
**FACULTY HANDBOOK COMMITTEE
CHARTER****A. Purpose**

The purpose of the Faculty Handbook Committee is to review and revise the faculty handbook as needed.

B. Membership

- a. The Vice Chair of the Faculty Assembly shall serve as the Chair of the Faculty Handbook Committee. There will be six (6) regular voting full-time faculty members including:
 - i. Three (3) basic medical sciences
 - ii. Three (3) clinical faculty

C. Membership Terms

- a. Members will be recommended by the Faculty Assembly and appointed by the Faculty Assembly Officers.
- b. Membership term shall be for one (1) year.
 - i. Terms for members are renewable with no limit to the number of renewals.

D. Responsibilities

- a. The committee will meet at least once a year as called by the Chair.
- b. The committee will review the Faculty Handbook and make recommendations of changes or amendments to the Faculty Assembly.
- c. Any proposed changes or amendments should be presented to the Assembly for a formal vote. The approved version shall be submitted to the Dean and Dean's Cabinet.