

President's Clinical Trials Oversight Committee Dean's Clinical Trials Advisory Group

Chair: Associate Vice President for Clinical Trials

SUMMARY

This charter outlines the purpose, responsibilities, and structure of the Dean's Clinical Trials Advisory Group. This governance structure, advising and providing strategic counsel to the President's Clinical Trials Oversight Committee, ensures effective management, development, optimization, and synergies to support and grow clinical trials activities at the school/college-level.

Responsibilities:

Strategic Direction/Inter-School Collaboration: Define the long-term vision and strategic goals for to support, foster, grow, and administer clinical trials activities within and between schools/college.

Prioritization: Review and prioritize major system enhancements, integrations, and initiatives based on institutional needs and strategic priorities.

Policy & Compliance: Establish overarching policies and guidelines related to usage, data governance, and compliance with relevant regulations.

Resource Allocation: Assess significant resource allocations (financial, personnel).

Issue Escalation & Resolution: Serve as a point of escalation for critical issues that cannot be resolved for clinical trials activities.

Performance Monitoring: Review key performance indicators (KPIs) related utilization, data quality, system efficiency, time to activation, and financial activities for clinical trials activities.

Investigator and Staff Support/Communication: Facilitate communication and alignment among senior leadership, research administration, and school/college level stakeholders.

Charter Review: Periodically review and update this charter to ensure its continued relevance and effectiveness.

Membership: Dean, or the Dean's decanal level appointee, of school/college that conduct any clinical trials activities. The HSOM will have two decanal appointees. Ex-officio members will be invited by the Chair for regular or as needed attendance.

Operating Procedures:

- Meetings: Quarterly or as needed.
- Agendas and relevant materials will be distributed to members in advance of each meeting.
- Formal voting will generally not be required, as the group's primary function is advisory.
- Minutes of each meeting will be recorded and circulated to members for review and approval.