

# Establishment and Operation of VP&S Committees

Updated: 10/07/2025

The purpose of this policy is to:

1. Define the roles of the Executive Vice President for Health and Biomedical Sciences and Dean of the Faculties of Health Sciences and Medicine and Vice Deans at the Vagelos College of Physicians & Surgeons
2. Distinguish establishment and approval methods from those of the standing committees of VP&S Faculty Council
3. Provide an overview of how faculty feedback is included in school-wide committees and others.
4. Ensure all Institutional Committee activities are consistent with clear authority, activity, and membership.

## Accreditation Standards

Standards: Functions and Structure of a Medical School (see Standards 1.5, 4.6, 8.1, 8.2, 8.8, 9.7, and 10.2).

## Stakeholders

Compliance with this policy and procedure are mandatory for all VP&S faculty and staff, including executive leadership. This policy governs creation and oversight of Institutional Committees and does not apply to committees outlined in the [Faculty of Medicine Faculty Council \(Vagelos College of Physicians and Surgeons\) Bylaws \(VP&S Bylaws\)](#).

## Policy

(Includes responsibilities and policy)

### ***Executive Vice President for Health and Biomedical Sciences and Dean of the Faculties of Health Sciences and Medicine***

“§53. Executive vice president for Health and Biomedical Sciences The executive vice president for Health and Biomedical Sciences shall be appointed by the Trustees on the nomination of the President.

He or she shall be directly responsible to the President. He or she shall be in immediate charge of the educational administration of the work of the Faculty of Health Sciences; shall be its executive officer; and shall be dean of the Faculty of Health Sciences. He or she shall have general supervision of the relationships of the University with other institutions concerned with the health sciences. He/she or they shall perform such further duties as shall be determined by the President. [\(CHARTERS AND STATUTES Columbia University in the City of New York Edition of April 6, 1959, With Amendments as of January 2022 p.36\)](#)”

The Columbia University Vagelos College of Physicians and Surgeons Stated Rules of the Faculty of the Vagelos College of Physicians and Surgeons, also known as the VP&S Bylaws, outline the administrative functions of the Faculty Council, its Executive Committee, as well as the administration and functions of the VP&S Committees: the Committee on Education Policy and Curriculum, the Faculty of Medicine Committee on Appointments and

Promotions, the CUIMC Committee on Appointments and Promotions, and the Committee on Admissions. Lastly, the policy outlines the VP&S Academic Review Committee and Appeal Committee composition and functions. Members of these committees are approved by the Faculty Council as they are the elected representatives of the VP&S faculty. The Faculty Council provides input and advises the Executive Vice President for Health and Biomedical Sciences and Dean of the Faculties of Health Sciences and Medicine and/or their applicable designee. The Faculty Council also provides input and endorses applicable policies.

<https://universitypolicies.columbia.edu/content/stated-rules-faculty-vagelos-college-physicians-surgeons>

As articulated by the [Charters & Statutes](#), the Executive Vice President for Health and Biomedical Sciences and Dean of the Faculties of Health Sciences and Medicine is also the chief administrative and budget officer of the Vagelos College of Physicians and Surgeons. The EVP/Dean may be or may choose to designate a Vice Dean to serve as the Chief Academic Officer for the MD Degree Program. The Executive Vice President for Health and Biomedical Sciences and Dean of the Faculties of Health Sciences and Medicine can create **Columbia University Irving Medical Center (CUIMC) and other Institutional Committees** that are designed to advise the Executive Vice President for Health and Biomedical Sciences and Dean of the Faculties of Health Sciences and Medicine i.e., members of the Executive Leadership Team or other C-Suite/Deans Office personnel) and/or carry out delegated implementation or management of institutional priorities related to strategic planning, governance, and administrative operations of the College such as may be necessary to achieve VP&S's mission or comply with applicable laws and regulations. Appointments of faculty to CUIMC and Institutional Committees are at the discretion of the Executive Vice President for Health and Biomedical Sciences and Dean of the Faculties of Health Sciences and Medicine (or designee) with input from Faculty Council.

#### *Vice Deans*

The Vice Deans have oversight of the Associate Deans and/or Assistant Deans, in their particular areas each with specific duties determined by the Dean; they are appointed by and responsible to the Dean of the School of Medicine. Vice Deans can create VP&S committees to advise their work and/or carry out implementation tasks or management functions (as delegated by the Executive Vice President for Health and Biomedical Sciences and Dean of the Faculties of Health Sciences and Medicine) related to the care and refinement of their area and their programs; development and review of mission related policies. These mission area VP&S Committees typically report to a Vice Dean, to whom the Executive Vice President for Health and Biomedical Sciences and Dean of the Faculties of Health Sciences and Medicine has delegated authority for oversight of appropriate college matters. Vice Deans work collaboratively to ensure institutional compliance with school and program accreditors. VP&S Committees can be created at the discretion of the Vice Dean or Designees with input from Faculty Council, whose work outcomes are reported to the Executive Vice President for Health and Biomedical Sciences and Dean of the Faculties of Health Sciences and Medicine. These committees must be consistent with the charge outlined at their creation. Members of **VP&S Committees** serve at the pleasure of the Vice Deans and the Executive Vice President for Health and Biomedical Sciences and Dean of the Faculties of Health Sciences and Medicine.

#### *Dean's VP&S Leadership Committee (DVLC)*

The Dean's VP&S Leadership Committee (Vice Deans and Senior Leadership)- (DVLC) – coordinates domain-specific CQI in education, research, people (faculty development), clinical excellence, and community. The committee shall serve to keep the Executive Vice President for Health and Biomedical Sciences and Dean of the

Faculties of Health Sciences and Medicine and the senior level leadership fully informed of the matters of the Vagelos College of Physicians & Surgeons, including, but not limited to matters involving administration, education, programmatic planning, faculty affairs, clinical affairs, financial and operational affairs, community health and research efforts.

The DVLC has oversight responsibility for matters pertaining to the faculty, strategic planning, and programs involving education, research and patient care. It shall advise the Executive Vice President for Health and Biomedical Sciences and Dean of the Faculties of Health Sciences and Medicine as appropriate on academic and fiscal matters, priorities, policy and ensuring the strategic direction of VP&S as outlined in the Strategic plan. Membership and meeting cadence is at the direction of the Executive Vice President for Health and Biomedical Sciences and Dean of the Faculties of Health Sciences and Medicine (Committee Chair), and others in the Office of the Dean. The Executive Vice President for Health and Biomedical Sciences and Dean of the Faculties of Health Sciences and Medicine reserves the right to review and modify the membership of the Committee as needed. The Executive Vice President for Health and Biomedical Sciences and Dean of the Faculties of Health Sciences and Medicine reserves the right to call additional meetings, ad hoc.

### Responsibilities (see Figure 1)

- The Executive Vice President for Health and Biomedical Sciences and Dean of the Faculties of Health Sciences and Medicine and or their designees can establish CUIMC, Institutional and VP&S committees.
- Faculty Council provides input and suggestions for membership for all committees mentioned above.
- Faculty Council approves the composition and functions of the committees below as well as votes on the members of the Faculty Council Executive Committee, the **Committee on Education Policy and Curriculum**, the **Faculty of Medicine Committee on Appointments and Promotions (FoM COAP)**, the **CUIMC Committee on Appointments and Promotions (CUIMC COAP)**, the **Committee on Admissions**, the **(VP&S – MD Program) Academic Review Committee**, and the **VP&S Appeal Committee** composition and functions.

### Procedures

This policy will be reviewed and revised as necessary, but at least every three years.

### Policy History:

The Establishment and Operation of CUIMC, Institutional, VP&S Committees has been operational since 2023. This document ensures that the operations are codified into policy where specific procedures and edits were added. The policy was reviewed and approved by the VP&S Leadership Team, the leadership of the Office of Faculty Affairs, and the Committee on Educational Policy and Curriculum on January 17, 2025, with edits on October 7, 2025. It is pending endorsement by the VP&S Faculty Council.

### Figure 1. Policy Governance Workflow – CUIMC, Institutional and VP&S Committees

#### VP&S Level

**The Dean's VP&S Leadership Committee (DVLC) –** includes Vice Deans and senior level administrators who can give input to the strategic plan of the school and provide feedback on VP&S policies that are brought forth. While the **DVLC** cannot rebuke a Committee on Educational Policy & Curriculum, it always provides thoughtful discussion around continuity, where appropriate, across UME & educational policies. The faculty leaders on the committee are excellent at recognizing these areas and providing feedback and suggestions. Additionally, the **DVLC** at times expands and invites other faculty and reviews issues with Faculty Council advice and input. For example, when retreats were held to develop the VP&S strategic plans, Faculty Council Executive Members were co-chairs of committees, Faculty Council members, faculty at large as well as staff were invited to participate and provide guidance.



Figure 1 Legend:

*1. Committee Membership*

- Individual committees will have their own processes for soliciting membership based on the needs of the group through elections, nominations, or solicitations for self-nominations. election of faculty members, nominations or self-nominations, may be nominated by the Dean, their departments or can self-nominate through an open call for volunteers.
- Committees should share transparent expectations and responsibilities of members with term limits and opportunities and processes for serving additional terms.
- **Members of standing committees have staggered term-limit appointments**

*2. Work of the Committee(s)*

- **Receive recommendations for policies and procedures from faculty**
- Recommendations for new policies or policy changes are developed
- Committees will review current policies and solicit feedback, subject-matter expertise
- Recommendations are shared for feedback by key stakeholders

*3. Review by VP&S Leadership Committee*

- Committee members or designated members will present recommendations to the Dean(s) or the **Vice Dean Leadership Committee (DVLC)**

*4. Review by Faculty of Medicine Faculty Council*

- Recommendations are presented to the Faculty of Medicine Faculty Council for questions and feedback
- FOM Faculty Council voting members will vote **on changes when appropriate**

*5. Dissemination*

- Once approved, changes to current and new policies are posted online and communicated by email and in meetings with faculty and key stakeholders.

*6. Implementation*

- Designated offices and/or leadership will be responsible for implementing the recommendations.
- Assessment and continuous quality improvement processes, review of achievable and measurable outcomes should be monitored and reviewed regularly

*7. Review and Revisions*

- Policies are regularly reviewed and revised as needed (every 2-5 years)