UNIVERSITY OF TORONTO
FACULTY OF MEDICINE

BY-LAWS OF FACULTY COUNCIL

I N D E X

		Page No.
1.	Rules of Procedure for the Election of Members to Faculty Council	2
2.	Rules of Procedure of the Council of the Faculty of Medicine	4
3.	Committees of Council	8
	3.4. Appeals Committee	10
	3.5. Board of Examiners – Medical Radiation Sciences Program	11
	3.6. Board of Examiners – Postgraduate Medical Program	13
	3.7. Board of Examiners – Undergraduate Medical Program	14
	3.8. Education Committee	17
	3.9. Executive Committee	20
	3.10. Research Committee	21
	3.11. Striking Committee	22
4.	Dates of Amendment	23

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

1.1. Time of Elections

Elections for Constituencies 3, 4, 5, 6 (teaching staff representatives), Constituency 8 (alumni representatives) and Constituency 10 (administrative staff representatives) will be completed and reported to the Faculty Affairs Officer before the end of April of each year. Elections for Constituency 7 (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 Constituencies 3-6 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, and 5.

Each Department will have two (2) representatives 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) with a primary appointment 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 6

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 7

Student representatives from the Undergraduate Medicine, Radiation Sciences, 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, PARO, 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.

1.1.1. **Alumni** - Constituency 8

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.

1.1.2. **Administrative Staff** - Constituency 10

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.

1.1.3. **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 sub-sections 2.2–2.22 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 2-10 and 15-18 shall form a quorum.
d) *Ex-officio* members of Council from Constituencies 11-14, 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 eight (8) 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 to a motion 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 staff[1] 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

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

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 – Medical Radiation Sciences Program
Board of Examiners – Postgraduate Programs
Board of Examiners – Undergraduate Medical Program
Education Committee
Executive 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 (renewable twice for members of the Appeals Committee). If a member becomes the committee Chair or Vice Chair, this position may be held for a maximum of two additional 3-year terms (three additional terms for the Appeals Committee).

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 have voting privileges unless otherwise noted in the terms of reference of the committee.

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 Faculty Affairs Officer

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. Unless otherwise stated, the Chair and 50% of other members shall constitute a quorum.

NOTE: Meetings with a duly constituted quorum that temporarily falls below that number because of other requirements of these by-laws (e.g., recusal for conflict of interest or request that student members be excused) will be deemed to retain quorum provided at least four members remain.

3.3.12. The Appeals Committee and the Boards of Examiners always meet *in camera*. The meetings of the other Standing Committees are open unless otherwise stated.

3.3.13. 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.

3.3.14. 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.

3.3.15. 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
Two Vice-Chairs: elected from the membership
Fourteen Teaching Staff of whom at least 1 shall be designated by the Michener Institute for Applied Health Sciences after consultation with the Speaker
One Undergraduate Medical student (alternate permitted)
One Postgraduate Medical trainee (alternate permitted)
One Medical Radiation Science student (alternate permitted)
One Physician Assistant Professional Degree student (alternate permitted)

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

3.4.2. Functions

a) To hear appeals of Undergraduate Medical students, Postgraduate trainees, 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 Council[1].
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 six members shall constitute a quorum, of which at least one shall be a student or trainee.

3.4.3.2. Term

The Chair and Vice-Chairs shall be elected for a term of 3 years, which may be renewed twice. Faculty members shall be to three year terms, but their terms may be renewed twice. 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.

[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.

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

The Committee shall meet *in camera*. The documents provided to the Committee at meetings shall be retained by the Faculty Affairs 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 – Medical Radiation Sciences Program

3.5.1. 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
Eight 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
Two student members of the Undergraduate Medical Radiation Sciences Program

Ex officio:
Vice Dean, MD Program
Chair, Department of Radiation Oncology (or designate)
Vice-President, Michener Institute (or designate)
Faculty Affairs Officer (non-voting)

3.5.2. 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 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.

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.

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. Procedures

A student whose performance is being considered by the Board may make a written submission to the Board through the Faculty Affairs Officer.

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 (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.

3.5.3.2. 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 and the Michener Institute but students may appeal the decision of the Board to the Faculty of Medicine Appeals
Committee.

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 – Postgraduate Programs

3.6.1. Membership

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

Chair, elected by Faculty Council Vice-Chair: elected by and from among the members Nine 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. Three postgraduate trainees who commit to a one year term, with the option to renew for a second term

Ex officio:
Vice Dean, Post MD Education
Faculty Affairs Officer (non-voting)

3.6.2. 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
a) To oversee the general consistency of grading procedures.
b) To review and approve grades and non-grade course reports.
c) To report to Council its deliberations, recommendations and decisions.

3.6.3. 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 Faculty Affairs Officer.

3.6.3.1. 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.

3.6.3.2. 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, 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.

3.6.3.4. 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 – Undergraduate Medical Program

3.7.1. Membership

Council shall approve the membership of the Board of Examiners – Undergraduate Medical and Physician Assistant Professional Degree Programs composed of the following:

Chair: elected by Faculty Council
Vice-Chair: elected by and from the members.
Nine Teaching Staff elected by Council (at least one member must be from the Department of Family and Community Medicine)
Two undergraduate medical students (normally the President and past-President of the Medical Society)
Two student members of the BScPA Program
Representative from the Michener Institute named by its President
Representative from the Northern Ontario School of Medicine named by its Dean

Ex officio:
Vice Dean, MD Program
Vice Dean, Partnerships
Faculty Affairs Officer (non-voting)

3.7.2. Function

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

a) At the request of the Vice Dean, MD Program (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, MD Program (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, MD Program (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.

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.

3.7.3. Physician Assistant Professional Degree Program Standing Sub-Committee

3.7.3.1. Membership

All members of the UME Board of Examiners are *ex officio* members of the Physician Assistant Professional Degree Program Standing Sub-Committee

Representative from the Michener Institute named by its President
Representative from the Northern Ontario School of Medicine named by its Dean

3.7.3.2. Function

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

a) At the request of the Vice Dean, Partnerships (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, Partnerships (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, Partnerships (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.

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.

3.7.4. Procedures

A student whose performance is being considered by the Board may make a written submission to the Board through the Faculty Affairs Officer.

3.7.4.1. Quorum

UME Board of Examiners
Chair (or Vice-Chair) and seven of the members of the Board of whom one must be a UME student except as noted below under Student Members.

Physician Assistant Professional Degree Sub Committee
Chair (Vice-Chair) and five of the members of the Board of whom one must be a Physician Assistant Professional Degree student except as noted below under Student Members.

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, MD Program and/or the Vice Dean, Partnerships, 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.

3.7.4.2. 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.

3.7.4.3. 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.

3.7.4.4. 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. Education Committee

3.8.1. Membership

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

Chair: elected by Faculty Council
Eight Teaching Staff (four from Clinical Science, three from Basic Science, one from Rehabilitation Science) elected by Council
Three Undergraduate Medical students (1 each from of years 1, 2 & 3, with one alternate)
Two Graduate students
One Postgraduate Medical trainee (alternate permitted)
One Radiation Science student
One Physician Assistant Professional Degree student

Ex officio:
Vice Dean, MD Program
Vice Dean, Post MD Education
Vice Dean, Graduate and Academic Affairs
Associate Dean, Postgraduate Medical Education
Associate Dean, Health Professions Student Affairs
Associate Dean, Continuing Professional Development
Chief Diversity Officer
Director, Undergraduate Admissions and Student Finances
Director, Medical Radiation Sciences Program
Medical Director, Physician Assistant Professional Degree Program
Faculty Affairs Officer (non-voting)

3.8.2. Function

In relation to the Undergraduate and Postgraduate Medical Programs, Graduate Education, 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.

In relation to the Continuing Professional Development Programs of the Faculty, the role of the Committee is to safeguard the standards and quality of the courses and programs offered and the certificates and diplomas awarded. The Committee also reviews and recommends to Council policies pertaining to research in professional development.

3.8.2.1. 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 or any other

proposals assigned to the Education Committee by the Executive Committee.

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

3.8.2.2. Student 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 or any other proposals assigned to the Education Committee by the Executive Committee.
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.

3.8.2.3. 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.

3.8.2.4. 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 or any other proposals assigned to the Education Committee by the Executive Committee.
c) To be informed of minor changes to the terms and conditions of financial aid policies prior to their implementation.

3.8.2.5. 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 programs[1], **diplomas, and certificates**[2] or any other proposals assigned to the Education Committee by the Executive Committee.

d) To review and approve, on behalf of Council, proposals for minor modifications to academic programs**, diplomas, and certificates**[3]. All such approvals shall be reported for information to Council.

e) To review and approve, on behalf of Council, proposals for Category 3 certificates. All such approvals shall be reported for information to Council.

f) To report to Council its deliberations, recommendations, and decisions.

3.8.2.6. Continuing Professional Development Courses and Programs

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 professional development courses and programs, including the faculty development program, patient and public education programs and international professional development 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 or any other Continuing Professional Development proposals assigned to the Education Committee by the Executive Committee.

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

3.8.2.7. 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.

3.8.2.8. 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 or any other proposals assigned to the Education Committee by the Executive Committee.

3.8.2.9. The Committee will advise Council on any matters related to the Undergraduate and Postgraduate Medical Programs, Graduate Education,

---

[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.

[2] Proposals for creation or closure of Category 1 certificates will follow the protocol for major modifications, as stated in the Policy on Certificates (For Credit and Not-for-Credit).

[3] Proposals for creation or closure of Category 2 certificates will follow the protocol for minor modifications, as stated in the Policy on Certificates (For Credit and Not-for-Credit).

the Undergraduate Medical Radiation Sciences Program, and the Physician Assistant Professional Degree Program of the Faculty.

3.8.3. Procedures

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

In preparing the agenda for Education Committee meetings, the Secretary may group items that are of a routine or self-explanatory nature. All such items shall be grouped on the agenda and identified as 'consent agenda' items. In so doing, the Secretary will consult with the Chair of the Committee. Approval items on the agenda that are not included under the consent agenda shall be presented singly for discussion and voting as appropriate.

Items on the consent agenda are not given individual consideration by the Committee, unless a member so requests. Rather, members with questions for clarification, or requests for further information, contact the assessor or other contact person shown on the item in advance of the meeting. Members with concerns who would like an item to be discussed by the Committee should notify the Secretary at least 24 hours in advance of the meeting. Upon the request of any member, the matter will be removed from the consent agenda and considered by the Committee in the usual manner.

Where a consent item requires a resolution of the Committee, and where no member has requested consideration of the item in the usual manner, the motion will be placed before the Committee and seconded, and it will normally immediately proceed to a vote without introduction or discussion.

3.9. Executive Committee

3.9.1. Membership

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

The Speaker of Council (Chair)
Eight Members of Council, elected by Council:
Five Teaching Staff, one from each sector (basic science, clinical science, and rehabilitation) and two at large members
Three Students (1 UME student, 1PGME trainee and 1 graduate student)
One member from the administrative staff

Ex officio:
The Dean or designate
The Deputy Speaker of Council
The Chairs of the Education Committee and Research Committee
The Chief Administrative Officer (non-voting)
The Faculty Affairs Officer (non-voting)

3.9.2. 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 items of business to Council or the appropriate Standing Committee(s), or to recommend to Council the creation of special committees.
d) To consider notices of motion given to Council.
e) 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.
f) To review and advise Council on all proposed Constitution and By-Law changes, whether these be brought to Council or initiated by Council.
g) To review and advise Council on the effectiveness of the Constitution and By-Laws.
h) 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.
i) 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.
j) To monitor the functioning of Council and its Committees.
k) To report to Council its deliberations, recommendations and decisions.

3.9.3. Procedures

The Committee shall meet in closed session.

3.10. Research Committee

3.10.1. Membership

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

Chair: elected by Council
Eight Teaching Staff elected by Council (with at least one member from each sector of the Faculty)
Two Graduate Students

Ex officio:
Vice-Dean, Research and Innovation
Faculty Affairs Officer (non-voting)

3.10.2. Function

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

3.10.2.2. To review and recommend to Council the establishment, continuation and termination of Departments and Extra-departmental Units or any other proposals assigned to the Research Committee by the Executive Committee.

3.10.2.3. In accordance with University policies, 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.

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

3.10.2.5. 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.

3.10.3. 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.

In preparing the agenda for Research Committee meetings, the Secretary may group items that are of a routine or self-explanatory nature. All such items shall be grouped on the agenda and identified as 'consent agenda' items. In so doing, the Secretary will consult with the Chair of the Committee. Approval items on the agenda that are not included under the consent agenda shall be presented singly for discussion and voting as appropriate.

Items on the consent agenda are not given individual consideration by the Committee, unless a member so requests. Rather, members with questions for clarification, or requests for further information, contact the assessor or other contact person shown on the item in advance of the meeting. Members with concerns who would like an item to be discussed by the Committee should notify the Secretary at least 24 hours in advance of the meeting. Upon the request of any member, the matter will be removed from the consent agenda and considered by the Committee in the usual manner.

Where a consent item requires a resolution of the Committee, and where no member has requested consideration of the item in the usual manner, the motion will be placed before the Committee and seconded, and it will normally immediately proceed to a vote without introduction or discussion.

3.11. Striking Committee

3.11.1. 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:
The Dean
Faculty Affairs Officer (non-voting)

Non-member, advisors to the striking process:
Three Departmental Chairs, one from each sector as appointed by the Dean

3.11.2. Function

3.11.2.1. The Striking Committee shall be convened annually, or from time to time as may be deemed necessary.

3.11.2.2. 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.

3.11.2.3. 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 3.13.2.2 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.

3.11.2.4. The slate of candidates prepared by the Striking Committee containing both those nominated through process 3.13.2.2 above and those added by the Committee in process 3.13.2.3 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.

Amended and approved by Faculty Council on February 9, 2015.

Amended and approved by Faculty Council on October 19, 2015.

Amended and approved by Faculty Council on April 25, 2016.

Amended and approved by Faculty Council on October 16, 2017.

Amended and approved by Faculty Council on April 23, 2018.