

Creighton University School of Medicine Guidelines

GUIDELINE: Scheduling Meetings of the School of Medicine Standing Committees

GOVERNING BODY: Executive Committee

APPROVAL DATE: September 22, 2021

REVISED DATE: n/a

LCME ACCREDITATION STANDARD REFERENCE: 1.3

PURPOSE

This guideline is promulgated to provide faculty in the School of Medicine with effective mechanisms in place for direct faculty participation in decision-making related to the medical education program, including opportunities for faculty participation in discussions about, and the establishment of, policies and procedures for the program, as appropriate.

GUIDELINE

The standing committees of the School of Medicine and medical education program, as established in the By-laws of the School of Medicine, shall meet during business hours (8:00 am – 5:00 pm) and during workdays in the time zones for both the Omaha and Phoenix campuses.

If a committee wishes to schedule a meeting outside of regular business hours in either or both time zones or on a weekend or holiday, the committee chair must receive written permission (email acceptable) of the Associate Dean for Academic and Faculty Affairs to host a meeting outside of regular business hours.

SCOPE

This applies to all committees identified in the School of Medicine By-laws and any sub-committees of those committees.

ADMINISTRATION AND INTERPRETATIONS

The Associate Dean for Academic and Faculty affairs is responsible for the administration and interpretation of this guideline.