

# **Training Directors Committee (TDC) Charter**

## Purpose

The IC Training Offices and IC Training Directors are responsible for managing and enriching the overall research training experience of trainees at all educational levels within their ICs. These Offices work in close partnership with the NIH Office of Intramural Training and Education (OITE), the Office of Intramural Research (OIR), and the NIH Clinical Center's Office of Clinical Research Training and Medical Education (OCRTME). Together, these offices provide an important organizational framework for training in the NIH Intramural Research Program (IRP), assuring that trainees have access to educational resources and support services intended to enhance their training experience.

The Training Directors Committee (TDC) is chartered to provide recommendations concerning all aspects of IRP training programs to the Deputy Director for Intramural Research (DDIR). The Training Directors Committee comprises the Training Directors (or an appropriate PI or staff member) appointed by the Scientific Director of each IC, the Director of the OITE (or designee), and a member of the OIR senior staff (as an *ex officio* member).

## Function

In order to fulfill its mission, the TDC shall:

- Serve as a bridge between the Intramural research and training communities by interacting directly with the OIR, OITE, the OITE Steering Committee, the Graduate Partnerships Program (GPP) Directors, and the clinical training programs within OCRTME.
- Serve as a resource for the NIH training community and interested outside organizations to share best practices, develop new initiatives, create partnerships among various ICs, and disseminate information to the trainee population.
- Using training data provided by OITE, individual ICs, and others, develop recommendations for updates to existing policies and proposals for new policies and procedures to ensure high-quality experiences for all NIH IRP trainees.
- Facilitate and promote recruiting and mentoring activities within the NIH IRP in collaboration with OITE.
- Advocate on behalf of trainees, collectively, to address their professional and personal development.
- Identify potential gaps in IRP training programs, develop programs and resources to address apparent needs, and recommend priorities for implementation by the Training Directors, OITE, and/or other appropriate entities.

### Committee Structure

The Training Directors Committee will comprise all appointed Training Directors (or an appropriate PI or staff member designated by an SD), a designated alternate to the Training Director, the Director of the Clinical Center Office of Clinical Research Training and Medical Education (or designee), and the OITE Director. The Committee will be structured as follows:

- 1) A Chair and Co-Chair, each an appointed Training Director, to be elected by the Training Directors. These officers will serve for two years, beginning October 1<sup>st</sup> of each year, and their terms will be staggered. The Co-Chair will thus serve as the Chair-Elect and become Chair in the second year. Elections shall be held annually in September. Election procedures will provide an opportunity for all TDC members to vote. The Chair will be a voting member of the OITE Steering Committee.
- 2) OITE staff members are invited to attend meetings, in an *ex officio* capacity.
- 3) A FELCOM representative will serve on an *ad hoc* basis, in an *ex officio* capacity.
- 4) A Graduate Student Council (GSC) representative will serve on an *ad hoc* basis, in an *ex officio* capacity.
- 5) A member of the OIR Senior Staff, in an *ex officio* capacity.

### Executive and Subcommittee Structure

An Executive Committee comprising the Chair, Co-Chair, and all Subcommittee Chairs shall be established. The Executive Committee, with input from the Training Directors, will set the agenda for each meeting and distribute notes and minutes for Committee members to review and revise, as needed. It will also be responsible for presenting recommendations to the OITE Steering Committee and to the DDIR. The Executive Committee will have the authority to add a member(s) to ensure fair representation among ICs having smaller and larger trainee populations.

There shall be five standing subcommittees. Participation will be open to TDC members who volunteer to serve on these subcommittees, as well as to OITE staff members and to FELCOM and GSC representatives. TDC members may participate on more than one subcommittee. The membership of each subcommittee will elect a Subcommittee Chair, who must be an appointed Training Director or alternate. No Training Director may serve as chair of more than one subcommittee. Issues for consideration by the TDC will be referred to the appropriate standing committee, who will then make their recommendations to the full Committee. Additional *ad hoc* subcommittees may be constituted for other issues, as needed. The five subcommittees are:

- 1) Postdoctoral Training Subcommittee

- 2) Clinical Training Subcommittee
- 3) Graduate Training Subcommittee
- 4) Postbaccalaureate and Summer Training Subcommittee
- 5) Diversity and Inclusiveness Subcommittee

These subcommittees will work with the existing OIR, OITE, and CC committees when relevant, including: FelCom, Clinical FelCom, the GME Committee, the Graduate Student Council, the GPP Graduate Education Committee, and the OITE Steering Committee.

#### Meetings

The Committee and the Executive Committee will aim to convene monthly (and additionally, as needed). The Subcommittees will also meet on a regular basis. When necessary, the Committee, by majority vote of Training Directors present, may choose to call a closed executive session, with all voting members, as well as the OIR Senior Staff member. Provisions will be made for off-site access by Training Directors not based on the Bethesda campus.

#### Quorum and Voting

A quorum will be constituted by a simple majority of the Training Directors. Each Member or his/her alternate is accorded one vote.

#### Decision-Making Process

Committee decisions will generally be made through consensus. If a consensus cannot be reached, each Member or alternate will have one vote, with a simple majority present at a meeting required to carry a decision. For non-consensus decisions, only items on the meeting agenda circulated before the meeting may be proposed for a formal vote. All votes will be recorded, with numbers voting for and against reported in the minutes. Committee decisions and recommendations will be drafted by the Committee Chair and sent to the committee for review within one week of the meeting date. The Chair will then verify the draft and present the recommendations to the DDIR and/or other appropriate individuals or entities.

#### Charter Modifications

The Training Directors Committee will review this charter annually and will advise the DDIR of any proposed changes to the charter.

*Approved: August 27<sup>th</sup>, 2009*

*Revised November 20, 2014*

*Revised December 15, 2014*