

# Continuing Medical Education Committee Charter

## **Purpose, Authority and Responsibilities**

As written in the College of Medicine Bylaws, the charge of the Continuing Medical Education Committee is to: (1) Develop policies, procedures, and initiatives relating to the oversight of Continuing Medical Education programs of the College of Medicine, including those designed for interprofessional audiences; (2) participate in the identification of Continuing Medical Education and interprofessional needs of the stakeholders of the College of Medicine and support efforts to meet those needs; (3) provide oversight and guidance to the Center for Continuing Education and the Associate Dean for Continuing Medical Education as it relates to educational programming, finances, accreditation, and strategic planning and (4) notify and seek feedback from the Faculty Council regarding significant changes to policies and procedures.

## **Membership**

The voting membership of the Continuing Medical Education Committee is as follows:

- Elected members of the General Faculty (N=10)
- Associate Dean of Continuing Medical Education (1)
- Executive Director, Center for Continuing Education (1)
- Director, Office of Continuing Interprofessional Development and Innovation, UNMC College of Nursing (1)
- Director, Nebraska Medicine Office of Health Professions Education (1)

The election process and terms of membership for the General Faculty is outlined in the College of Medicine (COM) Bylaws. Administrative leaders and support personnel within the COM and campus community can be appointed by the Associate Dean for Continuing Medical Education and participate as non-voting members.

## **Leadership**

The Committee will have a Chair and Vice-chair, and each may serve terms of extended length of service as allowed by the COM Bylaws. The Associate Dean for Continuing Medical Education will accept nominations for the Chair and Vice-chair of the committee. The Associate Dean will then vet the candidates who were nominated and present a slate, with recommendations, to the committee for consideration. From this slate, a Chair and Vice-chair will be elected by the voting

