

**Approved by Faculty Council 2017-2018  
CASE WESTERN RESERVE UNIVERSITY  
SCHOOL OF MEDICINE  
COMMITTEE ON WOMEN AND MINORITY FACULTY**

**Purpose and Responsibilities:**

The purpose of the Committee on Women and Minority Faculty is to act in an oversight and advisory capacity to identify factors that have impeded progress towards improving the status of women and minority faculty and recommend ameliorative policies and actions to the School of Medicine (SOM) Faculty Council and Administration.

**Specific charges:**

1. Assess the quality of the environment for women and under-represented minority faculty members within the SOM through climate surveys targeted to these groups. Administrative support for these special surveys, as well as activities described below, will be requested from the Office of Faculty Affairs on an ad hoc basis. The results of these surveys will be reviewed with regard to facilitating the achievement of individual career goals, providing appropriate mentoring, etc.
2. Design and promote policies and programming to improve the representation, advancement and professional environment for women and under-represented minority faculty in consultation and/or collaboration with other SOM entities including but not limited to the Dean's office, the Office of Faculty Development and Diversity and the Women Faculty of the School of Medicine (WFSOM).
3. Contribute to increasing the number and/or percentage of women and under-represented minority faculty members, especially at the rank of full professor and in departmental and school-wide leadership positions, by sponsoring programming that encourages faculty members committed to advancing this goal to participate in faculty governance and to serve on search committees.
4. If no member of the committee is a voting member of Faculty Council, the committee chair or another member shall be designated to serve in an ex officio non-voting capacity. This individual shall attend each Faculty Council meeting for the purpose of identifying issues related to women and under-represented minority faculty.
5. To provide advice on a regular basis to the Faculty Council and Administration on policies and practices affecting women and under-represented minority faculty. Submit to the Faculty Council a comprehensive end-of-year report on the committee's activities and recommendations for the future.
6. At least once every five years, review the committee's charge and recommend changes as deemed appropriate.

**Membership:**

The Committee on Women and Minority Faculty shall be composed of nine full-time members of the Faculty of Medicine, two who hold primary appointments in basic science departments, two who hold primary appointments in clinical departments and five elected at-large. Membership should be diverse with regards to tenure and non-tenure track status. Committee members shall be elected by a vote of the full-time faculty, with no more than two members from a single department. The Dean may designate an appropriate administrative official to serve as an ex officio non-voting member. Additional ex officio members shall include the SOM Vice Dean for Faculty Development and Diversity, the President of the WFSOM, and others as shall be determined by the elected members of the committee. To ensure continuity, members shall serve staggered three-year terms. During the first election cycle, the candidate from each constituency with the highest number of votes shall serve an initial three-year term and the candidate with the second highest number of votes shall serve an initial two-year term. Members may stand for re-election and serve at most two consecutive terms. The Chair of the Faculty Council shall appoint one of the elected members to serve on an annual basis as chair of the Committee after soliciting recommendations from its members.

**Operation:**

The committee shall hold face-to-face meetings at least six times per academic year and communicate regularly between meetings via e-mail. One member acting as a volunteer will record minutes of each meeting, which will be distributed and approved, with any agreed-upon modifications, within the following week.