



UNIVERSITY OF TORONTO

FACULTY OF MEDICINE

BY-LAWS OF FACULTY COUNCIL

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1. RULES OF PROCEDURE FOR THE ELECTION OF MEMBERS TO FACULTY COUNCIL

1.1. Time of Elections

Elections for Constituencies 3, 4, 5, 6, 7, (teaching staff representatives), Constituency 9 (alumni representatives) and Constituency 11 (administrative staff representatives) will be completed and reported to the Faculty Affairs Officer before the end of April of each year. Elections for Constituency 8 (student representatives) will be completed and reported to the Faculty Affairs Officer by the end of September of each year.

1.2. Election/Appointment Procedures

Members who are acclaimed or elected for Constituency 7 to Council after the second meeting of each year will be considered to begin their three-year term as of July 1 of the succeeding year. Members may be acclaimed or elected to successive terms.

1.2.1. Teaching Staff Representatives

1.2.1.1. Departmental Representatives - Constituencies 3, 4, 5, and 6.

Each Department will have two (2) representative elected to serve a three year term. The Departmental Chair will be responsible for the conduct of such an election. All Teaching Staff (except the Departmental Chair) whose primary appointment is in the appropriate Department of the Faculty of Medicine will be eligible for nomination and will be eligible to participate in the departmental election.

1.2.1.2. Representatives of Faculty at Large - Constituency 7

Nominations for a three year term will be solicited from all Teaching Staff in the Faculty of Medicine for those positions whose incumbents are completing their terms. Valid nominations must bear the signatures of three (3) members of the Teaching Staff, a statement from the nominee indicating that he/she is prepared to serve, and a brief statement of relevant experience. The Faculty Affairs Officer will be responsible for the conduct of an election should the number of nominees exceed the number of positions available.

1.2.2. Student Representatives - Constituency 8

Student representatives from the Undergraduate Medicine, Radiation Sciences Program, Postgraduate Medicine, Graduate and Physician Assistant Professional Degree Programs shall be elected by and from among the student bodies for a one-year term. The Presidents of the Medical Society, PAIRO, the Undergraduate Medical Radiation Sciences Student Society, the Physician Assistant Professional Degree Program will forward the names of those students elected to the Faculty Affairs Officer each year.

Graduate student representatives will be elected by and from among the graduate students for a one-year term. The Presidents of the departmental Graduate Student Unions will forward names of those students elected to the Faculty Affairs Officer. Each sector should be represented.

1.2.3. Alumni Representatives - Constituency 9

The President of the Medical Alumni Association will forward the names of the two alumni elected by their association to represent them on Council for a three-year term to the Faculty Affairs Officer.

1.2.4. Administrative Staff - Constituency 11

Nominations from members of the administrative staff of the Faculty of Medicine will be solicited for three-year term positions on Council. Valid nominations must bear the signatures of three (3) members of the administrative staff, a statement that the nominee is prepared to serve, and a brief statement of relevant experience. The Faculty Affairs Officer will be responsible for the conduct of an election should the number of nominees exceed the number of positions available.

1.2.5. Vacancies

In the case of retirement, resignation or death of any elected member of Council, the person responsible for the conduct of the election in the member's constituency will name an *ad hoc* representative for the remainder of the electoral year. The seat will be declared open for election at the next electoral period.

2. RULES OF PROCEDURE OF THE COUNCIL OF THE FACULTY OF MEDICINE

2.1 Suspension of the Rules of Order

The following Rules of Order, contained in sections 2-22 inclusive below, shall not be suspended at any meeting if any member present expresses objection to such suspension.

2.2 Meetings

- a) Council shall meet a minimum of three times per academic year (July 1– June 30) at 4:00 p.m. on Mondays.
- b) Special meetings shall be convened by the Speaker in either of the following circumstances:
 - i. upon the request of no fewer than ten members, or
 - ii. upon the request of the President or the Dean.
- c) At all regular or special meetings, 20% of the members from constituencies 2-11 and 16-20 shall form a quorum.
- d) *Ex-officio* members of Council from Constituencies 12-15, shall not count toward a quorum.
- e) All meetings shall be open. Council may, by a simple majority vote, decide to consider any particular issue *in camera*. At the discretion of, or by pre-arrangement with the Speaker, or on a motion from the floor, a non-member may be invited to address Council.

2.3 Presiding Officer

The Speaker shall preside at all meetings of Council. In the absence of the Speaker, the Deputy Speaker shall preside. In the absence of both the Speaker and the Deputy Speaker, any member of the Executive Committee may convene the meeting and a Speaker shall be chosen from the Executive Committee members present by a majority of the voting members present for the meeting.

2.4 Duties of Speaker

At all meetings of the Council of the Faculty of Medicine, the Speaker shall, in addition to her/his duties as a member of Council, maintain order and decorum and exercise such authority as may be necessary to conduct the meeting in conformity with the By-Laws of Council.

2.5 Speaker to rule on points of order

The Speaker shall rule on all points of order. The ruling may be appealed by any member, who may briefly indicate the reason for the appeal, but otherwise the appeal is not subject to amendment or debate. Council shall decide the appeal by majority vote. If the Speaker considers that a successful appeal of the ruling would constitute a suspension of the rules of order, he/she shall may rule that section 1 hereof applies to the appeal. Thus if any member supports the ruling, the appeal shall be deemed to be defeated. A ruling by the Speaker that section 1 applies shall be conclusive and not subject to further appeal.

2.6 Agenda

The agenda for each regular meeting shall be prepared by the Executive Committee and shall set forth items of business to be discussed at the meeting.

2.7 Order of business on agenda

The order of business at a meeting shall be the order set out in the agenda unless varied or added to according to 2.8 and 2.9 below.

2.8 Vary the order of business

A motion to vary the order in which the items on the agenda are to be taken up will be in order at any time except when another motion is being debated or voted upon. The mover shall briefly indicate reasons why the order should be varied, but otherwise the motion is not debatable.

2.9 Add to the agenda

No matter not on the agenda may be introduced at a regular meeting unless the introduction thereof is agreed to by two-thirds of the members present and voting. The mover shall briefly indicate reasons why the matter should be introduced, but otherwise the motion shall not be debatable.

2.10 Notice of Motion

A notice of motion is a request by a member to have an item included in the agenda of the meeting. Except in the case of special meetings, a notice of motion shall be delivered to the Faculty Affairs Officer in time for consideration by the Executive Committee at its meeting which is normally held three (3) weeks prior to a forthcoming meeting of Council. Additional motions may be introduced in Council meetings only in relation to items included in the agenda.

2.10 Member to be recognized

Any member desiring to speak during the meeting of Council shall signify her/his intention to the Speaker. No member shall speak until recognized by the Speaker, and when so recognized, shall stand and address the Speaker.

2.11 Interruptions

The Speaker may at any time call to order any member, including the member who is speaking, but otherwise, no member shall interrupt any other member. A member called to order by the Speaker shall sit down.

2.12 Speaking more than once to a motion

A member is entitled to speak only once to a motion but at the discretion of the Speaker may be permitted to speak again on the same motion.

2.13 Length of speeches

No member or other person invited to address the Council shall speak for more than five minutes at any one time. At the discretion of the Speaker, this rule may be waived if in her/his opinion the matter is complex enough that further time should be allotted.

2.14 Statement of question

Any member may require the question under discussion to be stated at any time during the debate, but not so as to interrupt a member.

2.15 No speaking after the question is put

No member shall speak to a question after it has been put to a vote by the Speaker.

2.16 Motions to be seconded

All motions, except those for adjournment of the meeting or of a debate, shall be seconded before being debated or put by the Speaker. The Speaker may at her/his discretion require that a motion be put in writing before being debated or put by the Speaker.

2.17 Question period

After the mover and seconder have spoken to a motion presented to the Council for debate, the Speaker may, at her/his discretion, allow members to ask questions to obtain information regarding the motion. Such questions shall be directed to the Speaker who may request an answer from any member or person present. The Speaker shall determine and declare when the period of questioning is ended and upon such declaration shall call for further formal debate on the motion.

2.19 Voting procedure

When a question is put to a vote by the Speaker, members shall indicate their vote in such manner as the Speaker may direct. The Speaker shall declare the result of the vote and such declaration shall be conclusive. If, prior to the time when the Speaker has undertaken to determine the vote, any three members require that the count of votes be recorded, then the number of votes for and against the question shall be counted and this count recorded in the minutes of the meeting. If any member wishes to record her/his abstention from voting on any question, the member must do so immediately following declaration by the Speaker.

2.20 E-Mail Notification

Communications to members of the Faculty and to members of Faculty Council shall be considered to constitute official notice whether in printed or electronic format.

2.21 Dispute of a Motion Passed or Rejected

The mechanisms set out below are intended to provide a formal channel to allow motions passed or rejected by Council to be challenged by full time teaching staff. Obviously, in the tradition of open debate of the University, teaching staff, students, and administrative staff all remain free to pursue

the usual processes for making matters of concern to them known within the University and academic communities.

If 50 or more members of the full-time teaching staff¹ of the Faculty of Medicine, who may or may not be members of the Faculty Council of Medicine, wish to dispute a motion passed or rejected by Council, these members should state their concerns in writing in one petition which has been signed by the 50 or more dissatisfied members of the teaching staff. This petition must identify a representative individual who shall be designated the contact person for communication. The petition shall be addressed and delivered (within 21 calendar days of the results of the motion) to the Speaker and to the Dean who shall attempt to resolve the issue(s) in whatever manner they consider appropriate given University and Faculty policies. The Speaker and the Dean shall also reply in writing to the contact representative and make a report to Faculty Council. The signed petition shall be distributed to Council.

If two-thirds or more of the original petitioners are not satisfied after the Speaker and Dean have tried to resolve the issue raised in their petition, then a Special Meeting of Faculty Council shall be called as soon as is reasonably possible to discuss the issues raised by the petitioners. Petitioners may be present and may contribute to the debate. The aim of the Special Meeting shall be to recommend that the contentious motion is either to be subjected to another Council vote as it was originally framed or the original motion is to be referred back to a duly constituted committee of Council for possible amendment having regard for the petitioners' concerns.

If two-thirds or more of the original petitioners are not satisfied with the result of that Special meeting, then the petitioners may forward their original petition to the Vice President and Provost and to the Chair of the Academic Board of Governing Council along with a separate letter outlining their reasons for their continuing dissatisfaction. The Speaker and Dean shall write a letter outlining their attempts to resolve the issue(s).

The Vice President and Provost and the Chair of the Academic Board may either address the issue(s) themselves or appoint designates to address them. In the event that the Vice-President and Provost and/or the Chair of the Academic Board were present at the Special Meeting, then the President will appoint an individual to act in their places as necessary.

The decision of the Vice-President and Provost and the Chair of the Academic Board (or their designates) shall be final.

2.22 Dean to Convey Approvals to Governing Council

Following approval by Council, the Dean or designate will convey motions, as required, to the Office of the Provost for approval at Governing Council.

3. COMMITTEES OF COUNCIL

3.1. Standing Committees

The Standing Committees of Council are:

- Appeals Committee
- Board of Examiners – Bachelor of Science Physician Assistant Program
- Board of Examiners – Medical Radiation Sciences Program
- Board of Examiners – Postgraduate Programs
- Board of Examiners – Undergraduate Medical Program
- Continuing Education and Professional Development Committee

¹ Petitioners must hold a University or Faculty full-time appointment on the date they sign the petition

Education Committee
Executive Committee
Graduate Education Committee
Research Committee
Striking Committee

3.2. Special Committees

From time to time Council may find it useful to establish Special Committees to consider particular issues. Special Committees are normally formed on the recommendation of the Executive Committee, when one or more of the following conditions exist:

- a) An issue cannot be accommodated easily within a Standing Committee's schedule – either intense scrutiny is required in a relatively short time or thorough examination of complex issues is necessary over a relatively long period of time;
- b) An issue does not fall readily under an existing Standing Committee; or
- c) There is need for the participation of experts not represented on the relevant committee.

A recommendation from the Executive Committee to establish a Special Committee shall include terms of reference, an outline of membership, the anticipated reporting date, and the proposed date of disestablishment.

3.3. General Procedures of Committees of Council

- 3.3.1.** Rules and regulations that guide Council shall also apply to committees of Council, unless specified otherwise.
- 3.3.2.** Elections shall be held annually for all Standing Committees in accordance with the functions of the Striking Committee. The Speaker will inform the new Council of the results of the election at the earliest opportunity. Changes in the membership of Standing Committees shall occur at the beginning of the academic year, i.e., July 1st, except changes in the membership of the Boards of Examiners –Medical Radiation Sciences, Undergraduate Medical Education, and Physician Assistant Professional Degree Program which shall take effect on the following October 1st.
- 3.3.3.** The term of membership of all Standing Committees shall normally be three years renewable once. If a member becomes the committee Chair or Vice Chair, this position may be held for a maximum of two additional 3-year terms.
- 3.3.4.** The Chairs of all Standing Committees who are not otherwise members of Council shall become *ex officio*, voting members of Council.
- 3.3.5.** With the exception of the Appeals Committee, the Dean is, *ex officio*, a member of all Standing Committees.
- 3.3.6.** All members of all committees and sub-committees, including *ex officio* members (with the exception of the Striking Committee), have voting privileges.
- 3.3.7.** All Standing Committees shall report to Council on their deliberations, recommendations and decisions.
- 3.3.8.** Records of all Standing Committees shall be maintained by the Secretary of Council
- 3.3.9.** Each Standing Committee shall meet at the call of its Chair. When the position of a Chair of a Standing Committee becomes vacant during the session, the Speaker will consult with the members of the Committee concerned and make an appointment of a new chair

from among the members of the Committee, who will hold that office for the remainder of the session.

When a vacancy occurs during the session among the members of a Standing Committee, the Chair of the Committee concerned, in consultation with the Speaker, shall appoint a replacement for the remainder of the session.

- 3.3.10.** The Speaker, at the request of the Chair of a Standing Committee, may declare any elected position on the committee vacant if the member is absent for two consecutive meetings of the committee or of a subcommittee of which he/she is a member. In the event that a Standing Committee Chair is deemed absent or delinquent in his/her responsibilities the Speaker has the authority to remove them from their position.
- 3.3.11.** Co-option of members is possible for all Standing Committees except the Appeals Committee and the Boards of Examiners. All co-opted members must be ratified by Council at its first opportunity. Co-opted members shall have voting privileges. Co-opted students must obtain sponsorship of the appropriate student organization or body before submission of the names to Council for ratification.
- 3.3.12.** Unless otherwise stated, the Chair and 50% of other members shall constitute a quorum.
- 3.3.13.** The Appeals Committee and the Boards of Examiners always meet *in camera*. The meetings of the other Standing Committees are open unless otherwise stated.
- 3.3.14.** Sub-committees may be created by Standing Committees on *an ad hoc* basis whenever a clear need arises. The membership of such sub-committees shall be established by the parent committee.
- 3.3.15.** At the discretion of the Chair, a committee meeting may be held by such means of telephone, or other communication facilities that permit all persons participating in the meeting to communicate with each other simultaneously and instantaneously. A person(s) participating in such a meeting by such means is (are) deemed to be present at the meeting. For meetings, or portions thereof, held in closed session or *in camera*, it is expected that members will ensure that the necessary standards of confidentiality are maintained and that their participation is conducted in a setting that ensures such confidentiality.
- 3.3.16.** At the discretion of the Chair, a committee may be asked to consider a matter outside of a committee meeting and to determine the matter by means of an electronic vote. Such matters would, in the judgement of the Chair, be time-sensitive and delay until the next regularly scheduled meeting would have an adverse effect. Such matters would also, in the judgement of the Chair, normally require little, if any, discussion prior to voting. Matters considered in this manner shall be reported at the next regular meeting of the committee and recorded in the report of that meeting.

3.4. Appeals Committee

3.4.1. Membership

Council shall approve the membership of the Appeals Committee composed of the following:

Chair: elected by Council
2 Vice-Chairs: elected by Council

11 Teaching Staff of whom at least 1 shall be designated by the Michener Institute for Applied Health Sciences after consultation with the Speaker
4 student members nominated by students and approved by Council, of whom 1 shall be from the Undergraduate medical program, 1 from Postgraduate programs, 1 from the Undergraduate Medical Radiation Sciences program, and 1 from the Physician Assistant Professional Degree Program.

Ex-officio:
Faculty Affairs Officer (non-voting)

3.4.2. Functions

- a) To hear appeals of Undergraduate students, Postgraduate students, students in the Undergraduate Medical Radiation Sciences Programs and students in the Physician Assistant Professional Degree Program of the Faculty of Medicine against decisions of Council and its Standing committees and Boards, and to make rulings on such appeals that are binding and final, subject to an appeal to the Governing Council¹.
- b) To recommend to Council changes to policies and procedures with respect to petitions and appeals by students.
- c) To generate and disseminate recommendations arising from appeals.
- d) To report to the Council at least annually on its decisions.

3.4.3. Procedures

3.4.3.1. Quorum

The Chair or a Vice-Chair and 7 members shall constitute a quorum, of which at least 1 shall be a student.

3.4.3.2. Term

The Chair and Vice-Chairs shall be elected for a term of 3 years, which may be renewed. Faculty members shall be appointed annually, but their terms may be renewed. Student members shall be appointed annually.

Note

When the Chair is present and presiding at a hearing, a Vice-Chair present will be considered a regular member of the committee. A Vice-Chair shall exercise all the Chair's powers and duties if the Chair is absent or has disqualified herself/himself.

3.4.3.3. Conflict of Interest

A Committee member must declare a potential conflict of interest with any case presented to the Appeals Committee. The concern will be disclosed by the member to the Chair, who will decide on the appropriate course of action.

3.4.3.4. Confidentiality

All deliberations of the Committee shall meet *in camera*. The documents provided to the Committee at meetings shall be retained by the Faculty Affairs

¹ The *Policy on Academic Appeals within Divisions* is available at <http://www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Policies/PDF/ppdec122005.pdf>.

Officer. All deliberations of the Committee and all information received by the Committee shall be confidential except for such disclosure as is necessary for the Committee's Report

N.B. The "Guidelines for Procedure" of the Appeals Committee are available on the Faculty of Medicine website

3.4.3.5. In hearing appeals the Committee may:

Uphold an appeal in whole or in part;
Reject an appeal; or
Refer the case back to the body concerned.

3.5. Board of Examiners – Physician Assistant Professional Degree Program

3.5.1. Membership

Council shall approve the membership of the Board of Examiners – Physician Assistant Professional Degree Program composed of the following:

Chair: elected by Faculty Council

Vice-Chair: elected by and from among the members of the Board

8 Teaching Staff: elected by Council, at least one member must be from the Department of Family and Community Medicine, and no more than two members shall be associated with the Physician Assistant Professional Degree Program (BScPA) program

Representative from the Michener Institute named by their President

Representative from the Northern Ontario School of Medicine named by their Dean

1 student member of the BScPA Program

Ex officio:

Vice Dean, Undergraduate Medical Professions Education

Chair, Department of Family and Community Medicine (DFCM)

Medical Director for the BScPA Program (non-voting)

Program Director for the BScPA Program (non-voting)

Faculty Affairs Officer (non-voting)

3.5.2. Function

In relation to the **Physician Assistant Professional Degree Program**, and on behalf of Faculty Council:

- a) At the request of the Medical Director for the BScPA Program or designate to review the cases of students in academic difficulty and to determine or give advice (as requested) concerning the course(s) of action.
- b) After receiving and considering recommendations from the Medical Director for the BScPA Program or designate for the progression of students through the Program, to determine in relation to each student, the appropriate course of action, which may include promotion, remediation, failure, suspension and dismissal.
- c) To review the marks/grades of all students in all courses of each year of the Program as recommended by the Medical Director for the BScPA Program or designate and, review, adjust and approve as appropriate.
- d) To oversee the general consistency of grading procedures.
- e) To review and approve grades and non-grade course reports.
- f) To report to Council its deliberations, recommendations and decisions.

3.5.3. Procedures

3.5.3.1. Quorum

Chair (or Vice-Chair) and 50% of the members of the Board of whom one must be a student except as noted below.

Student members

Student members shall be voting members of the Board, but will be excluded from such deliberations upon request of any student whose case is being considered or if their own case is being considered.

Non-Member Attendees

The Vice Dean, Undergraduate Medical Professions Education and/or the DFCM Chair, with the agreement of the BOE Chair, will invite those academic and administrative staff who are not members of the Board to attend each meeting only as necessary for the full presentation of information concerning each case. Such visitors may be asked to leave after the presentation of their material.

3.5.3.2. Conflict of Interest

A Board of Examiners member must declare a potential conflict of interest with any case presented to the Board of Examiners. The concern will be disclosed by the member to the Chair, who will decide on the appropriate course of action.

3.5.3.3. Appeal of Decisions

Decisions of the Board are final and binding on the Faculty but students may appeal the decision of the Board to the Faculty of Medicine Appeals Committee.

N.B. The assessment of a student's performance includes not only the evaluation of performance in the courses of the Program but also the evaluation of the student's behavioural, ethical and professional performance in the Program.

3.5.3.4. Confidentiality

The Board shall meet *in camera*. The documents provided to the Board at meetings shall be retained by the Faculty Affairs Officer. All deliberations of the Board and all information received by the Board shall be confidential except for such disclosure as is necessary for the Board's Report.

3.6. Board of Examiners – Medical Radiation Sciences Program

3.6.1. Membership

Council shall approve the membership of the Board of Examiners – Medical Radiation Sciences Program Committee composed of the following:

Chair: elected by Faculty Council

Vice-Chair: elected by and from among the members

8 faculty members elected by Council, three of whom shall be nominated by the Michener Institute for Applied Health Sciences after consultation with the Speaker, and, of the remaining five, no more than two shall be associated with the Medical Radiation

Sciences Program and no more than two shall be associated with the Radiation Physics Residency Program
1 student member of the Undergraduate Medical Radiation Sciences Program

Ex officio:

Vice Dean, Undergraduate Medical Professions Education
Chair, Department of Radiation Oncology (or designate)
Vice-President, Michener Institute (or designate)
Faculty Affairs Officer (non-voting)

3.6.2. Function

In relation to the **Medical Radiation Sciences Program and the Radiation Physics Residency Program**, and on behalf of Council:

- a) At the request of the Academic Director (or designate) to review the cases of students in academic difficulty and to determine or give advice (as requested) concerning the course(s) of action.
- b) After receiving and considering recommendations from the Academic Director (or designate) for the progression of students through the Program, to determine in relation to each student, the appropriate course of action, which may include promotion, remediation, failure, suspension and dismissal.
- c) To review the marks/grades of all students in all courses of each year of the Program as recommended by the Academic Director (or designate) and, review, adjust and approve as appropriate.
- d) To oversee the general consistency of grading procedures.
- e) To review and approve grades and non-grade course reports.
- f) To report to Council its deliberations, recommendations and decisions.

3.6.3. Procedures

3.6.3.1. Quorum

Chair (or Vice-Chair) and 50% of the members of the Board of whom one must be a student except as noted below.

Student members

Student members shall be voting members of the Board, but will be excluded from such deliberations upon request of any student whose case is being considered or if their own case is being considered.

Non-Member Attendees

The Vice Dean (or designate), with the agreement of the BOE Chair, will invite those academic and administrative staff who are not members of the Board to attend each meeting only as necessary for the full presentation of information concerning each case. Such visitors may be asked to leave after the presentation of their material.

3.6.3.2. Conflict of Interest

A Board of Examiners member must declare a potential conflict of interest with any case presented to the Board of Examiners. The concern will be disclosed by the member to the Chair, who will decide on the appropriate course of action.

3.6.3.3. Appeal of Decisions

Decisions of the Board are final and binding on the Faculty and the Michener Institute but students may appeal the decision of the Board to the Faculty of Medicine Appeals Committee.

N.B. The assessment of a student's performance includes not only the evaluation of performance in the courses of the Program but also the evaluation of the student's behavioural, ethical and professional performance in the Program.

3.6.3.4. Confidentiality

The Board shall meet *in camera*. The documents provided to the Board at meetings shall be retained by the Faculty Affairs Officer. All deliberations of the Board and all information received by the Board shall be confidential except for such disclosure as is necessary for the Board's Report.

3.7. Board of Examiners – Postgraduate Programs

3.7.1. Membership

Council shall approve the membership of the Board of Examiners – Postgraduate Programs Committee composed of the following:

Chair, elected by Faculty Council (3 years, renewable once)
Vice-Chair: elected by and from among the members (3 years, renewable once)
9 Teaching Staff none of whom should concurrently be a Director of a residency training program. Teaching Staff are elected by Council and commit to a full 3-year term, with the option to renew once for an additional three years. Of the nine members, at least one should be from each of Family Medicine, Internal Medicine and Surgery.
3 postgraduate trainees who commit to a one year term, with the option to renew for a second term

Ex officio:
Vice Dean, Postgraduate Medical Education
Faculty Affairs Officer (non-voting)

3.7.2. Function

In relation to the **Postgraduate Programs**, and on behalf of Council:

- a) At the request of the Vice Dean (or her/his designate), to review the cases of trainees in academic difficulty and to determine the appropriate course(s) of action, which may include remediation, remediation with probation, probation, suspension and dismissal.
- b) The assessment of a trainee's performance may include the evaluation of the trainee's academic, behavioural, ethical and professional performance in the Program, or the evaluation/recommendation from an independent process.
- c) After receiving and considering recommendations from the Vice Dean (or her/his designate), make recommendations on the progression of trainees through the Program
- g) To oversee the general consistency of grading procedures.
- h) To review and approve grades and non-grade course reports.
- i) To report to Council its deliberations, recommendations and decisions.

3.7.3. Procedures

The procedures of this Board and of the evaluation of postgraduate trainees are detailed in the document "Guidelines for the Evaluation of Postgraduate Trainees of the Faculty of Medicine at the University of Toronto" (February 2007).

A trainee whose performance is being considered by the Board may make a written submission to the Board through the Vice Dean, Postgraduate Medical Education.

3.7.3.1. Quorum

Chair (or Vice-Chair), and 4 of the members of the Board of whom one must be a trainee (except as noted below). The Vice Dean is included in the count towards quorum and is allowed to vote.

Trainee members:

Trainee members shall be voting members of the Board but will be excluded from such deliberations at the request of any trainee whose case is being considered or if their own case is being considered.

Non-Member Attendees:

The Vice Dean (or designate), with the agreement of the BOE Chair, will invite those academic, administrative staff and appropriate health professional staff who are not members of the Board to attend each meeting only as necessary for the full presentation of information concerning each case. Such visitors may be asked to leave after the presentation of their material.

3.7.3.2. Conflict of Interest

A Board of Examiners member **must** declare a potential conflict of interest with any case presented to the Board of Examiners. The concern will be disclosed by the member to the Chair, who will decide on the appropriate course of action.

3.7.3.3. Appeal of Decisions

Decisions of the Board are final and binding on the Faculty, the Residency Training Program Committees and the Program Directors. Decisions of the Board may be appealed by postgraduate trainees to the Faculty of Medicine Appeals Committee.

3.7.3.4. Confidentiality

The Board shall meet *in camera*. The documents provided to the Board at meetings shall be retained by the Faculty Affairs Officer. All deliberations of the Board and all information received by the Board shall be confidential except for such disclosure as is necessary for the Board's Report.

3.8. Board of Examiners – Undergraduate Medical Program

3.8.1. Membership

Council shall approve the membership of the Board of Examiners – Undergraduate Medical Program Committee composed of the following:

Chair: elected by Faculty Council
Vice-Chair: elected by and from the members.
9 Teaching Staff elected by Council
2 undergraduate medical students (normally the President and past-President of the Medical Society)

Ex officio:
Vice Dean, Undergraduate Medical Professions Education
Faculty Affairs Officer (non-voting)

3.8.2. Function

In relation to the **Undergraduate Medical Program**, and on behalf of Council:

- a) At the request of the Vice Dean (or her/his designate), to review the cases of students in academic difficulty and to determine or give advice (as requested) concerning the course(s) of action.
- b) After receiving and considering recommendations from the Vice Dean (or her/his designate) for the progression of students through the Program, to determine in relation to each student, the appropriate course of action, which may include promotion, remediation, failure, suspension and dismissal; and
- c) To review the marks/grades of all students in all courses of each year of the Program as recommended by the Vice Dean (or designate), adjust and approve as appropriate.
- d) To oversee the general consistency of grading procedures.
- e) To review and approve grades and non-grade course reports.
- f) To report to Council its deliberations, recommendations and decisions.

3.8.3. Procedures

3.8.3.1. Quorum:

Chair (Vice-Chair) and 50% of the members of the Board of whom one must be a student except as noted below.

Student members

Student members shall be voting members of the Board, but will be excluded from such deliberations upon request of any student whose case is being considered or if their own case is being considered.

Non-Member Attendees

The Vice Dean (or designate), with the agreement of the BOE Chair, will invite those academic and administrative staff who are not members of the Board to attend each meeting only as necessary for the full presentation of information concerning each case. Such visitors may be asked to leave after the presentation of their material.

3.8.3.2. Conflict of Interest

A Board of Examiners member must declare a potential conflict of interest with any case presented to the Board of Examiners. The concern will be disclosed by the member to the Chair, who will decide on the appropriate course of action.

3.8.3.3. Appeal of Decisions

Decisions of the Board are final and binding on the Faculty but students may appeal the decision of the Board to the Faculty of Medicine Appeals Committee.

N.B. The assessment of a student's performance includes not only the evaluation of performance in the courses of the Program but also the evaluation of the student's behavioural, ethical and professional performance in the Program.

3.8.3.4. Confidentiality

The Board shall meet *in camera*. The documents provided to the Board at meetings shall be retained by the Faculty Affairs Officer. All deliberations of the Board and all information received by the Board shall be confidential except for such disclosure as is necessary for the Board's Report.

3.9. Continuing Education and Professional Development Committee

3.9.1. Membership

Council shall approve the membership of the Continuing Education and Professional Development Committee composed of the following:

Chair: elected by Council

7 Teaching Staff elected by Council representing the constituencies of continuing education and professional development, including but not limited to:

Research in CEPD/Knowledge Translation
CEPD Program Development
Faculty Development
Community Health Professional Education
Public Education
International CE
Rehabilitation Science
Clinical Sciences

1 post-professional trainee

An alumnus/alumna of the Faculty

Director, Office of CEPD

Ex officio:

Vice Dean, CEPD or designate

Faculty Affairs Officer (non-voting)

3.9.2. Function

In relation to the Continuing Education Programs of the Faculty, the role of the Committee is to safeguard the standards and quality of the courses and programs offered, certificates and diplomas awarded, and teaching awards. The Committee also reviews and recommends to Council policies pertaining to research in continuing education.

3.9.2.1. Courses and Programs Offered

- a) To receive and accept on behalf of Faculty Council annual reports from the Dean or her/his designate clarifying the extent to which the goals and

objectives are being met in all aspects of the delivery of continuing education courses and programs, including the faculty development program, patient and public education programs and international continuing education programs.

- b) To review and recommend to Faculty Council major changes proposed by the Dean or his/her designate, in the goals and objectives of all aspects of the delivery of a programs and courses prior to their implementation.
- c) The Committee will receive and approve on behalf of Faculty Council proposals for minor changes in the goals and objectives of all aspects of the delivery of all programs and courses prior to their implementation

3.9.2.2. Research Policy

The Committee will review and make recommendations to Faculty Council issues of policy concerning research in continuing education and knowledge translation.

3.9.2.3. Certificates and Diplomas

- a) To review and approve on behalf of Faculty Council minor changes proposed by the Dean or his/her designate in the requirements for the certificates and diplomas offered in continuing education.
- b) To review and recommend to Faculty Council major changes proposed by the Dean or his/her designate in the requirements for the certificates and diplomas offered in continuing education.
- c) To approve the awarding of certificates and diplomas to continuing education students on behalf of Faculty Council.

3.9.2.4. Teaching Awards

- a) To receive and accept on behalf of Faculty Council annual reports from the Dean or her/his designate detailing the extent to which the goals and objectives are being met in the implementation of teaching award policies.
- b) To review and approve on behalf of Faculty Council the terms and conditions of new awards and changes in existing awards upon the recommendation of the Dean or her/his designate, except for significant changes that would be brought to Faculty Council for approval.
- c) The Committee, on behalf of Faculty Council, will approve the awardees.

3.9.2.5. External Reviews

The Committee will consider and report back on issues arising from the External Reviews of Departments and Extra-Departmental Units referred to it by the Executive Committee or the Speaker.

- 3.9.3.** The Committee will advise Faculty Council on any matters related to the Continuing Education activities of the Faculty.

3.10. Education Committee

3.10.1. Membership

Council shall approve the membership of the Education Committee composed of the following:

Chair: elected by Faculty Council
9 Teaching Staff: 3 from Clinical Science, 2 from Basic Science, 1 from Community Health, 1 from Rehabilitation Sciences, 1 from the Undergraduate Medical Radiation Sciences program, and 1 from the Physician Assistant Professional Degree Program, elected by Council
3 Undergraduate Medical students (1 each from of years 1, 2 & 3, with one alternate)
1 Postgraduate Medical trainee (alternate permitted)
1 Radiation Science student
1 Physician Assistant Professional Degree

Ex officio:

Vice Dean, Undergraduate Medical Professions Education
Vice Dean, Postgraduate Medical Education
Associate Dean, Admissions & Evaluation, Postgraduate Medical Education (non-voting)
Associate Dean, Equity and Professionalism (non-voting)
Associate Dean, Undergraduate Medicine Admissions and Student Finance (non-voting)
Associate Dean, Health Professions Student Affairs (non-voting)
Faculty Affairs Officer (non-voting)

3.10.2. Function

In relation to the Undergraduate and Postgraduate Medical Programs, the Undergraduate Medical Radiation Sciences Program and the Physician Assistant Professional Degree Program, the role of the Education Committee is to safeguard the standards and quality of the programs with regard to Admissions, Awards, Financial Aid, and Curriculum and Evaluation.

The reports noted in the Admissions, Awards, Financial Aid and Curriculum and Evaluation sections below will form part of the annual reports to Faculty Council and the Governing Council.

3.10.2.1. Admissions

- a) To receive and accept on behalf of Council annual reports from each program outlining the extent to which the goals and objectives are being met in the implementation of the admission policies and targets.
- b) To review and recommend to Council major changes in the admissions policies recommended by the Dean or his/her designate.
- c) The Committee will be informed of minor changes in the admissions policies prior to their implementation.
- d) To make recommendations to Council on undergraduate and graduate admissions policy.
- e) To approve, on behalf of Council, minor changes to admission requirements. All such changes shall be reported for information to Council.
- f) To report to Council its deliberations, recommendations, and decisions

3.10.2.2. Awards

- a) To receive and accept on behalf of Council annual reports from each program detailing the extent to which the goals and objectives are being met in the implementation of the awards policies.
- b) To review and recommend to Council the terms and conditions of new awards and award policies recommended by the Dean or his/her designate and award policies prior to their implementation.

- c) To approve on behalf of Council minor changes to the terms and conditions of awards and award policies. All such changes shall be reported for information to Council.

3.10.2.3. Financial Aid

- a) To receive and accept on behalf of Council annual reports from each program detailing the extent to which the goals and objectives are being met in the implementation of the financial aid policies.
- b) To review and recommend to Council major changes in the financial aid policies recommended by the Dean or his/her designate.
- c) To be informed of minor changes to the terms and conditions of financial aid policies prior to their implementation.

3.10.2.4. Curriculum and Evaluation

It is recognized that all the programs under the jurisdiction of this Committee, where applicable, are subject to the direction of external professional accreditation bodies.

- a) To receive and accept on behalf of Council annual reports from each program outlining the extent to which the goals and objectives are being met in the delivery of the courses of study, the program content, the grading and evaluation system and the requirements for graduation.
- b) To make recommendations to Council on all matters of curriculum policy.
- c) To review and recommend to Council for approval, subject to the approval of the appropriate body of Governing Council, proposals for new academic programs, proposals for the closure of any academic programs, and proposals for major modifications to existing academic programs¹.
- d) To review and approve, on behalf of Council, proposals for minor modifications to academic programs. All such approvals shall be reported for information to Council.
- e) To report to Council its deliberations, recommendations and decisions.

3.10.2.5. External Reviews

The Committee will consider and report back on educational issues arising from the External Reviews of Departments and Extra-Departmental Units referred to it by the Executive Committee or the Speaker.

To review and recommend to Council the establishment, continuation and termination of Departments and Extra-departmental Units.

3.10.2.6. The Committee will advise Council on any matters related to the Undergraduate and Postgraduate Medical Programs, the Undergraduate Medical Radiation Sciences Program, and the Physician Assistant Professional Degree Program of the Faculty.

¹ Definitions of major modifications of existing programs, minor modifications, and new academic programs are provided in the University of Toronto Quality Assurance Process and are subject to change. Guidance from the Office of the Vice-Provost, Academic Programs, should be sought prior to the development of any such proposal.

3.10.3. Procedures

The Committee shall meet in open session. Meetings where confidential matters of an individual are discussed shall be held *in camera*.

3.11. Executive Committee

3.11.1. Membership

Council shall approve the membership of the Executive Committee composed of the following:

8 Members of Council, elected by Council:

4 Teaching Staff, one from each sector (basic science, clinical science, community health and rehabilitation)

3 Students (1 UME student, 1PGME trainee and 1 graduate student)

1 member from the administrative staff

The Speaker of Council (Chair)

Ex officio:

The Dean or designate

The Deputy Speaker of Council

The Chairs of the following Standing Committees: Continuing Education and Professional Development Committee, Education Committee, Graduate Education Committee and Research Committee

The Chief Administrative Officer (non-voting)

The Faculty Affairs Officer (non-voting)

3.11.2. Functions

- a) To set the agenda for each Council meeting.
- b) To ensure that adequate documentation is provided for consideration of each agenda item and to refer back to the originating administrator/governance body for further preparation any item deemed not ready for submission to Council.
- c) To direct specific issues to Council or committees, or to recommend to Council the creation of special committees.
- d) To consider notices of motion given to Council.
- e) To determine the application of the distinction between "major" and "minor" issues, where this is required to implement the terms of reference of Faculty Council and its Standing Committees.
- f) To approve, in principle, urgent items arising outside of Faculty Council's regular meeting schedule. No item approved in such manner is formally binding until approved by Faculty Council.
- g) To review and advise Council on all proposed Constitution and By-Law changes, whether these be brought to Council or initiated by Council.
- h) To review and advise Council on the effectiveness of the Constitution and By-Laws.
- i) At periodic intervals of not more than five years, to establish a review of the Constitution and By-Laws and recommend to Council any changes deemed appropriate.
- j) To review on behalf of Council, reports of and responses to External Reviews of Departments and Units, inquiring into issues as necessary and reporting to Council its findings.
- k) To monitor the functioning of Council and its Committees.
- l) To report to Council its deliberations, recommendations and decisions.

3.11.3. Procedures

The Committee shall meet in closed session.

3.12. Graduate Education Committee

3.12.1. Membership

Council shall approve the membership of the Graduate Education Committee composed of the following:

Chair: elected by Council

4 elected Teaching Staff from the Graduate Curriculum Committee (one from each sector)

2 elected Teaching Staff holding School of Graduate Studies appointments,

Elected Student: 1 PhD student from the Graduate Curriculum Committee

Ex officio:

Vice Dean, Graduate and Life Sciences Education

Faculty Affairs Officer (non-voting)

3.12.2. Function

3.12.2.1. Curriculum

- a) To receive and accept on behalf of Council annual reports from the Graduate Curriculum Committee
- b) To make recommendations to Council on all matters of curriculum policy.
- c) To review and recommend to Council for approval, subject to the approval of the appropriate body of Governing Council, proposals for new academic programs, proposals for the closure of any academic programs, and proposals for major modifications to existing academic programs¹.
- d) To review and approve, on behalf of Council, proposals for minor modifications to academic programs. All such approvals shall be reported for information to Council.

3.12.2.2. New Initiatives

The Committee will review and recommend to Council, new initiatives, such as joint inter-faculty programs, proposed by the Dean or his/her designate.

3.12.2.3. The Committee will consider and report back on any graduate educational issues arising from the External Reviews of Departments and Extra-Departmental Units referred to it by the Executive Committee or the Speaker.

3.12.2.4. The Committee will advise Council on any matters related to the graduate programs in the Faculty.

3.12.2.5. The Committee will submit an annual report to Council concerning its deliberations, including the reports noted in (a) above.

3.12.3. Procedures

¹ Definitions of major modifications of existing programs, minor modifications, and new academic programs are provided in the University of Toronto Quality Assurance Process and are subject to change. Guidance from the Office of the Vice-Provost, Academic Programs, should be sought prior to the development of any such proposal.

3.12.3.1. Quorum

The Chair and 50% of other members shall constitute quorum.

3.13. Research Committee

3.13.1. Membership

Council shall approve the membership of the Research Committee composed of the following:

Chair: elected by Council

8 Teaching Staff elected by Council (with at least one member from each sector of the Faculty)

2 research trainees, of whom at least one must be registered in the School of Graduate Studies

Ex officio:

Vice-Dean, Research and International Relations

Faculty Affairs Officer (non-voting)

3.13.2. Function

3.13.2.1. To identify and recommend to Council general research priorities/initiatives for the Faculty.

3.13.2.2. To review and recommend to Council the establishment, continuation and termination of Departments and Extra-departmental Units.

3.13.2.3. To review and recommend to Council Faculty policies and procedures regulating the conduct of research, including those regarding the conduct of research in compliance with regulatory and statutory authorities.

3.13.2.4. To advise Council on any other matters relating to research in the Faculty.

3.13.2.5. To consider and report back on issues arising from External Reviews of Departments and Extra-Departmental Units referred to it by the Executive Committee or the Speaker.

3.13.3. Procedures

The Committee will submit an annual report to Faculty Council concerning its deliberations and recommendations of the preceding year. The Committee shall meet in open session.

3.14. Striking Committee

3.14.1. Membership

Council shall approve the membership of the Striking Committee composed of the following:

Chair: the Speaker of Faculty Council

All members of the Executive Committee excluding student members

All Standing Committee Chairs not on the Executive Committee

Ex officio:

Dean

Faculty Affairs Officer (non-voting)

Non-member, advisors to the striking process:

4 Departmental Chairs, one from each sector and specifically the Sector Chairs appointed to the Dean's Executive Committee

3.14.2. Function

- 3.14.2.1.** The Striking Committee shall be convened annually, or from time to time as may be deemed necessary.
- 3.14.2.2.** Recognising that the terms of appointment are normally for three years, the Faculty Affairs Officer, on behalf of Faculty Council, will seek suggestions and nominations to fill anticipated vacancies in the roles of Speaker and Deputy Speaker and in the membership of the Standing Committees. Before making nominations, members will obtain the concurrence of nominees to stand for election. The Faculty Affairs Officer, on behalf of the Striking Committee, will request all nominees to forward to her/him brief biographies concerning their experience to hold the position for which they have been nominated.
- 3.14.2.3.** The Striking Committee will meet to prepare a slate of candidates following receipt of nominations and suggestions from members of the Faculty. The Committee will ensure that there is at least one nominee for every anticipated vacancy. The Committee may add further nominees to vacancies for which nominations have already been received from the process in 3.14.2.2 above, but may not remove any nominees from the list. The Faculty Affairs Officer, on behalf of the Striking Committee, will obtain the concurrence of nominated candidates to stand for election as proposed, and will request all nominees to forward to her/him brief biographies concerning their experience to hold the position for which they have been nominated.
- 3.14.2.4.** The slate of candidates prepared by the Striking Committee containing both those nominated through process 3.14.2.2 above and those added by the Committee in process 3.14.2.3 above, together with the brief biographies of nominees, will be presented to a meeting of Faculty Council. At this meeting of Council no further nominations will be accepted. Council will vote by secret ballot on motions to establish those nominees who will hold positions in the forthcoming session.

4. Dates of Amendment

Amended and approved by Faculty Council on June 23, 2008.

Amended and approved by Faculty Council on June 22, 2009.

Amended and approved by Faculty Council on September 13, 2010.

Amended and approved by Faculty Council on February 27, 2012.

Amended and approved by Faculty Council on October 22, 2012.

Amended and approved by Faculty Council on April 29, 2013.