

# **Curriculum Committee**

## **Subcommittees and Task Forces:**

### *Membership Assignment Procedures*

The University of Pittsburgh School of Medicine (UPSOM) Curriculum Committee is responsible for the overall design, management, integration, evaluation, and enhancement of a coherent and coordinated medical curriculum. The Curriculum Committee creates standing subcommittees and ad hoc task forces to further that goal, with each group's charter and leadership approved by the full committee. General requirements of membership on subcommittees and task forces are usually outlined in each charter, particularly the overall or minimum size and specific people/roles needed for the group to function. These requirements are approved by vote of the full Curriculum Committee.

The leadership of each subcommittee or task force then works with the Curriculum Committee Chair in consultation with the Vice Dean for Education to populate groups with appropriate individuals—faculty, students, administrators—whoever is needed.

Any Curriculum Committee member, UPSOM faculty, or UPSOM medical student can nominate themselves or others to serve on any subcommittee. Anyone wishing to serve must submit a letter of interest and a CV for consideration to the Curriculum Committee Chair. The Chair and the subcommittee or task force lead, in consultation with the Vice Dean for Education, will review the individual and determine appropriateness for the subcommittee or task force.

If approved for membership, the individual will be oriented to their role on the group by the Curriculum Committee chair and the subcommittee or task force lead. All subcommittee faculty serve a term of three years for up to two total terms upon which they must take a one-year hiatus before being eligible to rejoin the subcommittee. Students serve for two-year terms and may serve on subcommittees consecutively.

Task forces are time-limited; one term will be sufficient for service.

Members may be asked to step down if they fail to participate in activities.

Members do NOT need to be full voting members of the Curriculum Committee. Often, special expertise is required outside the committee for specific tasks, and we want to be inclusive to benefit from committed and enthusiastic stakeholders from any part of the institution. At the same time, some subcommittees or task forces may have expectations for Curriculum Committee members to serve on that group.

Subcommittees will also often include administrative support from the Office of Medical Education—these are not voting members but provide technical or other assistance to facilitate functioning of the group. Other staff may serve as voting members and full active participants.

*Approved by the Curriculum Committee on 6/17/2019; revised 6/2/2025.*