

2026 COLLEGE OF MEDICINE – PHOENIX COMMITTEE VACANCIES

Permanent Committees

All committee terms are for three (3) years.

Admissions Committee

Two (2) faculty vacancies.

CHARGE:

The Admissions Committee will be responsible for considering recommendations of advisory groups, reviewing and finalizing the selection of applicants for admission to the MD Program, MD/PhD Program, Pathway Scholars Program (PSP), Primary Care Accelerated Program (PCAP) – and any potential future programs (e.g. Early Assurance Programs) having as a component issuing the Doctor of Medicine (MD) degree at the University of Arizona College of Medicine – Phoenix.

TIME COMMITMENT:

The Admissions Committee will meet 15 times: 1 orientation/training meeting and 14 selection rounds. The total annual commitment is approximately 180 hours (4 hours for orientation, 56 total hours of admission committee meetings, plus an estimated 120 hours of reading admission files).

NOTES:

The work involves reading an assigned number of applications online from August through March and attending meetings to discuss and vote on potential medical students' candidacy. A member will review about 10 applications every two weeks (approximately 154 applications in total) and each review can be up to 45 minutes.

Appointment, Promotion and Tenure Committee

Six (6) vacancies; with at least one tenured professor, four professors and one associate professor.

CHARGE:

This committee will review and advise the dean regarding each proposed faculty appointment, promotion and tenure award above the level of assistant professor. Other related duties may be assigned by the dean.

TIME COMMITMENT:

2-5 hours monthly. This includes reviewing packets, completing an assessment and attending the monthly meeting. This committee currently meets the 1st Thursday of each month from 3:00–4:30 pm.

NOTES:

Committee work is more intense from September to December and March to June when most P&T cases are reviewed.

Continuing Medical Education Committee

One (1) faculty vacancy.

CHARGE:

The Continuing Medical Education (CME) Advisory Committee provides faculty oversight and governance for the CME program at the University of Arizona College of Medicine – Phoenix. The committee supports the CME mission and ensures that the program operates in compliance with the ACCME Accreditation Criteria and the Standards for Integrity and Independence in Accredited Continuing Education.

TIME COMMITMENT:

The committee will meet, and review materials as needed.

Curriculum Committee

Three (3) vacancies: one (1) basic science faculty; two (2) clinical faculty.

CHARGE:

The Curriculum Committee will work with the chief academic officer or designee to advance educational goals, review all components of the curriculum, establish the policies—including policies regarding assessment of student performance, criteria and its achievement of the program’s objectives—necessary to meet accreditation requirements and assure decisions related to the academic program are in alignment with the University of Arizona College of Medicine - Phoenix policies and LCME accreditation standards.

TIME COMMITMENT:

This committee requires a definite commitment for participation. A total of 5-10 hours a month for reading of multiple materials and attending meetings. This committee currently meets the 2nd and 4th Tuesday of each month from 12:05–1:30 pm. Meetings are in-person; voting requires in-person attendance.

Nominating Committee

Five (5) faculty vacancies.

CHARGE:

The Nominating Committee shall call for nominations for committee membership from the faculty-at-large. In accordance with the College’s mission, and to ensure shared governance of the College, the Nominating Committee will deliberate and decide which nominees will be placed on the ballot and fill mid-term vacancies to ensure balanced administrative representation.

TIME COMMITMENT:

Meets 2-3 times annually during committee elections, March-May. The committee may also meet throughout the year as needed to fill open vacancies that occur during the academic year. The date and time may vary.

Research Senate Committee

Two (2) vacancies, with (1) College of Medicine – Phoenix employed faculty and (1) Phoenix Children’s employed faculty.

CHARGE:

The Research Senate advises the dean on matters related to the research mission of the College. As such the committee can recommend: 1) initiatives that increase and improve the effectiveness of basic, translational and clinical research and training, including strategic programs and infrastructure; 2) plans that increase community awareness of biomedical research initiatives that impact healthcare and 3) educational, public relations, advocacy and fundraising opportunities for research.

TIME COMMITMENT:

This committee meets on the 2nd Thursday of every month from 3:00-4:30 pm.

Student Progress Committee

One (1) faculty vacancy.

CHARGE:

The Student Progress Committee will consider all cases of unsatisfactory academic or non-academic performance, including discipline. The committee will have broad discretion to address issues related to a student’s academic progress and disciplinary matters and to formulate plans for progression and discipline in a manner consistent with College policy. The committee will also certify that students have met the criteria for promotion to the next academic level and have met the criteria for graduation and receipt of the MD degree. The committee will serve as the appeals committee. If a student meets criteria for academic dismissal, the committee will review and provide recommendations to the vice dean of Undergraduate Medical Education and associate dean of Student Affairs.

TIME COMMITMENT:

Meets as needed.

Standing Committees

Faculty Advisory Council

One (1) faculty vacancy.

CHARGE:

The Faculty Advisory Council is advisory to the dean, providing a voice for the faculty in the governance of the College. The Faculty Advisory Council will meet no less than quarterly each year and advise the dean on matters related to the mission of the College or of interest to the faculty.

TIME COMMITMENT:

This committee currently meets the 4th Monday of every month from 12:00-1:00 pm as a Council and quarterly with the dean.

Honors & Awards Committee

Three (3) faculty vacancies.

CHARGE:

The Honors and Awards Committee is a standing committee of the College that is responsible for maintaining an inventory of honors and awards at the College, focusing primarily on faculty awards. The committee will review nominations and select awardees for College awards. The committee will advise the dean on addition and/or removal of awards offered at the College. The committee will also review external requests from Association of American Medical Colleges (AAMC) and other organizations for nominees. The committee will request nominations for institutional and external awards from appropriate stakeholders, including department and centers. The committee will review the nominees and supporting documents to provide a recommendation to the dean.

TIME COMMITMENT:

This committee currently meets the 4th Friday of every month from 12:00-1:00 pm.

QUESTIONS

If you have questions, contact the Office of Academic & Faculty Affairs at comphx-oafa@arizona.edu.

Full descriptions of committees and a current list of committee members and terms may be found at:

<https://phoenixmed.arizona.edu/faculty-affairs/committees-subcommittees>.