

annual basis as Chair of the committee after soliciting recommendations from its members.

The committee shall be composed of:

- (a) three elected members of the Faculty involved in graduate or undergraduate education in the School of Medicine,
- (b) five elected faculty members currently in charge of on-going graduate or undergraduate programs involving departments of the School of Medicine, elected by the Faculty of Medicine
- (c) one School of Medicine faculty member serving on the University Faculty Senate Committee on Graduate Studies (*ex officio*),
- (d) one School of Medicine faculty member serving on the University Faculty Senate Committee on Undergraduate Education (*ex officio*), and
- (e) the Vice Dean for Graduate Education (*ex officio*).

4. Meetings and attendance:

The Program Review Committee will meet at regular intervals according to a schedule set by the Chair at the beginning of each academic year. Special meetings may be called by the Chair. For each meeting, the Chair will be responsible for composing an agenda and distributing it to all members. The Chair will preside, and a secretary may be appointed to assume responsibility for recording the minutes. Minutes of the immediately prior meeting will be distributed at each meeting and approved and/or revised as the first order of business. A quorum will require six members in attendance and a minimum of four votes cast are required for a recommendation. Appointment of a member may be terminated by the Chair if the member misses more than two of the scheduled meetings during an academic year. The vacancy will be filled in accordance with the SOM Bylaws by notifying the Nomination and Elections Committee of the Faculty Council to appoint a replacement. The first choice should be the faculty member who received the next highest number of votes in the most recent election for this committee position. Should that individual be unwilling or unable to serve, the Nomination and Elections Committee shall appoint an alternate of its choosing after consultation with the Program Committee Review Chair.