

Curriculum Committee Subcommittees: *Membership Assignment Procedures*

The Curriculum Committee is charged with the task of monitoring, governing, and maintaining the high quality of the School of Medicine's curriculum. The Curriculum Committee creates subcommittees to further that goal, with each subcommittee mandate and leadership approved by the full committee. General requirements of membership on subcommittees is usually outlined in each subcommittee mandate, particularly the overall or minimum size and specific people/roles needed for the committee to function. These requirements are drafted by the Curriculum Committee Executive Subcommittee (CCES), approved by vote of the full Curriculum Committee.

The leadership of each subcommittee then works with the CCES to populate committees with appropriate individuals—faculty, students, administrators—whoever is needed.

There are no term limits for such membership—members can end participation, or be asked to end service, at any time.

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.

Any Curriculum Committee member, faculty, or student can nominate themselves or others to serve on any subcommittee. Generally, anyone willing to serve on a subcommittee will be included as a member.

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.

Approved by the Curriculum Committee on XX/XX/XXXX.