (who received the next highest number of votes in the last election) to serve to completion of the prior member's term.
- NEC is currently seeking to change our bylaws modeled after this process.

December

- Chair's Continued to present their committees.
- **Discussion on Ideal Process:** Identifying candidates for Faculty Senate
- Started **creating a video guide to the SOM elections process** as there were concerns regarding how the vote was recorded in prior year's election
 - **Ranked Choice Voting System**
- Provided recommendations from SOM Bylaws Committee regarding faculty-proposed amendment (Submitted June 17, 21)
 - A majority of the concerns were already being managed and the proposed changes were very slightly amended by NEC

January 2022

- 3 Senate replacement seats were to be nominated for Faculty (Votes finalized in February).
- Created new Box account for NEC Candidate Statements of Interest (SOI)
- Vacancy Filled per Bylaws: Tony Wynshaw-Boris appointed to Committee on Biomedical Research
- **Steering Committee has asked the NEC and Bylaws to comment on a proposal to have Dr. Darin Croft serve as FC Chair for the remainder of the 2021-2022 academic year + continue for the 2022-2023 academic year. (1.5 yr term)**
- **Dr. Matthias Buck assumes the role of Chair-Elect** and held discussion re the vacancy on Steering Committee
- Vacancy Filled per Bylaws: Peter Harte was runner up for position on Steering Committee and assumed role after Dr. Matthias Buck assumed the role of Chair-Elect.

February 2022

- **13 Nominees for Faculty Senate (3)**
 - All SOI were reviewed ensuring the Diversity Statements were included and uploaded to Box Account
 - The status of the applicant was verified (requirement to be a full time faculty member)
 - One individual from nominee list not eligible (not full time faculty).
 - Opportunity Identified: Discussed methods to streamline the process for identifying candidates and how to become full time faculty when not.
 - Applicant's files were reviewed with NEC and 100% of Eligible Applicants were placed upon the ballot.

March 2022

- Discussed opportunity to streamline the charge in the future:
 - 2 x # of candidates per position
 - 1 UNIQUE statement of interest for each Committee
 - No more than 2 SOIs in any election
 - If on a current standing committee – only 1 SOI
 - If already on 2... Must step down in advance of election opportunity. (exceptions = NEC can restrict this if in the best interest of the School of Medicine)
 - Faculty Council and Steering Committee are not “Standing Committees”
 - Ex-Officio roles on a committee do not count
 - Standardize voting duration to include two weekends.

March 2022

- Reviewed Letter to Faculty and SOI Template for Committee Positions
- Discussed **how to handle ties within the Ranked Choice Voting** system (most 1st place votes)
- Discussed **how to count ballots in case of log on issues.**
Developed processes to notify NEC of issues.
 - Most common issues are: Not Full time = No vote and Expired password
 - Time Sensitive: Individual submits a “paper vote” via e-mail. Vs signed note.

April 2022

- Created a **CAPT subcommittee** (JoAnn Wise, Nicole Deming and Scott Howard) to identify names to recommend.
- NEC continues to work to fill nominees for all positions (goal = 2x number of positions)
- April: **Nicole Deming received emails requesting additional time** so that faculty may speak with their division chiefs or supervisors to negotiate time off to serve on these committees.
- NEC votes to extend self-nomination to 5 pm Friday April 22nd
- **All SOI's must be in by May 2nd.**
- Voting ideally to be completed May 2nd-16th
 - **Standardize voting duration to include two weekends.**
- Solicit for NEC members from Faculty Council

- Reviewed Bylaws change that allows any member of the Faculty Council to run for chair-elect, not just those with 2 years left in their term, has already been approved by the Faculty Senate.

May 2022

- **Maureen W. McEnery elected Vice-Chair of the Faculty Senate for 2022-2023**
- Discussion re Process:
 - Several individuals who felt they were “VA providers” are not listed as VA providers by the SOM. Discussed process on switching affiliation.
 - **Discussed controversy where a shortened term is created by the Bylaws process during an upcoming election. Can negatively impact a faculty member voted in during an election.**
- Request chair to comment on slate of candidates
- All SOIs uploaded and reviewed by NEC – generated PDF version
- **NEC tested and ratified the Ballot**
- **Published results**

Positions Filled

Committee on Admissions

Howard Wang, Department of Surgery (UH)

Olaronk Oshilaja, Department of Pathology (CCLCM)

Pratima Sood, Department of Medicine (VA)

Committee on Appointments, Promotions, and Tenure

Craig Hodges, Department of Genetics and Genome Sciences (SOM)

Corey Smith, Department of Physiology and Biophysics (SOM)

Ganapati Mahabaleshwar, Department of Pathology (SOM)

Hany Aly, Department of Pediatrics (CCLCM)

Jonathan Miller, Department of Neurological Surgery (UH)

Committee on Bylaws

Elvera L. Baron, Department of Anesthesiology and Perioperative Medicine (VA)

Meghan Flannery, Department of Anatomy (SOM)

Committee on Biomedical Research

Svetlana Pundik, Department of Neurology (VA)

Committee on Budget, Finance, and Compensation

Agata Exner, Department of Radiology (UH)

William Merrick, Department of Biochemistry (SOM)

Xin Qi, Department of Physiology and Biophysics (SOM)

→ Cyrus Rabbani, Department of Otolaryngology-HNS (UH)

Committee on Lecture

Neil Greenspan, Department of Pathology (UH)

Committee on Medical Education

Anantha Harijith, Department of Pediatrics (UH)

Caroline Abramovich, Department of Pathology (MHMC)

Oliver Schirokauer, Department of Bioethics (SOM)

Preeti Gandhi, Department of Anesthesiology and Perioperative Medicine (VA)

Committee on Students

Jason Thuener, Department of Otolaryngology-HNS (UH)

Sarah Augustine, Department of Medicine (VA)

Committee on Women and Minority Faculty

Amy Hise, Department of Pathology (VA)

Devashis Mukherjee, Department of Pediatrics (UH)

Nadim El Chakhtoura, Department of Medicine (VA)

Faculty Council At-Large Representatives (Clinical Sciences)

Cyrus Rabbani, Department of Otolaryngology-HNS (UH)

Elvera L. Baron, Department of Anesthesiology and Perioperative Medicine (VA)

Mallika Lavakumar, Department of Psychiatry (VA)

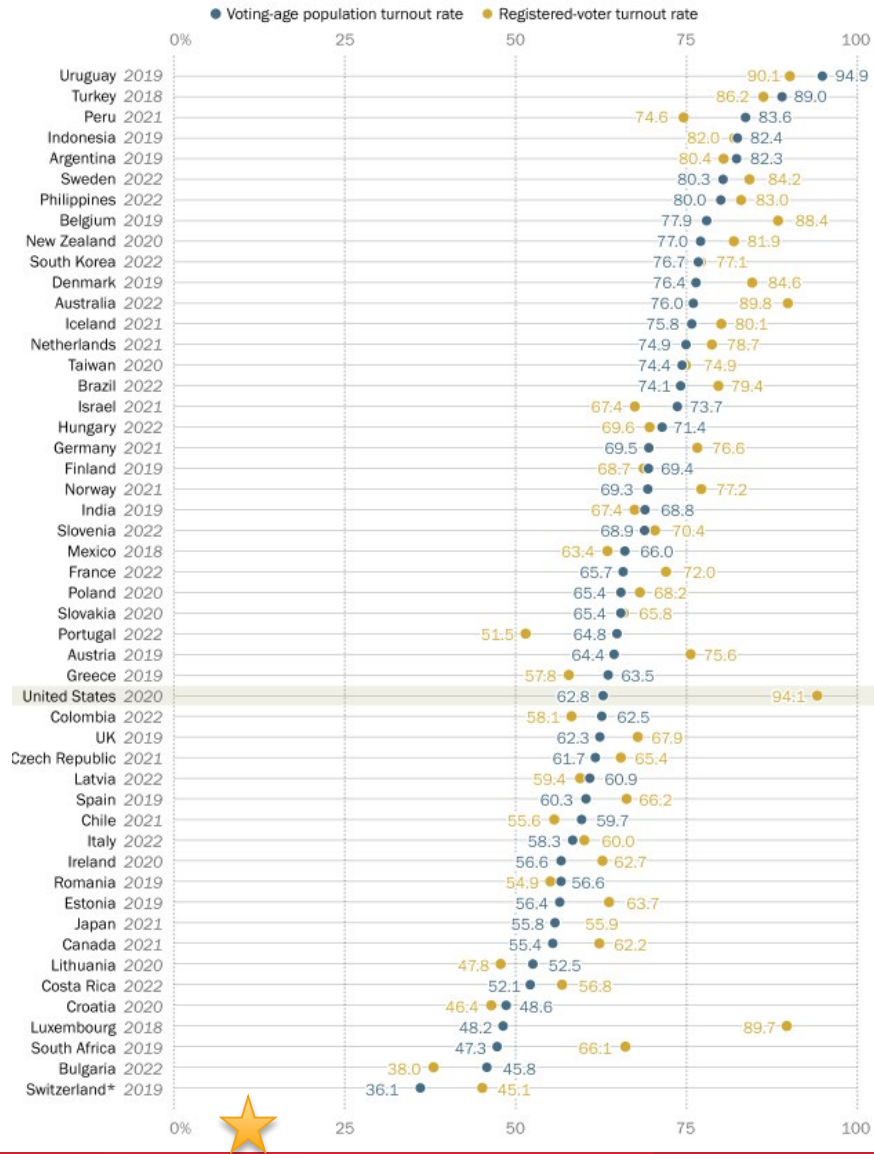
Nominations and Elections Committee

Perica Davitkov, Department of Medicine (VA)

June 2022

- Email soliciting: Faculty Council Positions on NEC and Steering Committee
- Faculty Senate Vacancy Filled per Bylaws: Elvera Baron replaces Maureen McEnery (moving to vice chair) – Serves thru 2025
- Vacancy Filled per Bylaws: Jamie Wood replaces Dr. Jo Ann Wise ('23)
- Election Statistics:
 - **Generally, only 250-400 faculty vote in a given year = 9-12%**
 - 25 people had “expired links” – were sent out new links. 13 of 25 did vote.
 - Two reported Ballot Issues
 - **Two expressed concern re question asking the voters name or department**
 - Plan to remove this question in future.

Voting Turn Out Rates



In Summary

- The NEC changed its processes in the 2021-2022 season to improve transparency and trust
- Qualtrix system and Ranked Choice System was successful
- Primary goal is to improve diversity of representation throughout the School of Medicine

Areas to Improve:

- Get department chairs more involved with process to identify faculty who would like to serve
- Encourage more people to vote

- Add the top three new things
- Encourage people to consider sending us candidates names
- Talk up the importance of getting involved.

- What is your Catch Phrase

Annual Agenda 2022-2023

- Have started preparing for Faculty Senate race with email set to go out in next week or two.
 - Plan to email all Department Chairs to nominate 2-3 individuals for service
 - Emphasize career building activities for future promotion

Request to honor extra-ordinary workload of FC Chair and certain Steering Committee Chairs

Steering Committee discussed item in their Sept. and Dec. meetings

The Sept. meeting resulted in a letter to Dean Gerson with the introductory wording:

“With the support of the Faculty Council Steering Committee, a survey was conducted of the work-load of the FC Chair, Chair elect + Chairs of SOM Standing Committees, and the attached request was endorsed by its members.”

Survey results of input of past and current committee chairs and FC chair

Admission 12%, CAPT 20%, Chair of FC 28% (% effort per annum)

Chair Elect of FC 7%, NEC, Medical Education all at 6%

Bylaws at 5% and CBFC, Women & Minorities at 4% and Lecture Committee 3%

Request was for faculty with ≥ 10 % effort to be considered for a modest salary supplement (say \$10k for Chair as done for Senate, less for others)

(Dr. Gerson's reply to FCSC excerpted/paraphrased below)

- Each faculty works with their chair to establish, within the guidelines of the faculty handbook "expectations for performance" on an annual basis.
- Service on faculty committees is valued within the mission of the faculty and the school and is managed as part of the expectations of performance of the departments across the campuses.
- Dept. Chairs manage their budgets and incentives for Faculty.
- Dean has no budget or precedent or authority to reward on an individual basis faculty performing specific functions.

III. Remuneration for Additional Services* {paraphrased}

Service in the teaching programs, research programs, and administrative activities of the University is regarded as within the faculty member's obligation and is compensated for by regular salary.except that for additional services faculty members....

receive additional remuneration...under the following conditions:

- A. Upon approval of the dean, compensation for summer activity.
- B. Activity of a faculty for another School, ...transfer of funds...not resulting in additional pay.
- C. A full-time faculty member engaged in profitable pursuit (e.g. Training grant)...
extra compensation, < 5% of the faculty member's total annual compensation....

*Office of the President 6/1/69; amended 10/11/73, 7/2/84, 2/3/91, **4/25/05**; approved by the Board of Trustees 7/13/05”

Arguments for modest remuneration/supplement to recognize extraordinary service ($\geq 10\%$ annual effort):

Chairs typically do not strongly appreciate/reward Faculty involvement in Service outside of their Department.

The language/recognition by a \$k supplement will be universal and would also attract faculty normally highly committed to Research or Teaching.

Want to diversify faculty leadership and have a greater number of faculty with different perspectives/priorities step forward for election to major service roles.

Mechanism should be University wide and funds ($\leq \$30$ in aggregate) should come from University budget or be earmarked in School's budgets.

Section III of the Faculty Handbook seems inconsistent with some current practices on Admin. Supplements and likely needs to be revisited.

Arguments against proposal:

It costs money and additional effort to administrate

Remuneration of Faculty Leaders by Administration might be seen as a conflict of interest with their role to serve the Faculty
(the opposite can be argued, since such supplement would be transparent/declared).

Proposed Motion (text also pasted in chat)

The SOM Faculty Council supports recognizing the extraordinary service workload of the Faculty Council Chair and certain Standing Committee chairs via financial supplements and requests that the Faculty Senate: (1) consider the feasibility of a creating university-wide mechanism for providing and/or facilitating such incentives; and (2) review Section III of the Faculty Handbook with respect to current practices of providing administrative supplements and whether this section should be amended to match current practice.