



Clinical Affairs Committee

Charter



WAYNE STATE
School of Medicine

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Section 1: Power and Authority

The Clinical Affairs Committee (CAC) will advise the Dean and Vice Dean for Clinical Affairs on all matters related to teaching, research and university service by the clinical faculty but not directly related to medical practice. The recommendations and findings of the CAC are enforced and implemented by the Executive Committee of the Faculty Senate of the Wayne State SOM.

Section 2: Committee Purpose

The vision and purpose of the CAC is to improve the ability of SOM faculty to serve the needs of the SOM, faculty, and students. Through improving access to resources and making connections within and outside the SOM, we seek to advance faculty needs to increase scholarly activity, teaching, and service.

Section 3: Officers of the Committee

A member of the committee is voted by other members to serve as chair. The chair keeps minutes and organizes agenda. The chair also communicates with the Dean or their designee and presents updates to the Faculty Senate.

Section 4: Membership

1. Membership Numbers

7-9 members

2. Nominations and Qualifications

Full-time FTE and FTA at Wayne State School of Medicine are nominated by the Executive Committee of the Faculty Senate, Chairs, peers or are self-nominated. Approval of a nomination is performed by the Executive Committee of the Faculty Senate. Final appointment confirmed by vote of the Faculty Senate. The Vice Dean for Clinical Affairs can advise on clinical needs but does not have a vote on the committee.

3. Membership Categories, Voting Privileges, and Terms

Membership Category	Appointment	Voting Privileges	Terms and Term Limits
Committee Chair	By Committee Vote	Yes	3 years though can be reelected once for a total of 6 years across 2 terms
Committee Member (FTE represented faculty and FTA)	By faculty vote	Yes	3 years though can be reelected once for a total of 6 years across 2 terms
Vice Dean	By appointment by Dean of WSU SOM		Ex Officio

4. Vacancies and Terminations

Members: Voting faculty committee members who are on sabbatical leave, resign from the committee, or who leave the University for any reason will be replaced for the period of that leave or for the remainder of their term, as applicable. The committee shall submit to the Executive Committee of the Faculty Senate a request for appointment of a replacement. The name(s) of the remaining nominee(s) from the same cohort who received the highest number of votes at the last election will serve until the next committee election cycle. Any membership filled by an immediate replacement member shall be considered a vacant seat with respect to nomination and voting at the next election cycle with the Executive Committee of the Faculty Senate.

If there is no runner up available to fill the vacancy or the runner up declines the nomination, immediate elections will be held elect a member who will finish the term.

Chair: If the position of the chair becomes vacant for any reason, the committee will be convened by the President of the Faculty Senate and an interim Chair will be elected by the remaining committee members to serve the balance of the term.

Section 5: Meetings

1. Agenda and Minutes

Agendas are developed by the committee chair with input from faculty, members, and executive committee of the faculty senate. Minutes are taken and kept by the committee chair and approved through consent of the clinical affairs committee members. Minutes are kept electronically indefinitely. As needed data is presented to the Vice Dean for Clinical Affairs, SOM Dean, the office of faculty affairs, the faculty senate, and the executive committee of the faculty senate.

2. Meeting Frequency

Meetings will be monthly and set for a week, day, and time best for the members.

3. Location

Meetings are over the Zoom platform virtually.

4. Quorum

50% plus one (1) of voting committee members.

5. Voting

Voting is done during the virtual meetings. In cases where quorum cannot be reached during meeting or where further discussion is needed voting may be allowed over email. To pass, must reach 50% plus one (1) of members voting to reach quorum. Recusal due to conflicts of interest is done before voting.

Section 6: Policies & Procedures

This committee will abide by all stipulations of the SOM, Faculty Senate and university policies.

Section 7: Charter Review

This charter may be amended by member vote through CAC committee and forwarded to Executive Committee of the Faculty Senate for Approval.

All CAC members can propose amendments to the charter and discussion will take place followed by vote. The amendment passes committee with a 2/3 majority. Should the amendment pass, it will be forwarded to the Executive Committee of the Faculty Senate for

approval. Amendments may also be proposed by the Dean, Vice Dean for Faculty Affairs, Vice Dean for Clinical Affairs, and the Executive Committee of the Faculty Senate.

This charter will be reviewed every three (3) years.

Section 8: Subcommittees

Will consider ad hoc committees of members and nonmembers for particular needs as they arise.

Approved by Executive Committee May 14, 2025