***Sent on behalf of Dr. Megan Bray***

Dear Colleagues:

You are invited to nominate School of Medicine clinical and basic science faculty to fill 2 at-large Charlottesville campus membership slots on the Curriculum Committee. Faculty may self-nominate for these positions. Nominees should have a record of sustained interest and active participation in undergraduate medical education (UME) and should not hold a current SOM administrative position.

**Curriculum Committee (2 positions):** The Curriculum Committee, chaired by Dr. Megan Bray, Associate Dean for Curriculum, has the authority to set educational objectives, establish educational requirements, establish and approve content, ensure content integration, coordination and coherence, allocate curriculum time, specify teaching methods, select and oversee course and clerkship directors, and evaluate educational outcomes. We strive for diversity and balance among disciplines (see below for a list of current Curriculum Committee members and their departments). See <https://med.virginia.edu/ume-curriculum/governance-committees/curriculum-committees/> for additional information.

Current Charlottesville At-Large Elected Voting Members and their departments:

Amy E. Doran, MD (Gastroenterology)

Lauren K. Dunn, MD (Anesthesia)

Kristen C. Heinan, MD (Neurology)

Paul R. Kunk, MD; (Internal Medicine, Hem/Onc)

Alexander S. Lawson, MD (Internal Medicine)

Ryan P. Smith, MD, Vice Chair; (Urology)

Nicholas R. Teman, MD, (Surgery)

Christopher D. Thom (Emergency Medicine)

**Responsibilities:** Committee members are expected to contribute to the Committee's activities and attend at least two-thirds (2/3) of regular meetings during an academic year. The Chair will review attendance annually to determine if an individual's responsibilities have been met. Failure to participate as required will jeopardize Committee membership.

**Term:** Initial appointments are for 3 years and faculty are eligible for one 3-year renewal at the discretion of the Chair. After six consecutive years of service, faculty must wait two years before reapplying to serve again on the Curriculum Committee.

**Compensation:** The SOM provides financial support for this position to cover 5% of salary and fringe benefits, up to the NIH cap. Financial support is delivered directly to departments and nominees should discuss their potential membership with their Department Chairs.

**Meetings:** The Committee meets the first, second, and third Mondays of the month, August through June, 4-5 p.m. (location varies and we are currently using Zoom). If a national holiday falls on one of these days, the fourth Monday of the month may be used as a makeup meeting.

**Questions?** Contact Dr. Megan Bray ([mjb7c@virginia.edu](mailto:mjb7c@virginia.edu)), Chair of the Curriculum Committee and Associate Dean for Curriculum

**Nomination process:** Interested faculty should submit nomination materials as a **single PDF** no later than **July 3, 2022** to Dr. Megan Bray ([mjb7c@virginia.edu](mailto:mjb7c@virginia.edu)) and Jolene Kidd ([jaa3q@uvahealth.org](mailto:jaa3q@uvahealth.org)). PDF must include: (1) nominee’s one-page letter of interest outlining desire to participate, unique qualifications, prior teaching experiences, and vision for the future of UVA’s UME Program; (2) letter of support from nominee’s department Chair; (3) nominee’s current CV. To ensure a broad faculty perspective in the Committee’s decision-making, at-large Committee members are elected by the School of Medicine’s Faculty Senate representatives (nomination materials are reviewed by the Chair prior to being sent forward to the Faculty Senate).

Thank you for considering this opportunity to serve the SOM and our students.

Best regards,

Megan

Megan J. Bray, MD, FACOG

Associate Dean for Curriculum

Harrison Distinguished Associate Professor of Medical Education