UNIVERSITY OF
SOUTH DAKOTA
SANFORD SCHOOL OF MEDICINE

Together in teaching, innovation and compassion

Faculty Handbook

Faculty Handbook revised July 2026

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VISION STATEMENT

The University of South Dakota Sanford School of Medicine will be a leader in educating students who with knowledge, skill, and compassion dedicate their lives to the well-being of their patients, their community, and their profession.

MISSION STATEMENT

The Mission of the University of South Dakota Sanford School of Medicine is to provide the opportunity for South Dakota residents to receive a quality, broad-based medical education with an emphasis on family medicine. The curriculum is to be established to encourage graduates to serve people living in the medically underserved areas of South Dakota, and is to require excellence in the biomedical sciences and in all clinical disciplines. The University of South Dakota Sanford School of Medicine is to provide to its students and to the people of South Dakota excellence in education, research and service. To these ends, the School is to provide educational pathways leading to both the Doctor of Medicine and the Doctor of Philosophy Degrees. Quality health care for the people of South Dakota is addressed by undergraduate, graduate and continuing educational programs as well as by biomedical and applied medical research. The School of Medicine should serve as a technical resource in the development of health care policy in the state and provide extension and research initiatives to improve the health care of the citizens of the state.

OPPORTUNITY STATEMENT

The University of South Dakota Sanford School of Medicine is committed to fostering a dynamic and welcoming learning environment for all. Therefore, the medical school is committed to both recruitment and retention of students, residents, faculty, and staff who through their intellectually and ideologically diverse perspectives enrich the learning environment. We provide equal opportunities for all. We value people with broad life experiences, with records of service to disadvantaged populations, and with other attributes that may enhance the learning community.

INSTITUTION-WIDE GOALS AND OBJECTIVES TO MEET THE MISSION STATEMENT

Goal 1: To provide quality broad-based programs of medical education at the undergraduate (medical student) and graduate (resident) level to meet the needs of health care in South Dakota, with an emphasis on primary care, other underrepresented specialties, and underserved areas.

Objectives:

1. Implement an admissions program which gives priority to those applicants most likely to meet the Mission.
2. Provide the students with the skills and attitudes for lifelong learning and provide opportunities to practice these skills throughout their formal education.
3. Provide an educational program which fosters ethical ideals focused on a promise to help those who need the physicians' special knowledge, a promise of competence, and a promise to put that competence in the patient's best interest rather than the physicians' own interests.
4. Provide physician teachers who will serve as excellent role models for patient care and education of students and residents.
5. Reward excellence in teaching.
6. Support programs in graduate medical education (residency training) that meet the health care needs of the diverse population of South Dakota.
7. Provide an environment which will attract and educate a diverse group of students and faculty.

Goal 2: To provide quality programs of biomedical science education for undergraduate and graduate (Masters and Ph.D.) students.

Objectives:

1. Implement an admissions program which gives priority to those applicants most likely to meet the Mission.
2. Provide the students with the skills and attitudes for lifelong learning and provide opportunities to practice these skills throughout their formal education.
3. Provide an educational program which fosters an ethical investigator.
4. Support programs in graduate education that meet the Mission.
5. Provide an environment which will attract and educate a diverse group of students and faculty.

Goal 3: To advance medical knowledge through biomedical science, clinical and translational research, as well as other scholarly activities.

Objectives:

1. Increase the number of faculty actively engaged in research.
2. Expand and update the infrastructure for research.

3. Increase the external research support of the School of Medicine.
4. Reward excellence in research.
5. Foster and facilitate collaboration between biomedical and clinical research scientists such that their combined effort would attract competitive external funding.
6. Develop and enhance the capability of the faculty to support applied, clinical research, including research in medical education, health economics, quality assurance, and the delivery of health services.
7. Train physicians skilled in research through support of an M.D./Ph.D. program and intramural research internship programs for undergraduate (medical student) and graduate (resident) students.

Goal 4: To provide service to the citizens of South Dakota through medical education and research; serving as a clinical and technical resource; and by providing compassionate, exemplary health care.

Objectives:

1. Develop partnerships to enhance the health of the public, to prevent disease, and to provide health care to all people regardless of race, ethnic background or socioeconomic status.
2. Initiate and collaborate in the development of strategies for the provision of cost-effective health care.
3. Provide the opportunity for health care providers to maintain and enhance clinical skills and proficiency.
4. Reward excellence in patient care.
5. Explore the ethical issues of health care.
6. Strengthen collaboration between the School of Medicine and health care providers, institutions and facilities.
7. Continue to promote library health information resources and services.

Definitions:

1. **Undergraduate Medical Education:** Medical Student Education
2. **Graduate Medical Education:** Resident Education

Responsibilities of Dean and Administrative Officers

Vice President/Dean

The Vice President for Health Affairs and Dean of the USD Sanford School of Medicine provides vision and leadership to ensure high-quality academic programs, successful clinical experiences and research opportunities which fulfill the university's mission to develop health care professionals with an emphasis on rural and primary care providers. The Division of Health Affairs includes the USD School of Health Sciences and the USD Sanford School of Medicine. Specifically, the Vice President for Health Affairs and Dean of the USD Sanford School of Medicine has the following responsibilities:

- Assure the highest quality educational experience for physicians in training and all other health professions;
- Foster and enhance clinical partnerships throughout the state. Clinical partnerships are essential to ensuring excellence in health care education. USD's Sanford School of Medicine (SSOM) is a community based medical school and our health care education programs rely heavily on clinical partners to provide clinical opportunities for students;
- Serve as an advocate for the Division of Health Affairs and the University of South Dakota at development and philanthropic events and with donors. This includes extensive involvement in donor events and activities, building relationships with donors, communicating the vision and identifying high priority fundraising needs;
- Provide administrative leadership by establishing a common vision for academics, research and service;
- Enrich the educational experience of students and the community of health care providers within South Dakota through a commitment to engaging a wide range of faculty, staff and students by engagement in pathways activities that stimulate interest in health care across South Dakota, especially in rural South Dakota;
- Cultivate and support the research mission of the Division of Health Affairs and foster economic development and growth within the State of South Dakota;
- Foster collaborative relationships with other colleges and schools of the university, other regental institutions and our clinical partners.

Senior Academic Dean

The Senior Academic Dean provides visionary leadership in the planning, development, and enhancement of academic programs within the Sanford School of Medicine (SSOM). This role is responsible for spearheading collaborative efforts to foster growth, expansion, and excellence in academic offerings, while ensuring adherence to accreditation standards, and serves as the Faculty Accreditation Lead (FAL). Additionally, this position oversees student affairs, promoting a supportive environment from matriculation to graduation, and champions SSOM's commitment to opportunities for all. Representing the dean at various levels, this position plays a role in community engagement and scholarly endeavors, while actively participating in the leadership and advancement of the SSOM. The Senior Academic Dean also serves as an advisor to the MD/PHD program.

Associate Dean of Medical Education

The Associate Dean of Medical Education collaborates closely with the Senior Academic Dean and the Associate Dean of Medical Student Affairs to spearhead a comprehensive plan aimed at enhancing the academic landscape within the Sanford School of Medicine (SSOM). This entails the development of innovative strategies to elevate existing programs and establish novel academic offerings, fostering an environment conducive to interdisciplinary collaboration and professional growth. Ensuring compliance with LCME standards and accreditation of the MD educational program in tandem with the Senior Academic Dean underscores our commitment to academic excellence. The Associate Dean of Medical Education plays a pivotal role in fostering a diverse and inclusive environment, supporting the holistic development of faculty, staff, and students. Additionally, mentoring junior faculty, overseeing academic processes, and representing the school in esteemed educational associations such as the Central Group on Educational Affairs (CGEA) of the Association of American Medical Colleges (AAMC) are integral facets of this position. Engaging in scholarly pursuits further enriches our commitment to advancing medical education and research.

Associate Dean of Medical Student Affairs

The Associate Dean of Student Affairs is responsible for monitoring and ensuring the successful progression of students towards graduation across various clinical campuses and rural medicine sites. Responsibilities include advising students on elective choices, overseeing wellness programs, coordinating student scheduling with the registrar, and guiding students through the residency application process. Additionally, the role involves coordinating match ceremonies, graduation events, and awards ceremonies. Oversight of financial aid and scholarship programs aims to minimize student debt and facilitate debt management. Acting as a liaison with external agencies such as the AAMC's Group on Student Affairs (GSA) and managing relationships with organizations like the National Resident Matching Program (NRMP) are integral aspects of this role. Ensuring compliance with LCME standards and providing support for student progress and conduct matters are also key responsibilities. Overall, this position aims to support students' academic success, well-being, and transition to residency programs while ensuring adherence to regulatory standards.

TEACHER/LEARNER RESPONSIBILITIES

Updated: May 2017, May 2024, February 2025, May 2025
Authority: Medical Education Committee, approved 5/8/2025

Overall Philosophy

Medical educators, as role models, should convey the knowledge and skills that students require to become good physicians. Along with these attributes are the necessity of developing and maintaining professionalism, respect, and integrity. Educational environments should be conducive to the process of teaching and learning. Finally, there should be a realization and commitment to respect the inherent hierarchical nature of the teacher-student relationship, and the avoidance of mistreatment.

Responsibilities of Faculty

Faculty should convey state of the art information about the skills and knowledge necessary for the practice of medicine. As mentors, faculty should exhibit high levels of professionalism in interacting with students, colleagues, and staff. Respect for individuals should be without regard to race, color, creed, national origin, ancestry, citizenship, gender, transgender, sexual orientation, religion, age, genetic information, veteran status, or disability. A realization that students are also members of the community and have additional obligations to others as well as themselves should be recognized. Students should not be belittled, abused, or exploited.

Faculty who witness a suspected incident of unprofessional conduct by a student should recognize the event, treat the event with appropriate confidentiality, and report the event to the Campus Dean, or the Associate Dean/Assistant dean of Medical Student Affairs. Faculty also have a responsibility to report any unprofessional conduct by faculty, staff or students.

Faculty members who provide health services to medical students, including medical and psychiatric care as well as psychological counseling, will have no involvement in the academic assessment or promotion of the medical student receiving those services. It is the responsibility of the faculty member to recuse themselves from those educational activities where academic assessment or promotion of such a student is considered. This would also be an example of the ‘conflict of interest’ statement in the Student Progress and Conduct Committee section of the Faculty Handbook.

Responsibilities of Students

To become good doctors, students should do their utmost to acquire the knowledge, skills, attributes, and behavior presented by faculty and staff. Students should exhibit professionalism in terms of honesty, compassion, integrity, dependability, respect of faculty, staff, fellow students, or patients without regard to race, color, creed, national origin, ancestry, citizenship, gender, transgender, sexual orientation, religion, age, genetic information, veteran status, or disability. As physicians in training and representatives of the University of South Dakota, Sanford School of Medicine, students should conduct themselves at all times with the highest level of professionalism when interacting with patients, colleagues, fellow students, staff, and the community.

Students who witness a suspected incident of unprofessional conduct by a faculty member should recognize the event, treat the event with appropriate confidentiality, and report the event to the Campus Dean, or the Dean of Faculty Affairs. Students also have a responsibility to report any unprofessional conduct by faculty, staff or students. Students may choose to report exemplary professional behavior or unprofessional behavior of faculty by filing an appropriate form available on the medical school web portal.

Students will complete evaluations of faculty after completion of a course to avoid any potential retaliation.

Non-Involvement of Providers of Student Health Services in Student Assessment Policy

Health professionals who provide health services to medical students, including medical and psychiatric care as well as psychological counseling, will have no involvement in the academic assessment or promotion of the medical student receiving those services. However, in an emergency situation, the health and wellbeing of the student will prevail. Physicians who are a health professional providing health services to a student they are assigned for a clinical rotation must notify the department to have that student reassigned. A student assigned to a course, clerkship or other educational activity with a treating healthcare provider must request and will be granted an alternative assignment. The student must go directly to the relevant curriculum director or to the Associate Dean/Assistant Dean of Medical Student Affairs to have the assignment changed.
See Policy 12.5 Non-Involvement of Providers of Student Health Services in Student Assessment

Clinical Supervision Policy

Clinical faculty must supervise medical students appropriately at all times. Medical students are not allowed to perform invasive procedures unassisted, uninstructed, or unattended. Clinical faculty may delegate this supervision to appropriately trained physicians, residents, or other health care providers. Clinical faculty should assign individual student activities consistent with the student's abilities and trainee status. All students must wear identification badges that clearly designate their student status and should be introduced to patients as medical students.
See Policy 9.3 Clinical Supervision

Course and Clerkship Feedback Policy

Courses and clerkships four weeks or longer should provide students with formal formative mid-course or mid-clerkship feedback to allow sufficient time for remediation, whenever teacher-student interaction permits. Courses of shorter duration should also seek to provide useful formative feedback.
See Policy 9.7 Course and Clerkship Feedback

Narrative Assessment Policy

A narrative description of a medical student's performance, including their non-cognitive achievement (e.g., communication skills, professionalism), should be included as a component of the assessment in a required course and clerkship whenever teacher-student interaction permits this form of assessment.
See Policy 9.5 Narrative Assessment

Timeliness of Final Grades Policy

Final grades for all courses and clerkships shall be provided in a fair and timely manner to all students who have satisfactorily completed the requirements for that course or clerkship. Recognizing the school has an accreditation requirement that final grades are available within six weeks, the target goal is for final grades to be made available to students and reported to medical student affairs within four weeks of the end of the course or clerkship.
See Policy 9.8 Timeliness of Final Grades

Student Mistreatment and Reporting Policy

The medical learning environment is expected to facilitate students' acquisition of the professional attitudes necessary for effective and compassionate health care. This requires mutual respect between teacher and learner, and the avoidance of mistreatment. Mistreatment either, intentional or unintentional, occurs when behavior shows disrespect for the dignity of others and unreasonably interferes with the learning process: Examples of mistreatment include sexual harassment; discrimination or harassment based on sex, race, color, creed, national origin, ancestry, citizenship, gender, gender identification, transgender, sexual orientation, religion, age, genetic information, veteran status, or disability; humiliation, psychological or physical punishment; or the use of grading and other forms of assessment in a punitive manner. Details of the Board of Regents Policies on 1.4.1 Sexual Harassment, 1.4.2 Prevention of Dating Violence, Domestic Violence, Sexual Assault and Stalking, 1.4.3 Human Rights Complaint Procedures, 1.4.4 Equal Opportunity, Non-Discrimination, Affirmative Action, and 1.4.5 Violence in the Workplace and Educational Setting, and 4.8.4 Employee-Employee and Faculty-Student Consensual Relationships can be accessed through the Board of Regents web site at: https://www.sdbor.edu/policy/Pages/Section-1-Governance.aspx.

Form Links:
Discrimination or Harassment Complaint Form
Sexual Harassment/Assault or Stalking Complaint Form
Silent Witness Form
See Policy 3.6 Student Mistreatment

RULES OF GOVERNANCE

ARTICLE I. The Faculty

1.0 Membership

The faculty of the University of South Dakota Sanford School of Medicine shall consist of those duly appointed individuals holding the ranks, academic and/or clinical, of professor, associate professor, assistant professor, and instructor. All members of the faculty shall have the right to attend faculty meetings and have the privileges of the floor. The voting faculty shall consist of all members of the faculty as defined above. Special appointments to the faculty, e.g. Lecturer, Visiting Professor, Adjunct Professor, do not carry faculty voting privileges and may not serve as members of committees of the faculty of the school of medicine.

2.0 Powers and Duties

In accordance with Board of Regents Policy, 4.4.2, the Faculty may:

2.1 Make recommendations to the Dean regarding policy, goals of the School, and welfare of the Faculty, including the organization, policy, and performance of teaching, research, and service functions;

2.2 Formulate and recommend educational policies of the School, including:

2.2:01 admission requirements and curricula of the school;

2.2:02 standards of student performance necessary for continuance in good standing in the medical school, with the power to drop any student for failure to comply;

2.2:03 reinstatement of those students who have been dropped and to prescribe the conditions for such reinstatement;

2.3 Formulate and recommend standards and regulations for the granting of degrees, diplomas, or certificates to students graduating from the School of Medicine;

2.4 Formulate and recommend rules and regulations for the granting of academic honors and designate the recipient thereof;

2.5 Establish committees to function on behalf of the faculty;

2.6 Organize itself, subject to this document, in any manner appropriate to the accomplishment of its duties.

3.0 Meetings

3.1 Regular meetings of the faculty shall be held at least three times each year on regularly recurring dates.

3.2 Special meetings may be called by the Dean, the Faculty Council, or on petition by at least fifteen members of the voting faculty. Business conducted at special meetings shall be limited to that for which the special meeting is called.

3.3 Presiding Officer: The Dean or their designated representative will preside. In the absence of the Dean or their designated representative, the Chair of the Faculty Council shall conduct the meeting. Failing this, the Secretary of the Faculty shall preside.

3.4 Secretary: A Secretary of the Faculty shall be elected for a three-year term and shall perform the duties ordinarily assigned to a secretary. The Secretary shall distribute minutes of faculty meetings to members of the faculty via e-mail prior to the next meeting and shall maintain a permanent file of such minutes. Agenda for regular meetings and information pertinent to the agenda shall be prepared by the Secretary and distributed at least seven days in advance of the meeting to members of the faculty.

3.5 Quorum: Fifteen members of the voting faculty shall constitute a quorum.

3.6 Rules: Meetings and voting shall be conducted according to Roberts Rules of Order, Revised. One-third of the faculty members present may initiate a mail referendum of the entire faculty on any question.

3.7 Reports: Reports of Standing and Special Committees, activities of the Faculty Council and the Dean's Office may be presented at faculty meetings.

4.0 Elections

4.1 Elective offices in the School of Medicine currently include:

(a) Academy of Medical Student Scholarship Committee (4 positions elected)

(b) Admissions Committee (21 positions; 3 elected, 18 appointed)

(c) Faculty Council (10 positions elected)

(d) Diversity Health Affairs Committee (3 positions; 1 elected, 2 appointed)

(e) Faculty Development Committee (8 positions; 2 elected, 6 appointed)

(f) Graduate Medical Education Committee (6 positions; 2 elected, 4 appointed)

(g) Health Affairs Medical Informatics Committee (3 positions appointed)

(h) MD/PhD Admissions Standing Committee (6 positions; 3 elected, 3 appointed)

(i) Medical Education Committee (11 positions; 7 elected; 4 appointed)

(j) Promotion and Tenure Committee (10 positions; 5 elected, 5 appointed)

(k) Research Committee (8 positions appointed)

(l) Student Financial Aid Committee (6 positions elected)

(m) Student Progress and Conduct Committee (12 positions; 3 elected, 9 appointed)

(n) Graduate Committee (5 positions; 3 elected, 2 appointed)

(o) University Senate (number determined periodically by Senate)

(p) Secretary of the Faculty (1 position elected)

4.2 The Secretary of the Faculty shall have responsibility for the supervision and administration of all elections in the School of Medicine.

4.3 The Secretary of the Faculty will prepare the Committee Interest Survey for open elected and appointed committee positions, excluding the Graduate Committee, and forward it to the Office of the Dean by Nov. 1. The Secretary will review the summary of faculty interest in committee assignments for elected committee membership and solicit nominees for any open positions where no faculty interest is indicated. Using this information, the ballot will be presented at the January faculty meeting, adding nominations from the floor. The Dean's office will prepare the final ballot for a vote by the general faculty. Additionally, the Dean's office will prepare a ballot of recommendations for dean appointed committees that will be forwarded to Faculty Council.

4.4 The ballot for elected committee membership will be made available to all faculty of the Sanford School of Medicine and voting completed by February 15. This ballot will contain the names and terms of the vacant offices and the candidates' names and departmental/divisional affiliation. The Secretary of the Faculty will forward the results to the Office of the Dean who will summarize the elected membership of each committee and forward the report to Faculty Council. In cases of a tie vote, a vote of the Faculty Council will decide the election. Faculty Council will select the nominees for the dean appointed committees by the March meeting and will forward the report to the Dean's office.

4.5 Elected faculty members will be notified by the Secretary of the Faculty. Elections for Senate will be finalized following Senate notification of current valid apportionment of open positions. The results of the election will be published in the minutes and reported to the faculty at the April faculty meeting. These results will include information concerning the number of ballots mailed, returned, and validated, and the vote totals for each office. After the next faculty meeting following the election, data from the ballots will be destroyed.

4.6 Elections to replace faculty who vacate offices prior to the completion of their terms of office will be conducted at the next faculty meeting following the vacancy and shall not require a ballot.

4.7 In accordance with the USD Faculty Constitution (Article VI, Section 6, Item A) and University Senate Bylaws (Section A), election of senators will be held as outlined above in items 4.3-4.5.

ARTICLE II. Faculty Council

1.0 Membership

1.1 The Faculty Council shall consist of ten members of the voting faculty, who shall be elected for three year terms. At times deemed appropriate by the Council, the Dean or the Dean's representative may be requested to be present.

1.2 There shall be equal representation (five members each) from the Biomedical Science and Clinical Science areas.

1.3 A member shall be eligible for a consecutive second term. The member is eligible for re-election one year after serving two consecutive terms. An exception may be made in the case of a member filling less than one year of an unexpired term, in which case the individual may be re-elected twice, with due observance of all other qualifications.

1.4 The voting faculty shall elect a replacement to complete an unexpired term (see Article I. Section 4.6).

1.5 An individual who is a member of the Chairs Roundtable and/or Administrative Council, holds any type of Dean position or serves as a Chair or Vice-Chair of a department, shall be ineligible for membership on the Faculty Council (except that the Chairperson and Vice-Chairperson of the Faculty Council are automatically members of Administrative Council).

1.6 The Associate Dean of Academic Development and Faculty Affairs will serve as an advisory, non-voting member.

2.0 Officers

The officers of the Faculty Council shall be a Chairperson, a Vice-Chairperson, and a Secretary chosen by the membership of the Council. The term of each is one year and no one may serve more than two consecutive terms in any one of the three offices. Upon completion of the year of service, an officer is eligible to serve during the ensuing year in either of the other two offices.

3.0 Meetings

3.1 The Faculty Council shall meet monthly. Meetings may also be held at the call of the Chairperson. Meetings of the Faculty Council shall be open to members of the faculty. The Faculty Council may vote to hold executive sessions limited to members of the Faculty Council and other invited persons.

3.2 Complete minutes of all meetings of the Faculty Council shall be kept for the future use of the Council, the Dean, and the faculty.

3.3 A majority of the Council shall constitute a quorum.

3.4 Agenda for the Faculty Council meetings shall be distributed to members at least one day prior to the meeting. The agenda shall be prepared by the Chairperson of the Faculty Council in consultation with the Dean or the Dean's representative.

4.0 Powers and Duties

4.1 The Faculty Council shall serve as a route for the faculty to advise the Dean in matters of policy relating to the faculty.

4.2 The Faculty Council may call a meeting of the faculty.

4.3 The Faculty Council may prepare items to be included in the agenda of the faculty meetings.

4.4 The Faculty Council shall recommend to the Dean names of faculty members to serve on appointive Medical School committees. The faculty member's consent must be obtained before being recommended.

4.5 The Faculty Council shall be available to participate in the selection of the Dean according to University procedure.

4.6 In the event the Dean has lost the confidence of the majority of the Faculty, the Council shall request audience with the President to inform the President of the state of the School.

4.7 The Faculty Council shall investigate and treat as it deems appropriate matters presented to it for consideration by any member of the faculty.

4.8 The Faculty Council shall post appropriate minutes of each meeting of the Faculty Council to the School of Medicine Web Page prior to the next meeting.

4.9 The Faculty Council may call upon other members of the Faculty and appoint ad hoc committees to assist the Faculty Council in the performance of its duties.

4.10 The Faculty Council may organize itself, subject to this document, in any manner appropriate to accomplish its duties.

4.11 The Faculty Council shall supervise elections in the School of Medicine.

ARTICLE III. Amendments

1.0 Amendments to the Rules of Governance may be introduced at any regular faculty meeting, or at any special meeting called for the express purpose of considering such an amendment. If a proposed amendment is approved by a simple majority of voting members present, it must be submitted by the Secretary of the Faculty to all voting members, by ballot, within 15 days. Upon approval by three-fifths of those returning this ballot the proposed amendment shall become a part of these rules.

APPOINTMENTS, PROMOTIONS, AND TENURE GUIDELINES

1.00 GENERAL POLICIES

1.01 CONSIDERATIONS AND CRITERIA

While the Sanford School of Medicine (SSOM) must operate within the policies established by the University of South Dakota, it is equally true that certain conditions are imposed upon the School and therefore its faculty by its specific mission, requirements for accreditation and professional level of training. Thus, the standards for prior training and experience and the quality of performance required for initial appointment, retention, compensation, rank, and promotion must reflect the needs of the SSOM. The School of Medicine will abide by Board of Regents policy 4.4.8 – Faculty Remediation, with regard to disciplinary action and dismissal of employed faculty. Non-employed faculty appointments are at-will.

1.01:01 Basic Tenets

Scholarship constitutes the cornerstone of the guidelines for promotion in all tracks as well as for earning tenure. In applying an expanded definition of scholarship to promotion and tenure decisions, several fundamental principles should be honored:

(a) Scholarship should be a criterion for promotion and tenure at all times.

(b) All faculty with a terminal degree should have the opportunity for advancement and for tenure if on the tenure track.

(c) Diverse expertise and strengths among SSOM faculty should be encouraged. Accomplishments of each faculty member need not be identical. Because of the necessity for diverse expertise in order to fulfill the mission of the SSOM, the criteria used for evaluation of promotion and tenure must be flexible.

1.01:02 Assessment of Individual Performance

Specific criteria for evaluation, promotion, and tenure should be both discipline oriented and institutionally determined and should reflect the unique history, culture, mission, and environment of the SSOM. Annual performance evaluations will be conducted by the department chair/division dean generally consistent with criteria set forth in *Expectations of the Faculty at the University of South Dakota* (January 2022, Office of Academic Affairs, USD). Individual performance should be judged in the context of resources and time made available to the faculty member. At the time of initial appointment and at all subsequent performance reviews it is essential that the faculty member is knowledgeable of the guidelines and criteria upon which they will be judged for promotion and/or tenure. Academic Biomedical Scientist faculty are expected to be on tenure track.

1.02 COMPLIANCE

1.02:01 Equal Opportunity

The University of South Dakota Sanford School of Medicine is fully committed to the policies of equal opportunity and nondiscrimination. Accordingly, the University pursues a vigorous program of nondiscrimination in the recruitment, hiring, training, and promotions of persons in all its classifications of employment in order to assure hiring independent of sex, race, color, creed, national origin, ancestry, citizenship, gender, gender identification, transgender, sexual orientation, religion, age, disability, genetic information or veteran status or any other status that may become protected under law against discrimination. All University administrative and supervisory personnel are required, in turn, to assure that this policy will be furthered by imposing only valid requirements for employment decisions and for promotional opportunities. They are further expected to assure that all personnel actions, such as compensation, benefits, transfers, layoffs, institutionally sponsored training, education, tuition assistance, financial aid, and social and recreational programs will be instituted and administered so as to comply with the standards of fairness and nondiscrimination which are the foundations of the equal opportunity policy.

1.02:02 Board of Regents Policy

This document will not supersede Board of Regents Policies 4.4.7 – Tenure and Continuing Appointments and 4.4.6 – Rank and Promotion.

1.03 DEVELOPMENT OF GUIDELINES

Each Department, Division, or free standing Section (herein referred to as Department/Division) shall abide by the policies and general criteria presented in this document. These guidelines will also be used by the Department/Division, the Primary Review Committee, the Promotion and Tenure Committee, and the Vice President/Dean when considering requests and recommendations for appointments, promotion and tenure.

2.00 POLICIES AND CRITERIA FOR APPOINTMENTS AND PROMOTIONS

2.01 DEFINITIONS

2.01:01 Academic Biomedical Scientist

Faculty members in Biomedical Sciences with demonstrated commitment to scholarly activity/research, teaching, and are actively involved in academic service. These faculty members are employees of the University of South Dakota and carry tenure-track appointments.

2.01:02 Academic Biomedical Science Educator (non-tenure track)

Faculty whose primary role is in teaching but who may also be expected to contribute actively to the scholarly activities and service activities of SSOM.

2.01:03 Academic Clinical Department Educator (non-tenure track)

Faculty members whose primary function is teaching of core courses. These faculty members may or may not have terminal degrees in their field of study, and may or may not participate in scholarly activity and/or service.

2:01:04 Academic Clinician

Clinician faculty who have a substantial, continuing commitment to SSOM in teaching, scholarly activity, and/or service. This category will encompass a broad range of faculty members who may choose to emphasize one or more areas of professional activity, e.g. education, scholarly activity, service. Those members who are employees may be eligible for tenure.

2:01:05 Academic Researcher (non-tenure track)

Faculty whose primary role is in research, but who may also be expected to contribute actively to the education and service activities of SSOM.

2:01:06 Regional Clinical Faculty (non-tenure track)

Faculty who are primarily clinicians who are or have been employed by regional healthcare systems or are self-employed practitioners. Their primary role is to contribute to the educational and scholarship missions of the SSOM, although they may contribute to the service and administrative missions as well. They have a lesser time commitment to SSOM than those in the Academic tracks.

2.01:07 Academic Ranks

Faculty members will have the following ranks (for Regional Clinical Faculty, the word “Clinical” will precede these rank designations):

Instructor

Assistant Professor

Associate Professor

Professor

2.01:08 Other Appointment Types

In addition, other faculty appointments i.e., Lecturer, Visiting Professor, and Adjunct Professor, may be utilized in special situations if applied consistently with University and Board of Regents Policies.

2.02 GENERAL PRINICPLES

2.02:01 Eligibility

(a) Appointment to the faculty of the SSOM should always be based upon ability. See Appendix A for expected minimum requirements for appointment of non-employed faculty.

(b) In order to be appointed to the faculty of a SSOM clinical department, the chair of the discipline specific clinical department must recommend appointment and rank. The chair of the discipline specific clinical department must agree to any cross appointment in another discipline or adjunct appointment at another institution. The chair of the discipline specific clinical department has the responsibility for evaluation, mentoring and responding to requests for promotion of all faculty of that discipline.

(c) A faculty member's longevity at the University should not be a factor in promotion or appointment, except as it pertains to fulfilling a criterion for promotion and/or tenure as contained in this document. Previous appointments at other institutions will be carefully considered.

2.03 GUIDELINES FOR APPOINTMENT OF ACADEMIC FACULTY TO INDIVIDUAL RANKS

The following criteria should be considered as guides and assigned varying degrees of weight. Deficiencies in some criteria may be counterbalanced by superiority in others.

2:03:01 Instructor

This rank is awarded to individuals who by education and/or experience should be an asset to the faculty but who have had minimal or no previous professional experience. Terminal degree is not necessarily a requirement for this rank.

2.03:02 Assistant Professor

This rank is awarded to individuals with an M.D., D.O., Ph.D., and/or other terminal professional degree who have shown capability and growth indicating a potential for academic excellence. Evidence of achieving a high level of performance in the primary field should be apparent. Board or Subspecialty Certification, if applicable, is required.

2.03:03 Associate Professor

This rank is awarded to individuals with an M.D., D.O., Ph.D., and/or other terminal professional degree consistent with the criteria outlined below and who have demonstrated a progressively high level of performance in teaching, research/scholarly activity, and/or service.

(a) A demonstration of a high level of performance in teaching, research/scholarly activity, and service is required.

(b) The candidate should be Board or Subspecialty certified, if applicable.

(c) Candidates for this rank should be considered of high importance to the function of the SSOM.

(d) Individuals appointed at this level are expected to participate extensively in the programs of the SSOM.

(e) The level of academic (teaching, scholarship, and service) achievement required for appointment should be defined at the departmental/divisional level.

(f) The extent to which the individual is involved in each aspect, teaching, scholarly activity/research, and service, should be judged in terms of the assigned effort of the individual.

2.03:04 Professor

This rank is awarded to individuals with an M.D., D.O., Ph.D., and/or other terminal professional degree consistent with the criteria outlined below and who have demonstrated a consistently high level of performance and leadership in teaching, research/scholarly activity, and service.

(a) The candidate shall be a recognized authority in their field.

(b) The candidate should be Board or Subspecialty certified, if applicable.

(c) The candidate should demonstrate high quality as a teacher.

(d) The candidate should have an established record of research/scholarly activity, patient care, education, or other professional endeavor.

(e) The candidate should have demonstrated leadership and active participation in service activities.

(f) The extent to which the individual is involved in each aspect, teaching, scholarly activity/research, and service, should be judged in terms of the assigned effort of the individual.

2.03:05 Emeritus

The suffix Emeritus indicates a position of honor and esteem at the USD Sanford School of Medicine, associated with an invitation to continue collegial relationships after retirement. This appointment may be recommended for a retiring faculty member in recognition of outstanding contributions to the School and pursuant to Board of Regents Emeritus Policy 4.4.1. The title of emeritus is an honorary award which does not include any stipend.

Appointment and Term: Appointment to Emeritus status is recommended by the Department Chair to the Dean of the Medical School with final approval of the President of the University. Appointment to this position will be without term and without minimal service requirements.

2.03:06 Exceptions

Exceptions may occur pursuant to applicable rules of the Board of Regents. The Vice President/Dean may recommend for appointment under this section only those faculty members who in their judgment have demonstrated that their level of performance and/or professional qualifications are appropriate for the proposed rank.

2.04 GUIDELINES FOR APPOINTMENT OF REGIONAL CLINICAL FACULTY TO INDIVIDUAL RANKS

This is a non-tenure seeking track. These general guidelines will be used by the clinical departments within the SSOM for appointment to clinical rank. Appointments of the clinical faculty will be recommended by the Clinical Department Chair according to the ability of the candidate to provide effective medical education services to the SSOM. If the candidate has had no prior experience in medical education in conjunction with a medical school, they will be appointed to a rank consistent with SSOM guidelines. These appointments, since they are non-tenure seeking, will be made for a period of 3 years and, subject to review, may be renewed for additional 3 year periods. Such appointments will not be subject to review by the SSOM PT Committee, but will be forwarded to the President for approval and then submitted for Board of Regents approval.

2.04:01 Clinical Instructor

This rank is awarded to individuals who by education and/or experience should be an asset to the faculty but who have had minimal or no previous professional experience. Terminal degree is not necessarily a requirement for this rank. This rank may be used for appointments of Residents enrolled in SSOM affiliated residency programs to positions as faculty for purposes of clinical teaching in undergraduate medical education.

2.04:02 Clinical Assistant Professor

This rank is awarded to individuals with an M.D., D.O., Ph.D., and/or other terminal professional degree who have professional qualifications as evidenced by being Board or Subspecialty certified, if applicable, but who have either no or limited prior teaching experience in a medical school setting.

2.04:03 Clinical Associate Professor

This rank is awarded to individuals with an M.D. D.O., Ph.D., and/or other terminal professional degree consistent with the criteria outlined below and who have demonstrated a high degree of professional excellence and achievement.

(a) The candidate should be Board or Subspecialty certified, if applicable.

(b) The candidate should have demonstrated competence in clinical teaching through rounds, clerkships, or symposia as delineated in Section 2.06:01.

(c) The candidate should participate extensively in department and SSOM activities.

2.04:04 Clinical Professor

This rank is awarded to individuals with an M.D., D.O., Ph.D., and/or other terminal professional degree consistent with the criteria outlined below and and who possess clearly outstanding abilities to contribute to the education, scholarship, clinical, or administrative needs of undergraduate or graduate medical education.

(a) The candidate should be Board or subspecialty certified, if applicable, and demonstrate documented excellence in clinical practice.

(b) The candidate should be considered of high importance to the department and the SSOM.

(c) The candidate shall devote considerable time to performing services to the department or administration of the SSOM.

(d) The candidate should have demonstrated teaching effectiveness as delineated in Section 2.06:01.

2.04:05 Clinical Emeritus

The suffix Clinical Emeritus indicates a position of honor and esteem at the USD Sanford School of Medicine, associated with an invitation to continue collegial relationships after retirement. This appointment may be recommended for a retiring faculty member in recognition of outstanding contributions to the School and pursuant to Board of Regents Emeritus Policy. The title of emeritus is an honorary award which does not include any stipend.

Appointment and Term: Appointment to Clinical Emeritus status is recommended by the Department Chair to the Dean of the Medical School with final approval of the President of the University. Appointment to this position will be without term and without minimal service requirements.

2.05 PROCESS FOR APPOINTMENT OF FACULTY AT THE UNIVERSITY OF SOUTH DAKOTA SANFORD SCHOOL OF MEDICINE

2.05:01 Appointment in all faculty tracks EXCEPT *Academic Biomedical Scientist*, *Academic Biomedical Science Educator (non-tenure track)*, and *Academic Researcher (non-tenure track)*

- The department chair submits a Faculty Appointment Request Form, along with current CV and two letters of recommendation, to the Associate Dean of Academic Development and Faculty Affairs. One letter must come from a current physician faculty member. Residents require only one letter of recommendation from the Program Director.
- Once the Associate Dean of Academic Development and Faculty Affairs reviews the request, and if approved, it is sent to the SSOM Appointments Committee (Campus Deans-Sioux Falls, Rapid City, Vermillion, Yankton) for approval.
- Once the Appointments Committee approves:

1. Appointments are sent via the Associate Dean of Academic Development and Faculty Affairs and the Dean/VP to the President for approval and then to the Board of Regents for approval. An appointment letter/certificate is sent to the candidate confirming their appointment, renewable every 3 years upon recommendation of the department chair and approval by the Associate Dean of Academic Development and Faculty Affairs.
2. All non-employed faculty appointments are at will.

2.05:02 Appointment in the *Academic Researcher* track

- The department chair submits a Faculty Appointment Request Form, along with current CV and two letters of recommendation, to the Dean of Biomedical and Translational Sciences.
- Once the Dean of Biomedical and Translational Sciences reviews the request, and if approved, it is sent to the SSOM Appointments Committee for approval.
- Once the Appointments Committee approves:
    1. The appointment is sent via the Associate Dean of Academic Development and Faculty Affairs and the Dean/VP to the President for approval and then to the Board of Regents for approval. An appointment letter/certificate is sent to the candidate confirming their appointment, renewable every 3 years upon recommendation of the department chair and approval by the Associate Dean of Academic Development and Faculty Affairs.
    2. All non-employed faculty appointments are at will.

2.05:03 Appointment in *Academic Biomedical Scientist and Academic Biomedical Science Educator (non-tenure track)* tracks (these tracks are USD employed)

- Appointments in these tracks will follow guidelines in accordance with South Dakota Board of Regents policy 4.1.1 – General Terms and Appointments.

2.06 CRITERIA FOR PROMOTION OF ACADEMIC FACULTY

Promotion requires a high level of performance in teaching, research/scholarly activity, and service, appropriate to rank and discipline. Recommendation for promotion of faculty members will depend upon individual involvement in and responsibility for:

- Teaching: Instruction in biomedical, clinical, and graduate medical sciences of undergraduate, graduate, medical, graduate medical, post-doctoral students, and/or continuing medical education levels as appropriate to the individual's assigned role.

- Research/Scholarly activity/creative endeavor: Innovative clinical activity/ patient care (e.g. introducing new clinical services, enhancing existing patient care), research, or other professional creative endeavor.

- Service: Activities outside the teaching and scholarly activity/creative endeavor environments which serve the SSOM, the University, the profession, or the public.

Promotion shall depend upon the individual degree of competence, commitment of time, experience, productivity, and current professional status or potential for attaining full

professional status. Decisions to promote a faculty member involve evaluations of individual performance as a member of the academic community.

2.06:01 Teaching

Teaching in the SSOM includes instruction of students at the undergraduate, graduate, postdoctoral, medical undergraduate, medical graduate, and/or continuing medical education levels, as appropriate to the faculty member's assigned education role.

It is recognized that most faculty members do not begin their careers as polished teachers, but they become more effective as they gain experience, as they have more time to develop effective teaching strategies, as they build content knowledge, and as they learn to be more effective mentors. Particularly in the early stages of their careers, faculty members should be expected to take seriously the constructive feedback from their chairs/division dean, peers, and students. As they move through the ranks, they would be expected to mentor newer faculty members and to be viewed increasingly as master teachers at the SSOM and university levels. Promotion requires a high level of performance in teaching, appropriate to rank and discipline.

For a faculty member to excel in this area, they should be able to guide and inspire students and other learners, and maintain scholarship through breadth and depth of knowledge. A high level of performance appropriate to one's rank and experience will be evidenced by a demonstration of depth of knowledge and by a demonstration of ongoing effort and continuing steps toward improvement. Performance in teaching is demonstrated by, but is not necessarily limited to, competent participation in several of the following areas:

(a) Instruction of students through any means (lectures, small groups, seminars, laboratory, preceptorships, electronic means, etc.). This may include development of syllabi, laboratory manuals, examinations, web-based material, or other course material.

(b) Maintaining effective communication and good interpersonal relationships with students.

(c) Developing materials for self-directing learning.

(d) Developing new courses or participating in other ways in curriculum development.

(e) Serving as a course director, clerkship director, or graduate, residency, fellowship, or CME program director.

(f) Acting as medical, graduate, or undergraduate student advisor; serving on graduate student advisory committees.

(g) Organizing and/or evaluating courses, clerkships, residencies, degree or CME programs.

(h) Serving as peer reviewer of faculty/staff classroom activities.

See Appendix B for methods of documenting achievements in the area of education.

2.06:02 Research/Scholarly Activity/Creative Endeavor

It takes time to develop research programs or other scholarly activities to the stage of significant impact on the professional discipline. Assistant Professors are expected to demonstrate that they have the potential for significant impact on their field. Faculty members applying for promotion to full professorship should have demonstrated they have made a significant contribution to their disciplines, e.g. as determined by a significant quantity of peer-reviewed published work, presentations at national events, and by being called upon to review the work of others. Promotion requires a high level of performance in research/scholarly activity/creative endeavor, appropriate to rank and discipline.

Regarding collaborative research: The Sanford School of Medicine recognizes and values participation of faculty in collaborative research. Thus authorship that is not “first” or “senior” may be highly regarded in the evaluation of a candidate. The personal narrative indicates the individual’s contributions in collaborative, multi-author publications. The narrative should explain the individual’s contribution to scholarship or other accomplishments. For example, the narrative may highlight a particular line of scholarly activity, identifying the specific role the faculty member played in the project and the impact of the work. A letter from the collaborator (independent of other letters of recommendation), stating the candidate’s contribution to the work, is strongly encouraged.

A high level of performance in this area will ordinarily manifest itself in the direct efforts of the faculty member; however, it may also manifest itself in the work of students. Evidence of scholarly activity may include demonstrated distinction in special competencies characteristic of the profession, i.e., clinical activity/patient care or other types of professional contributions whether performed in a public or private capacity that are of value to the SSOM, the University, the State, the profession, or society in general. Alternatively, or in addition, it may be found in an individual's published research in journals with an editorial review policy, in the ability to establish an active research program with the capability of obtaining outside research funding, or in other experience that contributes to the faculty member's development as a scholar. Such endeavors may include but are not necessarily to:

(a) Developing or organizing new clinics, programs, clinical procedures, or treatments.

(b) Developing innovations in patient care and health care delivery.

(c) Earning recognition as a major medical or scientific consultant in one’s area of expertise at the SSOM, university, state, national, or international level, e.g. by serving as a member of a peer review panel for a granting agency, as a journal editor, or on a journal editorial board.

(d) Serving as examiner/accreditor for national societies or specialty boards.

(e) Serving as a clinical consultant to other medical schools or accrediting bodies.

(f) Obtaining fellowship status based on achievement or additional training.

(g) Achieving and maintaining board certification in one’s specialty.

(h) Being elected to societies stipulating specific scholarly requirements.

(i) Publishing in peer-reviewed journals.

(j) Publishing books, chapters, review articles, and abstracts in one's area of expertise.

(k) Establishing and directing an active, ongoing research program.

(l) Applying for and attracting outside funding to maintain and further one's research program.

(m) Maintaining membership in professional societies; attending and actively participating in regular meetings (presenting papers or posters, participating in or organizing workshops, seminars, symposia, etc.); acting as program planner or organizer of society meetings or workshops at the regional, national, or international level.

(n) Attracting and supervising graduate and/or postdoctoral students.

(o) Supervising medical, and/or undergraduate student research projects.

(p) Presenting research seminars, participating in research-oriented journal clubs and group meetings; organizing and directing such seminars, journal clubs, and meetings.

(q) Obtaining patents (pending or granted).

(r) Participating in faculty development activities to enhance one's skills as a researcher and/or clinician.

See Appendix B for methods of documenting achievements in the area of research/scholarly activity.

2.06:03 Service

As faculty members benefit from their membership in the University and professional communities, they also have obligations to these communities. Service is defined as activities outside the classroom or teaching, and research/scholarly activity environments that constitute important and recognizable contributions to the SSOM the University, the biomedical science community, the medical profession, health care in the local community, the State or society in general. This includes active participation in departmental/divisional, SSOM, and/or University affairs, usually in the form of committee work, as well as service activities outside the University environment, such as participation in academic and professional organizations, outreach programs, consulting, etc. Such activities are necessary for the continued functioning of the University and professional communities and active and productive participation in these activities is evidence of one's willingness to be a good academic citizen.

The movement from Assistant to Associate to Full Professor should reflect an ever-increasing sphere of influence of the faculty member's service contributions. For most disciplines, the early stages of a faculty career involve service of a more local impact. As the reputation of the individual develops, involvement in service activities of greater impact should be in evidence, and evolution of the faculty member from participant to leader should be apparent. Promotion requires a high level of performance in service, appropriate to rank and discipline.

Service is classified in five categories: service to the Department/Division, service to the SSOM, service to the University, service to the public, and service to the profession, although these may overlap. Criteria may include but are not necessarily limited to the following:

To the Department

(a) Administrative duties not covered under teaching or scholarship.

(b) Serving on departmental/division committees.

(c) Input into and leadership in departmental/divisional activities (meetings, input on policies, etc.) as judged by the department chair/division dean.

To the SSOM

(a) Administrative duties not covered under teaching or scholarship.

(b) Serving on SSOM committees.

(c) Input into and leadership in SSOM activities (faculty meetings, input on school policies, etc.) as judged by the Dean.

(d) Serving as a mentor to junior faculty members.

To the University

(a) Administrative duties not covered under teaching or scholarship.

(b) Serving on University committees.

(c) Input into and leadership in University activities (Faculty Senate, input on University policies, etc.) as judged by the President of the University.

To the Community/Public

(a) Participating as a member and/or officer on advisory committees or as consultant to hospitals, medical education units, or specialty groups such as the American Heart Association, American Cancer Society, American Lung Association, etc.

(b) Serving on community (local, state, national) committees related to the profession.

(c) Service to other professions.

(d) Involvement in the education of the public in the biological sciences, including medicine and related disciplines.

To the Profession

(a) Serving as an officer of professional organizations at the regional, national, or international level.

(b) Participating in professional consulting other than teaching or scholarship areas.

(c) Participating in PRO Activities (Physician Review Organization).

(d) Serving on hospital committees.

See Appendix B for methods of documenting excellence in Service.

2.06:04 Supporting Data File

A dossier shall be prepared by every academic faculty member who has the responsibility of submitting the material for evaluation. Each faculty member is responsible for the completeness of their dossier other than performance evaluations. At the time of submission for promotion, this dossier shall be maintained in the individual department office. (In case of multiple appointments, it shall be kept in the department office of the faculty member's primary appointment.) The dossier will be kept in a secure site with access limited to authorized personnel of the SSOM and the University of South Dakota. The following list provides guidelines for the type of materials to be included in the dossier:

(a) Annual performance evaluations. Such evaluations will be conducted by the faculty member's immediate supervisor according to USD guidelines and will include expected percentage of effort and subsequent performance in teaching, scholarly activity, and service. Documented yearly expected percentage of effort in each of these areas will be utilized to evaluate the faculty member being considered for promotion. Data from student evaluations will be included as appropriate. Upon completion of the performance evaluation, the supervisor will discuss the results with the faculty member. If the faculty member's performance is deemed to have not met expectations, a plan to remedy the deficiencies will be developed.

The supervisor will provide the faculty member with a copy of the completed evaluation form. The faculty member may respond in writing regarding the results of the evaluation, and all such responses will be attached to the evaluation. The completed evaluation form and any plan developed to correct deficiencies will be placed in the dossier. Annual departmental evaluations will cover the academic year July 1 to June 30.

(b) A current curriculum vita, including a record of research publications, creative works and professional involvement.

(c) Record of department/division, SSOM, University, community, state, national, and international activities.

(d) Employment records and recommendations from other agencies and recommendations from peers outside USD.

(e) Relevant correspondence, letters of recommendation.

i. For all academic promotions, and in order to obtain unbiased opinions of the faculty member's qualifications for promotion, a minimum of two letters of recommendation should be solicited from external medical, scientific, clinical and/or academic faculty/representatives at other institutions and/or nationally recognized organizations. These individuals should review the candidate's performance based on the Sanford School of Medicine criteria for the requested rank. External reviewers may not include the candidate's dissertation director, collaborator on scholarly work, mentor, or program director. The appropriate department chair or dean should request letters from individuals whose rank is at or above the candidate's requested rank. External letters of recommendation will be held confidential; the candidate for promotion will not have access to these letters.

   Additional external and internal letters are both welcome and encouraged.

(f) Faculty development or continuing education activity.

(g) Documentation of any of the outlined criteria for teaching, scholarship, and service (see Appendix B).

(h) Other data that the faculty member and/or supervisor deem appropriate.

(i) No anonymous material will be permitted to be part of the dossier. Material once submitted becomes part of the permanent file. Anonymous student evaluations are permitted.

   Except for external letters of recommendation, the dossier will be available for review by the faculty member at any time during the regular working day. The faculty member shall have the right to make a copy of the dossier or any part thereof. The faculty member has the responsibility to add any material which they deem pertinent.

2.07 GUIDELINES FOR PROMOTION OF ACADEMIC FACULTY TO INDIVIDUAL RANKS

The following criteria should be considered as guides and assigned varying degrees of weight. Deficiencies in some criteria may be counterbalanced by superiority in others. The Dean's Office will publish and disseminate the timeline for the promotion and tenure process no later than July 1 of each year.

2.07:01 Assistant Professor

This rank is appropriate for individuals with an M.D., D.O., Ph.D., and/or other terminal professional degree who have shown capability and growth indicating a potential for academic excellence. Evidence of achieving a high level of performance in the primary field should be apparent. Board or Subspecialty Certification is required, if applicable.

2.07:02 Associate Professor

This rank is appropriate for individuals with an M.D., D.O., Ph.D., and/or other terminal professional degree consistent with the criteria outlined below and who have demonstrated a progressively high level of performance in teaching, research/scholarly activity, and/or service.

(a) Minimum length of service in academic rank for promotion from Assistant to Associate Professor shall be four years, inclusive of the current application year; allowance may be afforded for prior service at a comparable rank in a similar setting. Prior service credit requires Board of Regents approval for tenure track faculty. Presidential approval is required for all other academic tracks.

(b) The candidate should be Board or Subspecialty certified, if applicable.

(c) A demonstration of a high level of performance in teaching, research/scholarly activity, and service is required. Examples of performance (to be used as a guide) for promotion to Associate Professor are shown in tables 1-4 located in Appendix B. Refer to the appendix for examples of each type of activity.

(d) Candidates for this rank should be considered of high importance to the function of the SSOM.

(e) Individuals promoted to this level are expected to participate extensively in the programs of the SSOM.

(f) The extent to which the individual is involved in each aspect, teaching, scholarly activity/research, and service, should be judged in terms of the assigned effort of the individual.

2.07:03 Professor

This rank is appropriate for individuals with an M.D., D.O., Ph.D., and/or other terminal professional degree consistent with the criteria outlined below and who have demonstrated a consistently high level of performance in teaching, research/scholarly activity, and service.

(a) Minimum length of service in academic rank for promotion from Associate to full Professor shall be five years, inclusive of the current application year; allowance may be afforded for previous service at a comparable rank in a similar setting. Prior service credit requires Board of Regents approval for tenure track faculty. Presidential approval is required for all other academic tracks.

(b) The candidate should be Board or Subspecialty certified, if applicable.

(c) The candidate shall be a recognized authority in their field.

(d) The candidate should demonstrate high quality as a teacher.

(e) The candidate should have an established record of research/scholarly activity in clinical activity, patient care, research, education, or other professional endeavor. Examples of performance (to be used as a guide) for promotion to Professor are shown in tables 1-4 located in Appendix B. Refer to the appendix for examples of each type of activity.

(f) The candidate should have demonstrated leadership and active participation in service activities.

(g) The extent to which the individual is involved in each aspect, teaching, scholarly activity/research, and service, should be judged in terms of the assigned effort of the individual.

2.07:04 Exceptions

Exceptions may occur pursuant to applicable rules of the Board of Regents. The Vice President/Dean may recommend for promotion under this section only those faculty members who in their judgment have demonstrated that their level of performance and/or professional qualifications are sufficient to offset the lack of specific requirements for years in rank.

2.08 GUIDELINES FOR PROMOTION OF REGIONAL CLINICAL FACULTY TO INDIVIDUAL RANKS

This is a non-tenure seeking track. Promotions of the clinical faculty will be recommended by the Clinical Department Chair to the Associate Dean of Academic Development and Faculty Affairs according to the ability of the candidate to provide effective medical education services to the SSOM. Such promotions will not be subject to review by the SSOM Promotion and Tenure Committee, but will be forwarded to the President for approval and then submitted for Board of Regents approval.

2.08:01 Clinical Assistant Professor

This rank is awarded to individuals with an M.D., D.O., Ph.D., and/or other terminal professional degree who have professional qualifications as evidenced by being Board or Subspecialty certified, if applicable, but who have either no or limited prior teaching experience in a medical school setting.

2.08:02 Clinical Associate Professor

This rank is awarded to individuals with an M.D. D.O., Ph.D., and/or other terminal professional degree consistent with the criteria outlined below and who have demonstrated a high degree of professional excellence and achievement.

(a) Minimum length of service in rank for promotion from Clinical Assistant Professor to Clinical Associate Professor shall be four years, inclusive of the current application year; allowance may be afforded for prior service at a comparable rank in a similar academic medical setting.

(b) The candidate should be Board or Subspecialty certified, if applicable.

(c) The candidate should have demonstrated competence in clinical teaching through rounds, clerkships, or symposia as delineated in Section 2.06:01.

2.08:03 Clinical Professor

This rank is awarded to individuals with an M.D., D.O., Ph.D., and/or other terminal professional degree consistent with the criteria outlined below and who possess clearly outstanding abilities to contribute to the education, scholarship, clinical, or administrative needs of undergraduate or graduate medical education.

(a) Minimum length of service in rank for promotion from Clinical Associate Professor to Clinical Professor shall be five years inclusive of the current application year; allowance may be afforded for previous service at a comparable rank in a similar academic setting.

(b) The candidate should be Board or subspecialty certified, if applicable, and demonstrate documented excellence in clinical practice.

(c) The candidate should be considered of high importance to the department and the SSOM.

(d) The candidate shall devote considerable time to performing services to the department or administration of the SSOM.

(e) The candidate should have demonstrated teaching effectiveness as delineated in Section 2.06:01.

2.09 APPLICATION PROCEDURE FOR PROMOTION

Regardless of track, initiation for consideration for promotion shall be the responsibility of the faculty member. The faculty member shall be responsible for the assembly and forwarding of all documentation required. The faculty member may advance only one rank at a time.

2.09:01 Primary Review Committee

Each department/division shall appoint for each academic faculty member seeking promotion a Primary Review Committee consisting of at least three faculty members at the Associate Professor level or higher: The department chair will designate a representative who will chair the committee, one member appointed by the Primary Review Committee chair, and one member appointed by the faculty member under consideration. This committee will be responsible for ensuring that all criteria for promotion have been met and that all documentation is present and accurate. This committee shall submit a written report to the SSOM Promotion and Tenure Committee with their recommendation concerning the application; this report shall be forwarded with the candidate's file.

2.09:02 Academic Faculty

The flow of recommendations for academic track faculty members who are being considered for promotion should be from the individual faculty members through Primary Review Committees as defined in Section 2.09:01, and Department Chair/Division Dean to the PT Committee of the SSOM, to the Vice President/Dean of the SSOM, to the President of the University, to the Board of Regents. The Primary Review Committee chairperson shall direct the recommendation with the required documentation as indicated above to the chairperson of the SSOM PT Committee. Promotions will become effective June 22 of the following year.

The recommendation of the Promotion and Tenure Committee should include the following:

(a) A list of committee members present

(b) A statement of the rank currently held and the rank requested.

(c) Recommendation of the Primary Review Committee and the department chair/division dean.

(d) Any material supplied by the candidate in support of the recommendation.

(e) A statement of rationale for the recommendation, whether positive or negative.

The SSOM PT Committee will send its recommendation to the Vice President/Dean. If the SSOM PT Committee does not concur with the recommendation from the departmental/division level it must state, in writing, the basis for its recommendation. The faculty member will be notified no later than April 1 of the year in which they are being considered for promotion of the action that the President of the University will recommend.

2.09:03 Regional Clinical Faculty

The flow of recommendation for the SSOM regional clinical track faculty members who are being considered for promotion should be from the department chairperson to the Associate Dean of Academic Development and Faculty Affairs. These recommendations are not required to be forwarded to the PT Committee of the SSOM, but are forwarded to the President for approval and then submitted for Board of Regents approval.

The recommendation should be accompanied by the following:

(a) A statement of the rank currently held and the rank requested.

(b) Recommendation of the department chair.

(c) Any material supplied by the candidate in support of the recommendation.

(d) A statement of rationale for the recommendation, whether positive or negative.

The Associate Dean of Academic Development and Faculty Affairs will notify the Chairperson and the candidate of Board of Regents concurrence or rejection.

3.00 POLICIES AND CRITERIA RELATED TO TENURE

3.01 GENERAL CONSIDERATIONS

Regional clinical faculty and academic track faculty not employed by the University are not eligible for tenure.

A tenured appointment is an appointment to an academic faculty member employed by the University providing for continuous employment within the institution until such time as the individual resigns, retires, is terminated for cause, or is terminated pursuant to a necessary reduction in faculty. Tenure is a privilege that shall not be granted automatically, and this privilege is extended to those whose performance is deemed excellent by students, peers, and the administration. If a faculty member is on a tenure seeking track, both candidate and the department chair/division dean should clearly understand the correct "tenure notification date" which must be on file for each faculty member holding a track appointment. The tenure review period may be automatically extended for one year

pursuant to SD BOR Policy 4.4.7 (1.5). Faculty members will file notification with the Dean of Biomedical and Translational Sciences if they choose to opt out of the automatic extension.

Since a tenure appointment represents a significant commitment of the University to a faculty member, it is imperative that the review process for tenure recommendations follow procedure. In general, it is expected that the candidate for tenure will have maintained a record of accomplishment relative to their academic rank in the form of a Promotion and Tenure Dossier. If the candidate's accomplishments are limited to two areas, at least minimal competency must be demonstrated in the third area. Specific ways of meeting criteria indicated by the Board of Regents, the University, and the SSOM may vary among departments/divisions of the SSOM. Once the Promotion and Tenure Dossier has been submitted for evaluation by the Primary Review Committee it will become confidential and the candidate will not be permitted further access to it. At the end of the promotion and/or tenure process, external letters of recommendation will be removed from the dossier and held by the candidate's departmental office for a period of five years. The remainder of the dossier will be returned to the candidate.

The performance record of a faculty member shall be based upon annual performance evaluations conducted by the administration in accordance with USD guidelines during all of the probationary appointment years. Tenure shall not be attached to any administrative appointment. Any person with academic rank who has been granted tenure shall be considered as having tenured faculty status. An administrator who qualified for tenure subsequent to the administrative appointment may be eligible for tenure as in the case of other qualified faculty. A tenured administrator shall, upon termination of the administrative appointment, be continued in an academic position for which they are qualified, subject to availability of funds.

An individual who has earned years of service towards tenure or been granted tenure at another institution prior to appointment at the SSOM may be granted credit towards tenure. If such credit is given, it should be approved by the Board of Regents at the time of appointment.

3.02 CRITERIA FOR TENURE

The primary basis for review shall be the faculty member's dossier (Section 2.03:04). The completeness of the dossier shall be the responsibility of the faculty member. To be considered for tenure, a faculty member must show a high level of performance in two or more of the following areas:

3.02:01 Teaching

Teaching effectiveness is an indispensable criterion for the granting of tenure. To achieve a high level of performance in this area a faculty member should guide and inspire students, maintain scholarship through breadth and depth of knowledge, and contribute to improving the understanding of the subject area of expertise. A faculty member who has demonstrated a high level of performance in this area has met the criteria outlined in Section 2.06:01.

3.02:02 Research/Scholarly Activity/Creative Endeavor

An individual faculty member who has demonstrated a high level of performance in this area has met the criteria outlined in 2.06:02.

3.02:03 Service

Service constitutes activities outside the teaching and scholarship/creative endeavor environments that contribute importantly and recognizably to the department/division, the SSOM, the University, the profession, health care in the local community, the state, or society in general. A faculty member who has demonstrated a high level of performance in this area has met the criteria outlined in section 2.06:03.

3.03 PROCEDURE

3.03:01 Primary Review

The review will be conducted by a Primary Review Committee chaired by the department chair/division dean of the department/division or their representative in which the faculty member has their primary appointment. In cases where the department chair/division dean is being considered for tenure the Vice President/Dean of the SSOM shall appoint the Primary Review Committee and designate its chairperson. The committee may include faculty both tenured and non-tenured at the Associate Professor level or higher and may include appropriate student representatives.

The primary review shall be conducted under these conditions:

(a) The department chair/division dean shall meet with the faculty member during the fifth year of probationary service to review the faculty member's status and expectations for tenure.

(b) No later than September 10 of the candidate's sixth year of probationary status the candidate will request a review for the granting of tenure.

(c) A hearing by the Primary Review Committee must be held. Notice of the hearing, including time and place, shall be given to:

  i. The candidate, in writing with a receipt requested, two weeks in advance of the hearing.

  ii. All departmental/division faculty by individual memoranda or e-mail.

  iii. All other interested parties by notice posted in an appropriate, conspicuous place.

(d) The candidate shall have the right to be present at the review hearing to testify in their own behalf and the right to confront and question all witnesses either personally or through their designated representative.

(e) A complete record of the review hearing shall be kept. These records must be filed with the faculty member's dossier and held in security for protection of privacy. No

more than the original may be kept, the only exception being that the candidate is entitled to a copy of this record if desired.

(f) After the Primary Review Committee hearing a recommendation will be made either in support of or in opposition to the granting of tenure. The recommendation will be supported by documentation and a summary statement of the rationale used to arrive at such a recommendation. This recommendation will be delivered to the chair of the SSOM PT Committee with a copy to the Vice President/Dean.

3.03:02 PT Committee Review

The PT Committee of the SSOM shall schedule a meeting to review the recommendation and documentation forwarded by the Primary Review Committee. The faculty member will be notified of the date of this review and may appear and respond on their behalf. The PT Committee shall:

(a) Consider the Primary Review Committee's recommendations for compliance with procedural rules.

(b) Consider the Primary Review Committee's recommendations for adequate input at the department/division level.

(c) Consider any additional statements to be made by the faculty member.

(d) Consider the appropriateness of the recommendation.

In the event that at least six members of the PT Committee find that compliance with (a) and/or (b) has been inadequate, the recommendation will be returned to the chair of the Primary Review Committee with instructions for further action. If these conditions have been met satisfactorily, the PT Committee shall make its recommendation to the Vice President/Dean. At least six members of the PT Committee must concur in the recommendation. The faculty member will be notified no later than April 1 of the year in which they are being considered for tenure of the recommendation of the President of the University regarding their request for tenure.

3.04 DENIAL OF TENURE

When a faculty member is denied tenure, their only option is appointment to a one year terminal contract. At the end of the one year terminal contract the faculty member's appointment at the University must end.

3.05 REVIEW OF TENURE

As per Board of Regents Policy, 4.4.7, tenured faculty members may be subject to review for the purpose of determining if they have maintained a level of performance commensurate with that required for an appointment with tenure. The Vice President/ Dean will review the completed evaluation and make appropriate comments to the President of the University. The President may then make their recommendations to the Board of Regents which may include that the faculty member's performance is within expectations, that the faculty member should be placed on an improvement plan, or, where applicable, that the faculty member should be subjected to appropriate measures

in accordance with policy after given consideration to established standards of due process.

APPENDIX A

FACULTY REQUIREMENTS (NOT EMPLOYED BY USD)

Clinical department expected minimum input to the School of Medicine **per year**
(may average over three).
* All non-employed faculty appointments are at will. *

Academic Appointment	Clinical Appointment
Academic Appointment- 3 total from at least two of the three categories, e.g. – two items from teaching, one from either scholarly activity or service; or two from scholarly activity, one from service, etc.	**Clinical Appointment (1 required), i.e., one item of either teaching, scholarly activity, or service. (Level of items at a less intense level than for an Academic Appointment.)**
Teaching **(SSOM or USD Health Affairs Students)** • As defined in the Appointments, Promotions & Tenure Guidelines (Faculty Handbook) • Pillar I Clinical Instructor • Pillar II Clinical Instructor • Attending 1 student/resident 8 weeks • Nine (9) hours didactic teaching (Pillar 1, VITALS, other) • Twelve (12) hours of small group facilitation • Participation as learner evaluator (e.g. OSCE, Triple Jump) • LIC Advising Committee Member or Course Director (electives) • Other teaching at the USD SSOM	**Teaching** **(SSOM or USD Health Affairs Students)** • Pillar I Clinical Instructor • Pillar II Clinical Instructor • Attending 1 student/resident 2 weeks • Three (3) hours didactic teaching (Pillar 1, VITALS, other) • Four (4) hours of small group facilitation • Participation as learner evaluator (e.g. OSCE, Triple Jump) • LIC Advising Committee Member or Course Director (electives) • Other teaching at the USD SSOM
Scholarly Activity • As defined in the Appointments, Promotions & Tenure Guidelines (Faculty Handbook) • Three (3) faculty development programs (attending or presenting) • Presenting a CME program/lecture • Mentoring a student for a summer research program, Scholarship Pathways, or other important project	**Scholarly Activity** • As defined in P & T document • One (1) faculty development program (attending or presenting) • Presenting a CME program/lecture
Service • As defined in the Appointments, Promotions & Tenure Guidelines (Faculty Handbook) • Membership and attendance on school standing committee • Chair/membership on department committees • Participation on ad hoc committees of the medical school • Student advisor or mentor for two students per year • Lead a critical school program (e.g. Scholarship Pathways) • Volunteering twice yearly for student run clinic or serving as advisor for a student interest group	**Service** • Membership and attendance on school standing committee • Membership/attendance on department committees • Participation on ad hoc committees of the medical school • Student advisor or mentor for at least 1 student/3 years • Volunteering once yearly for student run clinic or serving as advisor for a student mentor group

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APPENDIX B

A. TEACHING

Documentation of successful achievements in education may include, but is not necessarily limited to the following:

1. A written description of personal educational philosophy and long-term goals for teaching and education.

2. A written description (and supporting materials, as appropriate) of your process of continuing self-analysis of teaching methods.

3. A listing and description of all instruction of medical students, graduate students, medical residents, undergraduate students, post-doctoral students. These should include only sustained interactions. Examples include the following

   (a) The number of students and type of teaching experience. For example: supervised two Pillar 2 students in Internal Medicine clinics two half-days per month; rounded with Pediatrics residents in the pediatric hospital one week every other month.

   (b) A description of the extent of participation in courses. For example: course director, number of student contact-hours, number of lectures given in team-taught, etc.

   (c) Samples of syllabi and/or other teaching materials prepared by you and a brief description of their usage.

4. Evidence of teaching effectiveness, in the form of student, house staff and peer evaluations. It is your responsibility to periodically obtain critiques of your teaching methods, student communication and interpersonal relationships in the form of written statements from your peers and other scholars recognizing expertise and contribution to teaching in the field of interest. Both positive comments and suggestions for improvement should be included. Different reviewers should be used at different times. If you are a course director, similar student, house staff and peer reviews of your effectiveness in this role should also be obtained.

5. A description of your medical student, graduate student, and/or postdoctoral fellow advisory activities. For graduate students and postdoctoral fellows, this may include a description of your educational goals for each student or fellow, letters from former advisers, descriptions of their activities while under your supervision, and documentation of their achievements (presentations, publications, honors, attainment of fellowships, present employment, etc.)

6. Documentation of your membership on graduate student thesis committees, including written evaluation of your participation from the committee chairperson or another committee member.

7. Description of curriculum development projects, including a statement of rationale, goals, and nature and extent of your participation. Written evaluations of these projects by peers and students may also be presented.

8. Evidence of other teaching activities, i.e., seminar notices, letters of invitation to present guest lecturers or seminars, programs from workshops, and meetings in which you participated, memberships in educational societies (list offices you have held, etc.)

9. A listing and description of any education awards, honors, or grants you have received.

10. Letters of support from former students, documentation of attendance at teaching-related workshops.

11. Chairperson's annual review to document any teaching activity.

B. RESEARCH/SCHOLARLY ACTIVITY/CREATIVE ENDEAVOR

There are a number of ways in which excellence in Research/Scholarly Activity/Creative Endeavor can be documented. Many of these are listed below; however, it is important to consider that such excellence can also be determined by the recognition of Research/Scholarly Activity/Creative Endeavor at the regional, national, and international level. Such recognition can take the form of invitations to act as peer reviewer for journals or granting agencies, invitations to organize or present seminars or workshops at meetings of professional societies, election to office, invitations to act as visiting professor to other institutions, and appointment to leadership positions within your own institution. Documentation of successful achievements in scholarly activity may include but is not necessarily limited to the following:

1. A list of articles published in peer-reviewed journals, including articles submitted for publication or in press, or a list of any published books, monographs, or chapters pertaining to your area of expertise. These publications may include research reports, reports of new innovative teaching endeavors and/or reports of innovations in clinical care. Reprints of a few recent and/or representative articles may be included in the dossier.

2. A list of presentations of original Research/Scholarly Activity/Creative Endeavor at regional, national, and/or international meetings (a copy of the program or published abstract may be included); indicate which presentations were invited (if applicable, include copies of letters of invitation).

3. Titles, granting agencies, grant numbers, and award levels of grants funded or pending. Also include a list of grant applications that were not funded (it may be useful to provide a copy of the grant review or list reasons why these grants were not funded).

4. Personal narrative regarding collaborative research: The Sanford School of Medicine recognizes and values participation of faculty in collaborative research. Thus authorship that is not “first” or “senior” may be highly regarded in the evaluation of a candidate. The personal narrative indicates the individual’s contributions in collaborative, multi-author publications. The narrative should explain the individual’s contribution to scholarship or other accomplishments. For example, the narrative may highlight a particular line of scholarly activity, identifying the specific role the faculty member played in the project and the impact of the work. A letter from the collaborator (independent of other letters of recommendation), stating the candidate’s contribution to the work, is strongly encouraged.

5. A list of your professional society memberships, including inclusive years of memberships; list any special requirements for membership, if applicable, and any offices held (indicate whether elected or appointed). Need documentation of superior accomplishment within a clinical specialty as evidenced by membership or fellowship in prestigious professional societies and/or other clinical recognition or awards.

6. The names of any undergraduate students, medical students, graduate students and/or residents or postdoctoral fellow whose research you have supervised; indicate any publications, meeting presentations, or awards that resulted from this work.

7. A list of any meetings, workshops, symposia, or panels you have organized or helped to organize and indicate your level of responsibility and participation (documentation may include invitation letter from other organizers, program listing, "thank you" letters, etc.).

8. A list of your activities as professional consultant; include copies of letters requesting your services.

9. Documentation of your peer review activities; including names of granting agencies, names of study sections on which you served and whether you were a regular or an existing member, names of journals for which you reviewed articles and approximate number of articles reviewed/year, names of colleges for which you served as accreditor/examiner and dates of service, etc.

10. A list of any patents you hold; indicate whether granted or pending.

11. A list of sabbaticals or other professional development activities in which you have participated to enhance your skills as a scholar

12. Appointments to editorial board of peer-reviewed journals and editorial review or consultation for scientific journals or books.

13. Invitation as visiting research professor.

14. Written records of new or innovative clinical practice or health care delivery systems including documentation of scholarly activity that influences the practice of medicine nationally.

15. General recognition of the candidate as a truly outstanding physician among faculty colleagues, as provided by letters. The letters should be from faculty outside the department and may include solicited opinions from physicians referring to the clinician's practice.

16. Documentation of a clinical leadership role in a department or in the medical center.

C. SERVICE

Documentation of excellence in service may include but is not necessarily limited to the following:

1. <u>Service to the Department, School of Medicine, and University:</u>

   (a) List of Department, Medical School, and University committees/task forces on which you served. Indicate service as committee chair; include copies of letters announcing appointment or election. You may also wish to solicit letters from chairs of selected committees on which you served indicating your role and extent of involvement.

   (b) List of any administrative duties or maintenance and/or operation of facilities performed for your department.

   (c) Copies of materials developed by you for other University, School of Medicine, or Department activities, i.e., department policy documents, faculty recruitment, student/resident recruitment, public relations, student organizations, etc.

2. Service to the community/public:

   (a) Records of any speeches made or articles, brochures, or other publications prepared in your area of expertise for local or regional community groups. Include copies of letters of invitation from community groups, "thank you" letters for services rendered, news articles, notices of community awards or commendations for special services rendered.

   (b) Outline of community medical health projects in which you participated; include your role and any leadership responsibilities which you assumed.

   (c) Records of membership and/or advisory activities for foundations or other specialty groups, i.e., American Heart Association, American Cancer Society, American Lung Association, etc. Include letters of commendation, recognition, invitation, award notices, etc.

3. Service to the profession:

   (a) List of memberships in professional organizations (regional, national, international); indicate whether honorary or by election. Indicate any offices held and whether elected or appointed.

   (b) Records of consulting activities for government, civil groups, or industry.

Academic Biomedical Scientist

Below are examples by which excellence can be established in each area of performance. These activities must be conducted while a faculty member is at the University of South Dakota, Sanford School of Medicine. The list is not intended to be all inclusive. Furthermore, it should be noted that the following are 'guidelines' and that exceptional circumstances will be taken into consideration by the Primary Review Committee, P&T Committee, and the Dean when considering the promotion of faculty. The proportion of effort assigned to each area of performance will be considered. No single criterion should be considered decisive.

	Associate Professor	Professor
1. Teaching	*Education* (activity in any of the following at a level commensurate with expected time commitment): • Class instruction of PhD, MD/PhD, MD, and/or undergraduate students, specifying the number of contact hours and mode of delivery (lectures, labs, PBL, etc) • Serving as a course/block director • Development of new courses, lectures, other content • Involvement in course or curriculum development • Development of education materials, such as syllabi, laboratory manuals, examinations, or web-based material (also credited toward scholarship) • Teaching awards • Improved teaching evaluations *Mentorship:* • Mentoring students at various levels such as graduate students, MD/PhD students, postdoctoral fellows, undergraduate students, or residents	*Education*: • Demonstrated excellence in teaching through teaching awards, improved teaching evaluations, developing new courses, curriculum, teaching innovations, content deliveries • Additional professional development in teaching *Mentorship*: • Mentoring junior faculty, students and fellows, with a demonstrated record of mentee success and productivity
2. Scholarship	*Research:* Development of an independent and/or collaborative research program is expected; if collaborative, a statement of contribution to the research project and a letter of support from the collaborator is strongly encouraged *Funding:* Seeking/obtaining external funding for research activities *Publication:* • Publication in peer-reviewed journals, books, chapters, or review articles	*Research:* Maintenance of an independent and/or collaborative research program is expected; if collaborative, a statement of contribution to the research project and a letter of support from the collaborator is strongly encouraged *Funding:* Seeking/obtaining/continuing significant external funding for research activities *Publication:* Same as Associate Professor with a high level of productivity indicative of leadership in the field.

	Presentation: • Internal seminar, journal club, or grand rounds • External invited seminar • Symposium (internal or external) • Regional, national, or international conference • Including posters, abstracts, and talks presented by yourself and your students/fellows. *Participation in the Scientific Community:* • Serving as a peer reviewer for a journal • Serving as a reviewer for a granting agency • Activity in a regional, national, or international society • Acting as a moderator/or judging posters, abstracts, or presentations	*Presentation*: Same as Associate Professor with a higher level of activity indicative of leadership in the field. These might include multiple invited lectures to other institutions, regional or national meetings, achievement awards, or honorary lectures. *Participation in the Scientific Community:* Same activities as Associate Professor with a higher level of activity indicative of leadership in the field, such as: • Serving on a journal editorial board • Serving on a study section or grant review board • Leadership in a regional, national, or international society, which may include leadership positions, organizing meetings, judging competitions, etc. • Developing/pioneering new programs for student research and scholarship
3. Service	*Department/Division, SSOM, and University Service:* Service on department/division, SSOM, and/or university committees *Community Service:* • Service on a hospital or community committee related to the profession • Serving as a consultant to other academic institutions or accrediting bodies • Community outreach/education	*Department/Division, SSOM, and University Service:* Service and leadership activity on department/division, SSOM, and/or university committees *Community Service:* Same activities as Associate Professor with demonstrated leadership

Table 1

Academic Biomedical Science Educator

Below are examples by which excellence can be established in each area of performance. These activities must be conducted while a faculty member at the University of South Dakota, Sanford School of Medicine. The list is not intended to be all inclusive. Furthermore, it should be noted that the following are 'guidelines' and that exceptional circumstances will be taken into consideration by the Primary Review Committee, the P&T Committee, and the Dean when considering the promotion of faculty. The proportion of effort assigned to each area of performance will be considered. No single criterion should be considered decisive.

	Associate Professor	Professor
1. Teaching	*Education*: • Course/laboratory instruction • Serving as a course/block director • Involvement in course or curriculum implementation and maintenance • Implementing and refinement of new or novel classroom presentations, courses, programs, curricula, or innovations in education • Implementation and ongoing refinement of new or novel education materials, such as syllabi, laboratory manuals, examinations, or web-based material (also credited toward scholarship) • Teaching awards • Improving or maintaining a high level of student teaching evaluations *Mentorship*: • Serving as an academic advisor or mentor for graduate, undergraduate, and medical students	*Education:* Demonstrated excellence and/or leadership in the same activities as Associate Professor and may include: • Organizing and/or evaluating courses, programs, or curricula • Additional professional development in teaching *Mentorship:* Mentoring-junior faculty
2. Scholarship	*Publication:* • Publication in peer-reviewed journals, books, chapters, or review articles *Participation and/or Presentation:* • Seminars and webinars • Symposium • Regional, national, or international conference • Journal club, grand rounds • Teaching workshops *Professional Societies:* Membership in one or more professional societies and attendance at professional conferences	*Publication:* Same as Associate Professor with publications indicative of professional development *Presentation:* Same as Associate Professor with a higher level of activity *Internal Participation:* Participation and leadership in journal clubs and seminars. *Professional Societies:* Membership and activity in one or more professional societies and attendance at professional conferences

	External Participation: • Serving as a peer reviewer for a journal • Activity in a regional, national, or international society or professional organization *Scholarship and Creative Endeavors:* • Creation of new education materials, such as syllabi, laboratory manuals, examinations, or web-based material • Local, regional or national dissemination of new classroom presentations, courses, programs, curricula, or innovations in education • Local, regional or national dissemination of education materials, such as syllabi, laboratory manuals, examinations, or web-based material • Participation in an educational, biomedical science, clinical, or translational research project, which may include applying for external funding	*External Participation:* Same activities as Associate Professor with a higher level of activity indicative of leadership in the area of expertise for biomedical science educators • Serving on a journal editorial board • Leadership in a regional, national, or international society or professional organization *Scholarship and Creative Endeavors:* Same activities as Associate Professor with demonstrated leadership in the area of biomedical science education
3. Service	*Department/Division, SSOM, and University Service:* Service on department/division, SSOM, and/or university committees *Community Service:* See SSOM faculty handbook 2.03:03	*Department/Division, SSOM, and University Service:* Service on committees at the SSOM and USD level, with leadership activity in one or more. *Community Service:* Same activities as Associate Professor with demonstrated leadership

Table 2

Academic Clinician

Below are examples by which excellence can be established in each area of performance. These activities must be conducted while a faculty member at the University of South Dakota, Sanford School of Medicine. The list is not intended to be all inclusive. Furthermore, it should be noted that the following are 'guidelines' and that exceptional circumstances will be taken into consideration by the Primary Review Committee, the P&T Committee, and the Dean when considering the promotion of faculty. The proportion of effort assigned to each area of performance will be considered. No single criterion should be considered decisive.

	Associate Professor	Professor
1. Teaching	*Education*: • Instruction in the classroom or clinical setting • Serving as a course, clerkship, residency, or CME program director • Involvement in course or curriculum development • Development of education materials, such as syllabi, laboratory manuals, examinations, or web-based material (also credited toward scholarship) • Teaching awards *Mentorship*: • Mentoring students at various levels such as graduate students, MD/PhD students, postdoctoral fellows, undergraduate students, or residents	*Education:* Demonstrated excellence and/or leadership in the same activities as Associate Professor plus the following: • Organizing and/or evaluating courses, clerkships, residencies, or CME programs (also credited toward scholarship) *Mentorship:* Demonstrated excellence in the same activities as Associate Professor plus the following: • Mentoring of junior faculty
2. Scholarship	*Publication:* in peer-reviewed journals, books, chapters, or review *Presentation:* • Grand rounds or internal seminars • External invited seminars • Symposia (internal or external) • Regional, national, or international conferences *Internal Participation:* Participation in journal clubs and seminars *Professional Societies:* Membership in one or more professional societies and attendance at professional conferences	*Publication:* Same as Associate Professor with multiple publications indicative of leadership in the area of expertise *Presentation:* Same as Associate Professor with a higher level of activity indicative of leadership in the area of expertise *Internal Participation:* Participation and leadership in journal clubs and seminars *Professional Societies:* Membership and activity in one or more professional societies and attendance at professional conferences

	External Participation: • Serving as a peer reviewer for a journal • Serving as a reviewer for a granting agency • Serving as an examiner/accreditor for national societies or specialty boards • Activity in a regional, national, or international society or professional organization *Research and Creative Endeavor*: • Participation in a clinical, translational, or biomedical science research project, which may include applying for and/or obtaining external funding; if collaborative, a statement of contribution to the research project should be provided • Developing or organizing new clinics, programs, clinical procedures/treatments, or innovations in patient care • Obtaining patents (pending or granted) *Board certification* in areas of specialization	*External Participation:* Same activities as Associate Professor with a higher level of activity indicative of leadership in the area of expertise: • Serving on a journal editorial board • Chairing or serving on a study section or grant review board • Leadership in a regional, national, or international society or professional organization *Research and Creative Endeavor:* Same activities as Associate Professor and establishment as a leader in an area of expertise *Board certification* in areas of specialization
3. Service	*Department/Division, SSOM, and University Service:* Service on department/division, SSOM, and/or university committees *Community Service* (activity in any of the following will be considered): • Service on a hospital, clinic, or community committee related to the profession • Serving as a consultant to other hospitals, medical schools, or accrediting bodies • Participating in Physician Review Organization activities • Community outreach/education	*Department/Division, SSOM, and University Service:* Service and leadership activity on department/division, SSOM, and/or university committees *Community Service:* Same activities as Associate Professor with demonstrated leadership

Table 3

Academic Researcher

Below are examples by which excellence can be established in each area of performance. These activities must be conducted while a faculty member at the University of South Dakota Sanford, School of Medicine. The list is not intended to be all inclusive. Furthermore, it should be noted that the following are 'guidelines' and that exceptional circumstances will be taken into consideration by the Primary Review Committee, P&T Committee, and the Dean when considering the promotion of faculty. The proportion of effort assigned to each area of performance will be considered. No single criterion should be considered decisive.

	Associate Professor	Professor
1. Teaching	*Education* • Class instruction of PhD, MD/PhD, or MD students • Serving as a course director • Involvement in course or curriculum development • Development of education materials, such as syllabi, laboratory manuals, examinations, or web-based material (also credited toward scholarship) • Teaching awards *Mentorship* • Mentoring students at various levels such as graduate students, MD/PhD students, postdoctoral fellows, undergraduate students, or residents	*Education*: Demonstrated excellence and/or leadership in the same activities as Associate Professor *Mentorship*: Demonstrated excellence in the same activities as Associate Professor including: • Mentoring of junior faculty
2. Scholarship	*Research:* Development of an independent and/or collaborative research program; if collaborative, a statement of contribution to the research project and a letter of support from the collaborator is strongly encouraged *Funding:* Seeking/obtaining external funding for research activities *Publication:* • Publication in peer-reviewed journals • Publication of books, chapters, or review articles *Presentation*: • Internal seminar or grand rounds • External invited seminar • Symposium (internal or external) • Regional, national, or international conference	*Research:* Maintenance of an independent and/or collaborative research program; if collaborative, a statement of contribution to the research project and a letter of support from the collaborator is strongly encouraged *Funding:* Seeking/obtaining external funding for research activities *Publication:* Same as Associate Professor with a higher level of productivity indicative of leadership in the field *Presentation*: Same as Associate Professor with a higher level of activity indicative of leadership in the field

	Participation in the Scientific Community: • Serving as a peer reviewer for a journal • Serving as a reviewer for a granting agency • Activity in a regional, national, or international society *Board certification* (if applicable)	*Participation in the Scientific Community:* Same activities as Associate Professor with a higher level of activity such as: • Serving on a journal editorial board • Serving on ~~a~~ study section or grant review board • Leadership in a regional, national, or international society *Board certification* (if applicable)
3. Service	*Department/Division, SSOM, and University Service:* Service on department/division, SSOM, and/or university committees *Community Service* (activity in any of the following will be considered): • Service on a hospital or community committee related to the profession • Serving as a consultant to other academic institutions or accrediting bodies • Community outreach/education	*Department/Division, SSOM, and University Service:* Service and leadership activity on department/division, SSOM, and/or university committees *Community Service:* Same activities as Associate Professor with demonstrated leadership

Table 4

COMMITTEES AND COUNCILS

COMMITTEES APPOINTED BY AND RESPONSIBLE TO THE DEAN

1. **Administrative Council**

   Administrative Council is responsible for the governance and policy-making processes of the medical school in accordance with SD BOR and university policies. Membership includes deans, department chairs, faculty representation, and other key representatives of administrative units. The purpose of the Administrative Council is to review and approve administrative and medical student affairs policies, to receive and discuss reports related to ongoing continuous quality improvement of LCME accreditation standards, to receive and discuss annual reports from multiple disciplines, to review and monitor the strategic plan, and to inform and advise the Dean. Fifty percent or more of the membership must be present to comprise a quorum for conducting business and a simple majority of those present approves a motion. Meetings occur 6 times per year and minutes are taken.

2. **Executive Committee**

   Membership includes deans and other key representatives of administrative units. The purpose of the Executive Committee is to inform and advise the dean, and to discuss issues of importance to the school. Meetings occur 2-3 times a month and minutes are not taken.

3. **Chairs Roundtable**

   Membership includes department chairs and other key representatives of administrative units. The purpose of the Chairs Roundtable is to discuss issues of importance to the departments, Division of Biomedical and Translational Sciences, and the school. Meetings occur monthly and minutes are not taken.

COMMITTEES OF THE FACULTY OF THE SCHOOL OF MEDICINE

General Guidelines for Committees of the Faculty:
Subject to overall control retained by the Board of Regents, the President and the V.P./Dean, each of the committees shall follow these general guidelines, unless specific exceptions are stated in the formation of the committee. Committees should represent a cross section of intellectual and ideological perspectives.

1. Meetings:

   (a) Meetings will be held in accordance with organizational structure of the committee, and if not specified otherwise, at the discretion of the chairperson.

   (b) All committees will meet at least once a year.

2. Chairperson:

   (a) A chairperson will be elected from the members of the committee or appointed by the V.P./Dean as designated in the organizational structure of the committee.

3. Faculty members of committees:

   (a) Committee members will be recommended by the May meeting of the Faculty Council, with terms to begin on July 1 and end on June 30.

   (b) Committee terms will be for three years with one-third of the committee elected/appointed each year when possible.

   (c) Individuals must have given their consent prior to being nominated.

   (d) One person should not be nominated to serve for more than two consecutive terms. Completion of an unexpired term by appointment will not preclude a faculty member from being nominated to serve two consecutive full terms.

   (e) If a faculty member of a committee is absent without excuse for more than 50 percent of the meetings in any one year or for at least three consecutive meetings, the chairperson of that committee may request that the Faculty Council recommend a replacement to the Dean. An attendance roster will be attached to the annual report.

   (f) In the event a vacancy occurs on a committee, the Faculty Council shall recommend a replacement to the Dean. Such appointment shall be made by the Dean within 60 days after the vacancy occurs and will be for the duration of the unexpired term.

4. Student members of committees:

   (a) Selection:

      i. Medical student members of committees will be selected by the appropriate class prior to the end of the term for the succeeding year and in accordance with the constitution of the Medical Student Association, University of South Dakota, and School of Medicine. Nominations will be forwarded through the Office of Student Affairs.
      ii. Graduate students shall be nominated by the Dean of Biomedical and Translational Sciences following a polling of the registered graduate students in the Division of Biomedical and Translational Sciences.

5. Resident faculty members of committees:

   Residents holding faculty status may serve a minimum of a two year commitment on all committees with the exception of the following committees: Medical Education Committee, Faculty Council, Student Progress and Conduct Committee, Promotion and Tenure Committee, and Graduate Committee.

6. Each committee shall keep adequate records of business transacted including, but not limited to, minutes of each meeting including attendance. If a quorum is not met, the attendance will be recorded by the chair and included in the annual report. Matters of importance to the School of Medicine, as determined by the respective committee, shall be reported promptly to the Chairperson of the Faculty Council and to the VP/Dean.

7. The chairperson is to submit an annual report to the Secretary of the Faculty, the VP/Dean, and chairperson of the Faculty Council prior to July 31 relating the activities of the committee including an attendance report. This guideline shall not prohibit the Faculty Council or the VP/Dean from requesting reports at any time, or the presentation of additional reports or minutes as indicated in the duties of the individual committees.

8. The chairperson will be responsible for setting the time and place of each meeting, preparing and circulating a written agenda in advance, and sending minutes to each member of the committee.

9. Fifty percent or more of the membership must be present (or "on-line when teleconferencing) to comprise a quorum for conducting business, except as exempted by specific committee rules.

10. A list of all committee appointments shall be forwarded to the chairperson and to the Faculty Council.

11. Ex Officio members of committees shall have a vote but may not serve as chairpersons of the committee.

12. Advisory members of committees shall not have a vote and may not serve as chairpersons of the committee with the exception of the Admissions Committee, where the Assistant Dean of Medical Student Affairs and Admissions serves as Chair without vote.

13. A proxy may be designated by a member of a committee except where specifically prohibited (Promotion and Tenure; Admissions; Student Progress and Conduct). If a member of the committee is unable to attend a meeting, they may designate, in writing, another member of the committee to serve as a proxy. A committee member may serve as proxy for only one other member.

14. A committee member must recuse themself from voting when a conflict of interest exists. No member should vote on a question in which they have a direct personal or financial interest not common to other members of the organization.

COMMITTEES OF THE FACULTY

1. Academy of Medical Student Scholarship Committee
2. Admissions Committee
3. Faculty Council
4. Faculty Development Committee
5. Graduate Medical Education Committee
6. MD/PhD Admissions Standing Committee
7. Medical Education Committee
8. Promotion and Tenure Committee
9. Research Committee
10. Student Financial Aid Committee
11. Student Progress and Conduct Committee

Academy of Medical Student Scholarship Committee

A. Membership (8):

Eight members distributed as follows:

1. A permanent chair appointed by the Dean.

2. Director of the Scholarship Pathways Program.

3. Four positions filled by election of the faculty at large (2 clinical and 2 from biomedical sciences).

4. One senior medical resident with research/mentoring experience appointed by the chair.

5. One Pillar 2 medical student representative with research experience elected by their peers.

Ex officio members:

1. The Dean of Biomedical and Translational Sciences will serve ex officio and will break any tie votes.

2. Associate Dean of Medical Education (non-voting).

3. Library representative (non-voting).

4. Coordinator of Medical Student Research (non-voting).

B. Organization:

1. A vice chair will be elected by the members of the committee annually. The vice chair will serve as chair in the absence of the chair.

2, The term for elected faculty positions is three years; and one year each for the medical resident and medical student.

3. Meetings of this committee will be held monthly at the discretion of the chair and may be held virtually.

4. Votes regarding decisions made by this committee may be taken electronically.

5. A committee member must recuse themself when an application is presented of a student that the committee member will be working with.

C. Duties:

1. This committee will coordinate and oversee the medical student research programs.
    (a) The committee will set guidelines, consider applications, and select awardees for medical student summer research stipends.
    (b) The committee will consider the appropriateness of the research proposal, with the understanding that research can encompass many aspects including, but not limited to, biomedical, clinical, chart review, behavioral, translational, public health and/or kindness.
    (c) The committee will be apprised of approved proposals for student research from the Scholarship Pathways Program. However the Scholarship Pathways Program will maintain its own application process, deciding on admitted applicants.
    (d) The committee will be apprised of the placement of medical students in research across all Pillars and at all sites by the Coordinator for Medical Student Research.
    (e) The committee will serve as the review committee for independently derived student research or scholarly projects to determine whether or not to approve the assignment of available funding.
    (f) The committee, with input from the Dean of Biomedical and Translational Sciences and the Coordinator for Medical Student Research, will make recommendations to the chair of the committee regarding the budget that funds medical student research programs, and help direct students to sources of support. The committee will determine disbursement of funds in instances where approved applications exceed the funding available for a specific program, or where unspent funds are available for redirection.
2. The committee will organize the annual medical student research forum.
3. The committee members may serve as “mentors” or assist in recommending “mentors” to students. The committee members may assist medical students in developing a Research Portfolio and processes involved in potential publications of their work. The committee members will encourage/assist students in writing/submitting peer reviewed research.
4. The committee members may assist students in developing a narrative for residency interviews and be available for mock interviews depending on need of student.

Admissions Committee

A. Membership (21):

1. Faculty (21):

   (a) 21 members from the School of Medicine faculty at large.

   (b) It is the responsibility of a committee member to withdraw from the committee during the year in which a member of the immediate family is being considered for admission to the School of Medicine. (A replacement for this member on the committee will be appointed by the Dean of the Medical School.)

   (c) Faculty (21): Eighteen members from the faculty at large nominated by the Faculty Council and three elected by the faculty, at least one from each Pillar of the curriculum (one from preclinical department and 2 from clinical departments (Pillars 2 or 3). Nominated and elected members may serve a maximum of two consecutive 3-year terms. Elections will be staggered so that one elected term is completed annually.

B. Organization:

1. The Assistant Dean of Medical Student Affairs and Admissions serves as the Chair of the Admissions Committee without a vote.

2. The Associate Dean of Medical Student Affairs, the Associate Dean of Community Health and Engagement, and the AHEC Program Director serve as non-voting advisory members of the committee.

3. A quorum for the Admissions Committee will be two-thirds (2/3) of the voting committee membership.

C. Duties: The Admissions Committee is charged with the selection of all students who will be admitted to the MD and MD/PhD programs of the School of Medicine. The general procedures for the committee will include:

1. To establish procedures of operation of the Admissions Committee that take into consideration the mission, vision and opportunity statements of the School of Medicine and that provide a mechanism for committee function in compliance with current LCME standards.

2. To develop and review selection criteria for the interview and selection process and to recommend changes to the SSOM Administrative Council and Faculty Council for their respective approval.

3. To review student applications including the AMCAS application, the Supplemental Application, and the letters of reference.

4. To interview the applicants.

5. To provide names to the Dean that have been approved for acceptance to the MD program and the MD/PhD program, those approved for an alternate list with a rank order, and those not recommended for acceptance so that letters may be sent by the Associate Dean and/or Assistant Dean of Medical Student Affairs and Admissions on behalf of the Admissions Committee and the School of Medicine.

6. The final decision for admission of students into the MD and MD-PhD programs rests with the Admissions Committee and is not subject to appeal.

7. To oversee a standing committee of the Admissions Committee called the MD/PhD Admissions Standing Committee, including establishment of a process for the activities of this Standing Committee similar to sections C.1 – C.4 above.

D. General guidelines - This committee will follow the general guidelines as set forth for committees with the following exceptions:

1. The organizational meeting may be in July or August.

2. The Chair is the Assistant Dean for Medical Student Affairs and Admissions.

3. Committee meetings are not open to the public and will not be publicized to the faculty or students.

4. Correspondence to the committee will not be deemed open.

5. Decisions of the Admissions Committee are not subject to appeal

Faculty Council

Membership, organization, duties; refer to Rules of Governance, Article II.

Faculty Development Committee

A. Membership (9)

1. Faculty (8): Six faculty members; three representing the faculty at large and three representing clinical science, appointed by the Faculty Council. Two faculty members will be elected by the faculty at large with one from biomedical science and the other from clinical science.

2. Associate Dean of Academic Development and Faculty Affairs

B. Organization

1. The Chairperson will be the Associate Dean of Academic Development and Faculty Affairs.

2. Each member will have one vote.

3. The committee will meet at least quarterly.

4. Meetings of the committee may be teleconferenced.

C. Duties:

1. The committee is responsible for continual assessment of the needs of the faculty for faculty development opportunities in education, research, and service. The committee will conduct a written survey of the faculty annually to assist with this assessment and to evaluate the effectiveness of the ongoing faculty development program.

2. The committee will implement an ongoing program which meets the needs of the faculty for faculty development opportunities in education, research, and service.

3. Annually, the committee will submit a budget request to the Dean for funds for implementation of the faculty development program. If needed, the committee will pursue funds from extramural sources for implementation of a program that exceeds the financial resources of the School of Medicine.

D. General guidelines:

The committee will follow the general guidelines set forth for committees.

Graduate Medical Education Committee

The Graduate Medical Education Committee (GMEC), as specified in the Accreditation Council for Graduate Medical Education (ACGME) Institutional Requirements, has the responsibility for establishing and implementing policies and procedures regarding the quality of education and the work environment for the residents/fellows in all sponsored, ACGME-accredited programs.

A. MEMBERSHIP

Membership on the committee includes Program Directors or their designees, faculty, hospital administrators, program coordinators, and residents/fellows. The committee is chaired by the Designated Institutional Official (DIO)/Dean of Graduate Medical Education (GME), who is responsible to the Vice President/Dean Health Affairs of the University of South Dakota Sanford School of Medicine (SSOM). In the absence of the Chair, the Institutional Coordinator of GME will serve as chair of the committee.

1. Voting Members:

    a. DIO/Dean of Graduate Medical Education
    b. Program Director or designee of each sponsored or affiliated residency/fellowship program
    c. Program coordinator of each sponsored or affiliated residency/fellowship program
    d. Administrative representative from the Sioux Falls VA Health Care System
    e. Administrative representative from Sanford USD Medical Center
    f. Administrative representative from Avera McKennan and University Health Center
    g. Institutional Coordinator
    h. Quality Improvement or Patient Safety Officer or their designee
    i. Six faculty representatives from various clinical departments. Four will be appointed by the Faculty Council for three-year terms (one-third of the committee appointed each year, when possible). Two representatives will be elected by the faculty to serve three-year terms.
    j. Resident/fellow representatives selected by the peers of the program for each sponsored or affiliated residency/fellowship program

2. Non-Voting Members: appropriate residency/fellowship program personnel and others interested in GME are welcome to attend GMEC meetings as deemed necessary.

B. MEETINGS

The GMEC meets six times a year for one hour.

C. RESPONSIBILITIES

1. The GMEC provides oversight of:
    a. ACGME accreditation of Sponsoring Institution and its sponsored programs
    b. Quality of GME learning and working environment at all participating sites
    c. Quality of educational experiences in each program that lead to measurable achievement of educational outcomes as identified by the ACGME
    d. Programs' Annual Program Evaluation (APE) and improvement activities
    e. All processes related to reductions and closures of programs, participating sites, and the Sponsoring Institution

f. Sponsoring Institution's accreditation through an Annual Institutional Review (AIR)
g. Underperforming program(s) through a Special Review Process

2. The GMEC reviews and approves:
   a. Institutional GME policies and procedures
   b. Annual recommendations regarding resident/fellow stipends and benefits
   c. Applications for ACGME accreditation of new programs
   d. Requests for permanent changes in resident/fellow complement
   e. Major changes in programs' structure or duration of education
   f. Additions and deletions of each programs' participating sites
   g. Appointment of new program directors
   h. Progress reports requested by a Review Committee
   i. Responses to Clinical Learning Environment Review (CLER) reports
   j. Requests for exceptions to duty hour requirements
   k. Voluntary withdrawal of ACGME program accreditation
   l. Requests for an appeal of an adverse action by a Review Committee
   m. Appeal presentations to an ACGME Appeals Panel

D. GENERAL GUIDELINES

This committee will follow the general guidelines as set forth for committees.

MD/PhD Admissions Standing Committee

A. Membership (13):

1. Faculty (7):

   (a) Six members from the Faculty. One will be appointed by the Dean of the School of Medicine following nomination by the Faculty Council in consultation with the Director of the MD/PhD program. Three will be elected by the faculty at large. Two will be Admissions Committee members appointed by the Admissions Committee. The terms of the Admissions Committee representatives will be determined by yearly internal elections. Three members must be from the Graduate Faculty of the Division of Biomedical and Translational Sciences and three members from the clinical departments.

   (b) The Director of the MD/PHD program will serve as a voting member of the MD/PhD Admissions Standing Committee

   (c) It is the responsibility of a committee member to withdraw from the committee during the year in which a member of the immediate family is being considered for admission to the MD or MD/PhD program of the Sanford School of Medicine.

2. Advisory (6):

   (a) The Assistant Dean of Medical Student Affairs and Admissions, the Senior Academic Dean, the Director of the Biomedical and Translational Sciences Graduate Program, the Dean of the Division of Biomedical and Translational Sciences, and the Associate Dean of Community Health and Engagement will serve as non-voting advisory members.

   (b) One MD/PhD student will serve as a non-voting advisory member. This student member must be in the PhD research phase of their education and will participate in the interviews of candidates and admissions discussion. Student nominations/self-nominations from the students will be reviewed by the MD/PhD Program Advisory Committee, and a recommendation will be forwarded to the Dean of the School of Medicine for appointment. The term of the student appointment shall be two years.

B. Organization:

1. The Assistant Dean of Medical Student Affairs and Admissions will serve as a non-voting Chair of the MD/PhD Admissions Standing Committee.

2. Appointed and elected members may serve a maximum of two consecutive 3-year terms.

C. Duties:

The MD/PhD Admissions Standing Committee is charged with the selection of all students who will be recommended for admission to the MD/PhD program of the School of Medicine. The general procedure which the committee will follow will be:

1. To establish procedures of operation of the MD/PhD Admissions Standing Committee that take into consideration the mission, vision and opportunity statements of the School of Medicine and that provide a mechanism for committee function in compliance with

current LCME standards. These procedures will be reviewed by the regular MD Admissions Committee for approval.

2. To review student applications for the MD/PhD program including the AMCAS application, the Supplemental Application, and the letters of reference.

3. To interview the MD/PhD program applicants.

4. To provide names with the application documents including MD/PhD Admissions Standing Committee interview reports to the Admissions Committee. The recommendation to the regular MD Admissions Committee will list those individuals recommended for acceptance, those recommended for an alternate list with a rank order, and those not recommended for acceptance so that letters may be sent by the Associate Dean and/or Assistant Dean of Medical Student Affairs and Admissions on behalf of the Admissions Committee and the School of Medicine.

5. The Admissions Committee may accept or return for reconsideration the recommendations of the MD/PhD Admissions Standing Committee. The final decision for admission of students into the MD/PhD program rests with the Admissions Committee and is not subject to appeal.

Medical Education Committee

The faculty of the School of Medicine is responsible for the development, implementation, and evaluation of the curriculum for the School of Medicine.

1. The charge of the Medical Education Committee is to:

   (a) Define, develop, and implement curriculum in medical programs.

   (b) Coordinate and integrate the overall medical curriculum.

   (c) Evaluate current courses and training in the School of Medicine.

   (d) Develop and implement ongoing methods for assessment of the medical curriculum.

   (e) Define graduation requirements.

2. Associate Dean of Medical Education

   (a) Office: The Associate Dean of Medical Education will be appointed by the Dean of the School of Medicine.

   (b) Responsibilities: The Associate Dean of Medical Education will have overall responsibility for

      i) implementation, coordination, and facilitation of the activities of the Medical Education Committee and Faculty on curricular matters

      ii) ensuring that curricular offerings to medical students are adequate and appropriate.

Membership (16 voting members):

1. Faculty (11): Seven members will be nominated by the Faculty Council and elected by the faculty, three of whom are from Biomedical and Translational Sciences and four from Clinical Sciences. One Clinical Science member will be a representative from the Sioux Falls campus, one Clinical Science member will be a representative from the Rapid City regional campus and one Clinical Science member will be a representative from the Yankton regional campus. The final Clinical Science member can come from any of the clinical campuses or clinical sites. These members may serve a maximum of two consecutive three-year terms.

2. In addition to these seven members above, two members will be representatives from the preclinical program, Pillar 1 (selected by the Pillar 1 subcommittee), and two members will be representatives from the clinical programs, Pillar 2 and 3 (selected by the clerkship directors subcommittee). The terms of these unit representatives are unrestricted (determined by yearly internal elections).

3. Students (4): One medical student will be elected from each new class of medical students serving for a three year term beginning with January 1 of their first year and ending

December 31 three years later. One MD-PhD student will be elected from the cohort of all MD-PhD students who are actively working on their PhD program. The term of this student is yearly (determined by yearly internal elections and unrestricted for number of terms) and begins January 1 and ends December 31 for the year they are elected. Medical student representatives will be approved by the Associate Dean of Medical Student Affairs.

4. Chair (1): The Associate Dean of Medical Education will serve as Chair.

5. Advisory: The Associate Dean of Medical Student Affairs and members of Evaluation and Assessment for the school will serve as nonvoting advisory members. Regional campus associate deans will also serve as nonvoting advisory members. In the absence of representation of leadership from any one of the three campuses or the FARM program, the Associate Dean of Medical Education will invite one administrator or faculty member from that campus to serve as a nonvoting advisory member. Additional non-voting advisory members may be appointed by the Chair or committee.

Meetings: Meetings are normally scheduled on a monthly basis. Meetings may be teleconferenced to facilitate attendance by faculty and students on multiple campuses.

Voting: Faculty and student members will each have one vote. The Associate Dean of Medical Education is a voting member, but only exercises that option to break a tie.

Quorum: A majority (6) of the voting faculty members (11) will constitute a quorum.

Removal: A voting member will be removed from the committee for absence of three consecutive meetings or six meetings during the previous year. The Faculty Council will elect an individual to complete the remainder of the term.

Reports: An annual report will be made available to the Secretary of the Faculty, the VP/Dean, and Chair of the Faculty Council prior to July 31.

Subcommittees: Formation and coordination of subcommittees will be the prerogative of the committee and appointed by the Chair. Subcommittees will be composed of at least 1 voting MEC member.

Promotion and Tenure Committee

A. Membership (10): Members of the SSOM Promotion and Tenure committee must be at the Associate Professor level or higher to be on committee. Five members must be from the Biomedical and Translational Sciences and be tenured if on the tenure track, and five from the clinical departments.

1. Elected Members (5):

(a) The Faculty of the University of South Dakota Sanford School of Medicine (as defined in the rules of Governance of the University of South Dakota Sanford School of Medicine) shall elect one or two (to maintain a total of five) full-time non-administrative members of the faculty to the Promotion and Tenure Committee (PTC) from the nominees presented at the January faculty meeting. In case vacancies on the committee have occurred during the year, additional members will be elected to maintain a total of five faculty members on the committee (See Vacancies).

(b) Faculty are not eligible for membership on this committee during the year they are being considered for promotion or tenure. It is the responsibility of the committee member to withdraw from the committee during this year (See Vacancies).

2. Appointed Members (5):

(a) The Dean of the School of Medicine shall appoint one or two (to maintain a total of five) members with faculty appointment at the rank of Associate Professor or higher. If vacancies on the committee have occurred during the year, the Dean shall appoint additional members to maintain a total of five appointed members on the committee (See Vacancies).

(b) No administrator at a Dean's level shall be appointed to serve on the PTC.

3. Ex officio - Associate Dean of Academic Development and Faculty Affairs.

B. Organization:

1. Chairperson:

(a) A chairperson and a chairperson elect will be elected by the committee members from faculty and administrator members of the committee.

(b) At least eight members need to be present for a meeting to be held.

(c) The chairperson elect shall serve as chairperson during the succeeding year.

2. Votes:

(a) Each of the ten members of the committee shall have one vote.

(b) In every case, six affirmative votes are necessary to carry promotion or tenure.

(c) Proxy votes may not be counted in matters concerning promotion or tenure.

(d) Members of the PTC may not serve on the primary review committee for a candidate.

(e) The ex officio member can participate and vote in all discussions of committee except in matters pertaining to the promotion and tenure of individual candidates.

3. Terms shall be for three years.

4. Vacancies:

(a) Elected Members:

(1) Faculty and administrator vacancies on the committee, which occur prior to the January faculty meeting, will be temporarily filled by the Faculty Council acting on behalf of the faculty until election can occur (Exception: The replacement member for faculty who withdraw while being under consideration for promotion and tenure shall serve for a one year term.).

(2) Vacancies, including those created by unexpired terms, shall be filled by election by the faculty of the School of Medicine at the January faculty meeting.

(b) Appointed Members:

(1) If vacancies on the committee have occurred during the year, the Dean of the School of Medicine shall appoint additional members to maintain a total of five appointed members on the committee.

C. Duties:

1. The PTC shall have the responsibility for:

(a) Reviewing and recommending all proposed faculty for tenure and/or promotions to the Dean of the School of Medicine.

(b) Reviewing those individuals whose length of service makes them eligible for tenure and recommending action to the Dean of the School of Medicine.

(c) Review and recommend acceptance or advise changes regarding departmental documents concerning PT matters and report recommendations to the Dean of the School of Medicine.

D. Guidelines:

1. The committee will follow, during all review processes, the Appointment, Promotion and Tenure Document and Departmental guidelines.

2. The PTC shall meet each month, with the exception of months in which there would be no business. The meeting schedule will be set by the Chairperson upon concurrence of the committee.

Research Committee

A. Membership (8):

1. Faculty - Eight members selected from the faculty at large (committee members shall have participated in research and/or acted as peer reviewers of research proposals). Three of the eight members must be persons who are engaged in the practice of medicine or surgery in South Dakota.

2. Advisory:

   (a) Fiscal Manager
   (b) Dean for Research

B. Organization:

1. The chairperson will be elected from among the membership of the committee.
2. Meetings of the committee may be teleconferenced.
3. A committee member must recuse themself when a grant proposal on which they are a PI or collaborator is discussed.

C. Duties:

1. The committee will formulate guidelines, procedures and application forms for faculty requests for internal research support.
2. The committee will assess faculty research proposals for internal research support and make recommendations for funding to the Dean/VP.
3. The committee will receive and evaluate yearly progress reports on internal grants.

D. General Guidelines - This committee will follow the general guidelines set forth for committees**.**

Student Financial Aid Committee

A. Membership (10):

1. Faculty (6): Faculty members are elected by the faculty.
   (a) Three members from Clinical Science.
   (b) Three members from faculty at large.

2. Students (4) - Four students representing the first, second, third, and fourth medical classes. Student representatives on this committee are elected by their peers during their freshman year. Student members serve four-year terms.

3. Advisory (non-voting):
   (a) Coordinator of Fiscal Services or designee.
   (b) Associate Dean of Medical Student Affairs or designee.

B. Organization:

1. Chairperson - the chairperson will be elected from among the membership of the committee.
2. Votes:
   (a) All members (faculty and students) will have a full vote.
   (b) Student members may not vote on any awards for which a student member of this committee is under consideration.
3. Meetings:
   (a) The committee will meet at least twice a year.

C. Duties:

This committee is responsible for reviewing all applications for financial assistance and making decisions to award available loan funds for individual applicants. The committee will establish criteria and procedures for application and subsequent evaluation of loan requests, and will monitor the availability of financial aid and the policies for allocating available funds.

D. General guidelines – This committee will follow the general guidelines as set forth for the faculty committees.

Student Progress and Conduct Committee

A. Membership (12):

1. Faculty (12): 12 members of the faculty that must include representatives from each pillar of the curriculum.

   (a) Faculty members who have an immediate family member currently enrolled in the School of Medicine are ineligible to serve on the Student Progress and Conduct Committee (SPCC).

   (b) Three faculty members are elected by the faculty. One from biomedical sciences and two from clinical sciences.

   (c) A committee interest survey is distributed to all faculty. Faculty responses are collated and the list of faculty who express interest is shared with Faculty Council for review. Faculty Council makes recommendations to the Dean, and the Dean makes the final appointments for the other nine members.

2. Advisory - Associate Dean of Medical Student Affairs.

B. Organization:

1. A chairperson will be appointed by the Dean of the Medical School and will serve for a renewable one-year term and is a voting member.

2. Votes: A quorum is 8 members of the voting members

   (a) Two-thirds (8) of the SPCC members must concur on all actions concerning student dismissal.

   (b) Three- fourths of the members present must concur on all actions concerning student remediation, discipline and graduation.

   (c) A majority of members present must concur on all the other actions.

   (d) Proxy votes are not permitted.

3. Meetings of the SPCC may be electronically conferenced if the associate dean of medical student affairs and the chair of the SPCC determine it necessary for the effective functioning of the SPCC.

C. Duties:

1. It is the intention of the SPCC to maintain the integrity of its charge through the use of a fair and impartial process in all its deliberations.

2. Approve the list of students who are eligible for graduation, subject to completion of all requirements.

3. (a) Investigate and consider cases of students who are deemed to be deficient in any academic area including, but not limited to, grades, professionalism, ethics or other aspects of performance and, when necessary, direct and enforce stipulations for remediation to the student; in addition, the SPCC will inform appropriate Sanford School of Medicine faculty or staff who may be asked to assist the student in fulfilling the SPCC's requirements. When a decision for suspension or dismissal is made by the SPCC, the Vice President/Dean of the Sanford School of Medicine will be notified.

(b) Investigate and consider cases of students who are accused of misconduct for unprofessional behavior when referred directly to the SPCC by a faculty member. When a decision for suspension or dismissal is made by the SPCC, the Vice President/Dean of the Sanford School of Medicine will be notified.

4. The SPCC will review any report from the Professional Conduct Board that pertains to a student accused by another student of unethical or unprofessional behavior. Following evaluation of such a report the SPCC will take appropriate action and, where necessary, direct and enforce stipulations for remediation to the student. The SPCC

   Chair will notify the Professional Conduct Board when this process has been concluded. To avoid possible double jeopardy for a student, any member of the SPCC with a potential conflict of interest must recuse themselves from the deliberation and voting process when such a case is reviewed.

D. Recusal and Conflict of Interest Policy:

Any member of the SPCC must recuse if the member or Chair perceives a conflict of interest arising from a current or past experience with a student. A conflict of interest includes, but is not limited to:

1. SPCC member who has provided health services to a student including medical and psychiatric care or psychological counseling.
2. SPCC member who is aware of any prejudice, pro or con, that would impair their judgment of the petition.
3. SPCC member who has, or has had, a personal relationship with the student.
4. SPCC member who has participated, or intends to participate, in deliberations about the questions at issue in the petition at another level of review.
5. SPCC member who believes that their recusal is necessary to preserve the integrity of the review process.
6. SPCC member, including course or clerkship director, whose faculty role has any bearing on the reason a student is being evaluated by the committee, or if they have participated in a prior adverse decision about the student outside of SPCC.

When an SPCC member identifies a potential conflict of interest, the member must make the SPCC Chair aware (in writing) of any conflict. The SPCC Chair and Associate Dean of Medical Student Affairs will choose one of the following course of action and enter them into the minutes:

1. Allowing the SPCC member to complete the review without limitation,
2. Having the SPCC member recuse themselves from reviewing the specific student with whom there is a conflict,
3. Recusing the SPCC member from the entire meeting, or
4. Recusing the SPCC member permanently.

E. Procedures:

1. A student must be formally referred to the Student Progress and Conduct Committee by a faculty member via a signed, written communication to the Chair detailing the issues necessitating the referral. Any faculty member who refers a student to this committee and who is also a serving committee member may present information about this case during the relevant meeting, but must recuse themselves from the deliberation and voting process.

2. At least 14 calendar days in advance of a meeting at which a referred student's issues will be considered, the Chairman will notify the student and their advisor of the date of the meeting at which the case will be considered and the nature of the issues which led to the referral. This notice requirement may be waived if the student requests or agrees to, in writing, an earlier meeting date. The student will be invited to attend the meeting and to present information to the SPCC for consideration; the student may also request that specific Sanford School of Medicine/USD faculty members or students be invited to speak on their behalf.

3. If the SPCC determines that a student should be suspended or dismissed from the program this decision may be based not only on the academic issue(s) at hand, but may also take into consideration the safety of the student, the safety of faculty and staff, the safety of others, including patients, and any student misconduct. Once the SPCC makes a decision for suspension or dismissal, the VP/Dean of the Sanford School of Medicine will be notified.

4. Information utilized in forming the SPCC's stipulations for remediation may be obtained from any pertinent source including, but not limited to:

   (a) The Office of Student Affairs. The SPCC may receive information (as obtained via student longitudinal follow-up committees, for example) on a student's fitness for a medical career.

   (b) The Professional Conduct Board. The SPCC may receive any report from the Professional Conduct Board.

   (c) Public records and social networking sites. Any sources of information in the public domain containing information that could be germane to the issue at hand may be searched and used in the SPCC's decision-making process.

   (d) A medical education learning specialist may be invited to attend the committee meeting to provide objective data, and serve as advisory, in the instances of referral for academic reasons.

5. Students who fail (and do not qualify for immediate remediation as defined by the SSOM Pillar 1 Handbook) three (3) courses in Pillar 1 will result in automatic dismissal from SSOM.

6. Students who are granted a leave of absence (LOA) while failing a course will count this course as one failed course (and do not qualify for immediate remediation as defined by the SSOM Pillar 1 Handbook).

7. Copies of all SPCC recommendations and stipulations for remediation provided to the student, plus all supporting documents will be sent to the Vice President/Dean of the Sanford School of Medicine.

F. General guidelines:

1. This committee will follow the general guidelines as set forth for committees.

SPECIAL COMMITTEES OF THE SCHOOL OF MEDICINE

Graduate Committee

The Graduate Committee, under the guidance of the USD Graduate Council, has the responsibility for advising on and monitoring all aspects of graduate (M.S. and Ph.D.) education in the Division of Biomedical and Translational Sciences at the Sanford School of Medicine.

A. Membership (6 voting members):

1. Faculty (5)

    a. Elected Faculty (3)

        i) Three (3) USD BaTS Graduate Faculty (BaTS primary appointment) will be elected to serve 3-year terms. The Director of Graduate Studies and the BaTS Graduate and Education Manager shall have responsibility for the supervision and administration of annual elections. Nominations for vacant positions on the Graduate Committee will be solicited approximately one month before the election. All those nominated must have given their prior consent. The ballot will contain the names and terms of the vacant offices and the eligible candidates' names. The ballot for elected membership will be made available to all voting USD BaTS Graduate Faculty (BaTS primary appointment).

        ii) Elected Faculty Terms

            a. Terms begin on July 1 and end on June 30.

            b. One person should not be nominated to serve for more than two consecutive 3-year terms. Completion of a partial term by election or an unexpired term by appointment will not preclude a faculty member from being nominated to serve two consecutive full terms.

    b. Appointed Faculty (2)

        i) Two (2) members shall be appointed, one from each of the affiliated campuses (Avera and Sanford Research). Affiliates will select their representatives annually and inform the Associate Dean/Director of Graduate Studies of their choice for formal appointment by the Dean of Biomedical and Translational Sciences. Annual appointments will not have term limits.

    c. All members must be Graduate Faculty with formal association to the Division of Biomedical and Translational Sciences and the Sanford School of Medicine.

2. Student (1)

    a. One graduate student from the PhD program will be elected by the student body for a 2-year term. Election of the student representative will be coordinated with the BGSO and conducted by the BaTS Graduate and Education Manager.

b. The student representative must be in good academic standing and in their second year or later.

c. The student representative does not participate or vote on confidential matters, including but not limited to: student application review and admissions, student progress decisions including probation/dismissal, and student scholarships and awards.

d. A student should not be nominated to serve for more than two consecutive terms.

3. Advisory (non-voting)

a. The BaTS Graduate and Education Manager shall serve as an advisory member.

b. The Director of the MD/PhD program shall serve as an advisory member.

c. The faculty advisor for the Master's Plan B program shall serve as an advisory member.

B. Organization

1. The Associate Dean/Director of Graduate Studies in the Division of Biomedical and Translational Sciences shall serve as Chair. The Chair is a non-voting member except in the circumstances of a tie vote.

a. The chair does not vote on dismissal recommendations.

2. Quorum consists of a majority of voting faculty members of the committee (3 members).

3. Voting

a. Non-confidential items

i) Voting requires a simple majority of voting members present for passage.

b. Confidential items (admissions, promotion, probation, dismissal, awards & scholarships)

i) All voting requires a simple majority of voting faculty members present for passage except for dismissal recommendations, which require two-thirds of the Graduate Committee voting faculty (4 members).

C. Duties

1. The committee shall establish and implement policies and procedures for the selection, evaluation, promotion, probation, and dismissal of graduate students. These policies and procedures shall be consistent with the policies and procedures of the USD Graduate School and South Dakota Board of Regents. These policies and procedures shall be listed in the BaTS Graduate Student Handbook and any subsequent changes in them must be approved by a majority of Sanford School of Medicine's Division of Biomedical and Translational Sciences Graduate Faculty (inclusive of primary and associated appointments). Changes to policies and procedures for the sole purpose of bringing them into compliance with USD or SDBOR policy do not require a vote of the BaTS Graduate Faculty but will be shared as an informational item.

2. The committee shall coordinate administrative matters related to graduate courses with the BaTS Graduate and Education Manager as needed.
3. The committee shall recommend to the Dean of Biomedical and Translational Sciences the assignment of graduate student stipends controlled by the Division of Biomedical and Translational Sciences. The allocation of such funds should be appropriate and fair.
4. The committee shall advise the Director of Graduate Studies in the Division of Biomedical and Translational Sciences on matters that relate to graduate student education.

D. Representation on the Graduate Council of USD

1. The Associate Dean/Director of Graduate Studies in the Division of Biomedical and Translational Sciences shall be a permanent member of the Graduate Council of USD.
2. Any additional membership seats assigned to the Division of Biomedical and Translational Sciences will be filled by general election from the USD BaTS Graduate Faculty (BaTS primary appointment). Terms will be 3 years unless specified otherwise by the bylaws of the USD Graduate Council.

E. Recusal and Conflict of Interest Policy:

1. Any member of the Graduate Committee must recuse if the member or Chair perceives a conflict of interest arising from a current or past experience with a student being reviewed by the committee. The following conflict of interest circumstances will require recusal by a Graduate Committee member:
    a. Graduate Committee member who is aware of any prejudice, pro or con, that would impair their judgment.
    b. Graduate Committee member who has, or has had, a relationship with the student, such as that of a current or former significant other or partner.
    c. Graduate Committee member who believes that their recusal is necessary to preserve the integrity of the review process.
2. When a Graduate Committee member identifies a potential conflict of interest, the member must make the Graduate Committee Chair aware (in writing) of any conflict. The Chair will choose one of the following courses of action and enter them into the minutes:
    a. Allowing the Graduate Committee member to complete the review without limitation,
    b. Having the Graduate Committee member recuse themselves from reviewing the specific student with whom there is a conflict,
    c. Recusing the Graduate Committee member from the entire meeting, or
    d. Recusing the Graduate Committee member permanently.

3. If recusal is necessary, the Graduate Committee member can be replaced. Replacement can be temporarily or permanent. The replacement must be a member of the BaTS Graduate Faculty and is appointed by the Dean of Biomedical and Translational Sciences for a term that aligns with the circumstances that necessitated the recusal.

COMMITTEES OF HEALTH AFFAIRS
WITH SCHOOL OF MEDICINE FACULTY MEMBERS

1. Diversity Health Affairs Committee

2. Health Affairs Medical Informatics Committee

Community Health Affairs Committee

A. Membership (10):

1. Faculty (6):
   (a) Two appointed members from faculty at large, School of Medicine.
   (b) One member elected by the faculty at large, School of Medicine.
   (c) Three members from faculty at large, School of Health Sciences.
2. Students (4):
   (a) Two students from School of Medicine.
   (b) Two students from School of Health Sciences.
3. Advisory (non-voting):
   (a) Dean, School of Medicine/VP Health Affairs (designee).
   (b) Dean, School of Health Science (designee).
   (c) Associate Dean, Medical Student Affairs (designee).
   (d) Associate Dean, Community Health and Engagement
4. Terms:
   (a) Each faculty member will be appointed for a three-year term.
   (b) Each student member will be appointed for a two-year term.
   (c) Each member may serve two consecutive terms. The member is eligible for reappointment one year after serving two consecutive terms. In the situation in which a member has been appointed as a replacement to fill an unexpired term, that member may be reappointed twice.

B. Organization:

1. Chairperson – Associate Dean of Community Health and Engagement (Advisory) will serve as chair (non-voting) of the committee.
2. Votes:
   (a) All members will have a full vote.
3. Meetings:
   (a) The committee will meet in regular monthly sessions.
   (b) A quorum will consist of 4 voting members of the committee.
   (c) Meetings of the committee will be teleconferenced.
   (d) Minutes of the meetings will be placed on the SSOM/USD web site and the Division of Health Sciences web site.

C. Duties:

1. Serve as a Health Affairs committee providing expertise and input concerning the interaction of the School of Medicine and School of Health Sciences with public and private entities that are working to improve health care and healthcare training for minority and disadvantaged groups within South Dakota.
2. Explore, assess, and recommend efforts, opportunities and programs to improve health education opportunities for minority and other disadvantaged populations within South Dakota with a special emphasis directed toward Native American peoples.
3. Explore, assess and recommend efforts, opportunities and programs for improving health care of minorities and other disadvantaged populations, with a special emphasis directed towards Native Americans, within South Dakota.
4. Explore, assess, and recommend efforts, opportunities and programs to enhance representation of various perspectives and cultural awareness of students, faculty and administration within the School of Medicine and the School of Health Sciences.

D. General guidelines:

The committee will follow the general guidelines set forth for committees.

Health Affairs Medical Informatics Committee

A. Membership (20)

1. Faculty/Staff (14):
   (a) One member from each of the School of Health Sciences Departments appointed by the Departmental Chair. Current departments include Nursing, Dental Hygiene, Addiction Counseling and Prevention, Social Work, Medical Laboratory Science, Physician Assistant, Occupational Therapy, Physical Therapy, Health Sciences Major, and Masters in Public Health.
   (b) One member from Biomedical and Translational Sciences and two members from Clinical Sciences appointed by the Dean of the Medical School in consultation with the Deans of Biomedical and Translational Sciences and Medical Education, respectively.
   (c) One member from Information Technology Services (ITS) appointed by Chief Information Officer.

2. Students (4):
   (a) One student representing the School of Medicine appointed by the Associate Dean of Medical Student Affairs.
   (b) One student representing the Biomedical and Translational Sciences appointed by the Dean of Biomedical and Translational Sciences.
   (c) Two students representing the School of Health Sciences appointed by the Dean of Health Sciences.

3. Advisory members with votes (2):
   (a) Dean of Libraries, USD, or designee
   (b) Director, Wegner Health Sciences Library, or designee

4. Advisory members without votes:
   (a) Appropriate ITS support staff for all campuses and locations of Health Affairs.

5. Terms of office
   (a) The normal term of appointment for voting members will be for three years with the exception of student members. The School of Health Sciences, Biomedical and Translational Sciences, and medical student terms of appointment will be for one year. Appointments will be staggered in a manner to provide approximately one-third of the voting membership to be appointed each year.
   (b) A member shall be eligible for a consecutive second term. The member is eligible for re-appointment one year after serving two consecutive terms. An exception may be made in the case of a member filling less than one year of an unexpired term, in which case the individual may be re-appointed twice, with due observance of all other qualifications.
   (c) Replacement to complete an unexpired term will be appointed by the process used for the primary appointment.
   (d) Non-voting advisory members are appointed on an annual basis.

B. Organization

1. Chairperson will be selected by the Vice-President for Health Affairs

2. Vote
   (a) Faculty/Staff - each faculty/staff member will have one vote
   (b) Student - each student member will have one vote
   (c) Advisory members
      i. Each advisory member with votes will have one vote.
      ii. Advisory members without votes will have no vote.
   (d) A committee member must recuse themself when a grant from their department or on which they are a PI or collaborator is voted upon.

3. Meetings
   (a) The committee meetings will be held at 4 p.m. on the second Wednesday of the month
   (b) Meetings of this committee may be teleconferenced

C. Duties

1. The overall purpose of the Health Affairs Medical Informatics Advisory Committee (HAMIC) is to promote the effective use of technology to achieve the mission of Health Affairs.

   To these ends the responsibilities of this Committee may include:
   a) Discuss the impact of new technologies or methodologies and make appropriate recommendations to the VP of Health Affairs;
   b) Submit technology issues and opportunities for improvement to the Chief Information Officer or the appropriate Information Technology Advisory Council (ITAC) representative;
   c) Provide a forum to assist in disseminating information to the Health Affairs community to raise awareness of existing IT policies and procedures, resources, and training opportunities relating to technology;
   d) Make budget recommendations in regard to the allocation of special funds such as the Health Affairs Medical Informatics Advisory Committee (HAMIC) Technology Fund to various technology priorities.

2. Advise the Dean of Libraries and/or Director of the Wegner Health Sciences Library on technologies, services, resources, databases, training, and access issues related to Library and information services provided to the Sanford School of Medicine, Health Affairs and affiliated teaching hospital libraries.

D. General Guidelines

This committee will follow the general guidelines set forth for committees of the faculty. For this committee, eleven or more voting members at a regularly scheduled meeting constitute a quorum. When voting on individual applications for funding, quorum will be at least 50% of the eligible voting members. If a quorum is not reached at a meeting, votes can be completed electronically as long as we reach a quorum through electronic votes.