



INDIANA UNIVERSITY

SCHOOL OF MEDICINE

Committee Chair RC Allocation Guidelines

FULL POLICY CONTENTS

Scope	Effective: 08/02/17 Last Updated: 08/02/17
Policy Statement	Responsible University Office: <i>Faculty Affairs and Professional Development</i>
History	Responsible University Administrator <i>Mary Dankoski</i> <i>Executive Associate Dean for Faculty Affairs and Professional Development</i>
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Scope

Faculty members serving as chairs of select committees in the School of Medicine.

Policy Statement

An essential responsibility and core value of faculty is to contribute to the greater collective good of IUSM by being of service to the institution. Thus, faculty members are expected to support the core missions by engaging in some type of institutional service as part of their faculty appointment. It is estimated that, on average, faculty members allocate approximately 5% of their effort toward such service.

Due to their charge and focus, some IUSM committees (both standing and ad hoc) can be chaired within this approximate time allocation (e.g., the work involves 5% effort or less). When the work of chairing a committee involves contributions to the missions that are beyond a typical service effort, the committee chair's department may receive an allocation of funding to support the committee chair's time in fulfilling that service role.

Thus, not all committee chairs receive a funding allocation; nor is the funding amount the same across committees.

IUSM committees vary in two key ways:

- The time commitment required by the chair(s) in both leading formal meetings and conducting the work of the committee outside of formal meeting time.
- The gravity and significance of the committee's charge (e.g., relevance to accreditation, impact of decisions on individual members of the community; regulatory oversight, etc).

These two key issues frame the funding allocations into 2 tiers.

- Tier One: Committee chairs involving moderate time commitments. Examples include:
 - Academic Standards Committee
 - Foundational Component Subcommittee of CCSC
 - Clinical Component Subcommittee of CCSC
 - Biomedical Research Committee
- Tier Two: Committees involving the most time commitment (typically greater than 20 hours per year of direct meeting time *plus* several additional hours of work in between meetings) and the highest levels of significance in terms of accreditation, impact of decisions, and/or regulatory oversight. Examples include:
 - Admissions Committee
 - Student Promotions Committee
 - Promotion and Tenure/Lecturer and Clinical Ranks Promotion Committee (One person chairs both committees)
 - Curriculum Council Steering Committee
 - President, Faculty Steering Committee
 - Institutional Animal Care and Use Committee
 - Institutional Review Board

Funding is determined per tier and does not vary within the tier; that is, committee chair service allocations are the same for all committees within tier one and all committees within tier two. Some committee chair roles that support the research mission may have funds available from sources outside the School of Medicine, and this is taken into consideration when setting the IUSM allocation for those committees.

Funding is allocated to the committee chair's department and should be used to offset the time the committee chair spends in leading the committee. It is not intended to be supplemental pay for the faculty member, nor is it intended to buy out a specific percentage of that faculty member's time. The department will be expected to cost-share remaining effort that is not covered through the allocated amount.

Committee chair allocations are tied to a specific committee chair role, not an individual. In other words, when a faculty member steps down as a committee chair, the funding is reallocated to the department of the new committee chair.

Members of the Dean's office are often appointed as co-chairs of committees as part of their duties within the Dean's office. For example, an Assistant Dean within Educational Affairs may co-chair a committee that supports the education mission. When this is the case, serving as co-chair of said committee is considered part of their duties under their Dean's office appointment and no additional allocation is provided to their department. Annually, the Office of Research Affairs is responsible for confirming the committee chair roster for the Institutional Animal Care and Use Committee (IACUC) and Institutional Review Boards (IRBs); the Office of Faculty Affairs and Professional Development is responsible for confirming the committee chair roster for the other committees receiving an allocation. IUSM Financial Services will review the amount of funding available for committee chair service roles per tier on an annual basis.

History

Administrative review and approval 8/2/17