TITLE OF POLICY
Application Phase Committee Structure and Function

PURPOSE AND SCOPE
To establish the charge, composition, and voting privileges of the Application Phase.

RESPONSIBLE PARTY AND REVIEW CYCLE
The Application Phase reviews the policy on an as needed basis and Education Committee approves it.

LCME REFERENCE(S)
LCME 2.6: Functional Integration of Faculty
LCME 4.6: Responsibilities of Education Program Policies

HISTORY OF APPROVALS AND UPDATES
Approved by the Education Committee on April 16, 2018
Amended and Approved by the Education Committee December 16, 2019
Amended and Approved by the Application Phase Committee July 10, 2023
Approved by the Education Committee on January 22, 2024

POLICY
The charge of the Application Phase Committee is to monitor, evaluate, and modify operations and policies for the Application Phase to achieve school-established competencies. The Co-Directors of the Application Phase lead the Application Phase Committee. The Application Phase is comprised of voting and non-voting members listed below.

A quorum is defined as 50% +1 of the committee.

If a committee member holds two positions with voting privileges, he/she can only vote once.

Voting Members must be present or send a designee:
1. Phase Co-Directors
2. Course Co-Directors
3. Campus Director and one additional faculty member from the Asheville Branch Campus
4. Campus Director and one additional faculty member from the Charlotte Branch Campus
5. Campus Director and one additional faculty member from the Wilmington Branch Campus
6. Site Director and one additional faculty member from the Greensboro Site
7. Site Director and one additional faculty member from the Raleigh Site
8. Student Representatives (2)

Ex-Officio Non-Voting Members:
1. Vice Dean for Academic Affairs
2. Vice Dean for Strategic Initiatives

3. Associate and Assistant Deans for Student Affairs
4. Associate Dean for Admissions
5. Associate Dean for Curricular Affairs
6. Associate Dean for Educational Effectiveness
7. Assistant Dean for Clinical Education
8. Director, Office of Rural Initiatives
9. Coil Directors
10. Administration Leadership and Staff (e.g., Director of Student Affairs, Director of Curricular Affairs, Assistant Director and Director of the Office of Educational Effectiveness, and Director of the SET)
11. Departmental Educational Leads
12. Course Coordinators
13. Site directors for HISC, CBLC, and CSP
14. Foundation Phase Co-Directors
15. Individualization Phase Co-Directors

PROCEDURE(S):
NA

DEFINITION(S):
NA