



**TO:** Members of the Academic Board

**SPONSOR:** Louis Charpentier, Secretary of the Governing Council

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**DATE:** November 2, 2011 for November 17, 2011

**AGENDA ITEM:** 8

**TITLE OF ITEM OF BUSINESS:** Constitutional Amendments: Leslie Dan Faculty of  
Pharmacy

**ACTION:**  
For Approval

**JURISDICTIONAL INFORMATION:**

The Governing Council has the authority to establish faculty and college councils and to determine the composition, powers, and duties of those councils under the provisions of the *University of Toronto Act, 1971*, Section 2 (14)(i).

Section 5.2.2 of the Academic Board's terms of reference calls for amended divisional constitutions to be considered by the Board and confirmed by the Executive Committee. Amendments to By-laws are approved by divisional councils.

**PREVIOUS ACTION TAKEN:**

On October 28, 2010, the Governing Council approved in principle the [\*Report of the Task Force on Governance\*](#) and the 32 recommendations outlined in the *Report*. Recommendation 15 provides for the re-distribution of and greater delegation of responsibilities. Specifically, the Task Force recommended that, as a guiding principle, transactional matters be delegated to either the lowest appropriate level within governance, or where appropriate, to the administration, with reporting back of decisions to a suitable level of governance.

An Implementation Committee, established by the Governing Council in October 2010 and led by then Vice-Chair Richard Nunn, was charged with overseeing and coordinating implementation of the Task Force's recommendations, ensuring appropriate participation among relevant bodies of governance, administrative offices and the Secretariat.

At the same time, and in line with the work of the Task Force on Governance, the University approved a new policy governing the Approval and Review of Academic Programs and Units

## **PREVIOUS ACTION TAKEN (cont'd)**

(June 24, 2010) and developed the University of Toronto Quality Assurance Process (UTQAP) which was approved by the Ontario Universities Council on Quality Assurance on March 31, 2011. The UTQAP reflects the delegation to universities of an important degree of responsibility and authority over the quality of their academic programs. At the same time it provided a new definition of categories of academic change and envisaged the delegation to Faculty Councils of an important degree of authority and responsibility for that academic change.

Together, these two processes culminated in revisions to Board and Committee Terms of Reference and led to Governing Council approval in May 2011 of the re-alignment of responsibilities among the Committee on Academic Policy and Programs, the Planning and Budget Committee, the Academic Board and the divisional councils with respect to academic program review and approval.

In June, 2011, Principals and Deans were advised of the need for amendments to the constitutions of the academic divisions arising from changes to the approval processes for proposals for new academic programs and modification of existing programs. During the summer and early fall, 2011, representatives from the Office of the Governing Council and the Office of the Vice-President and Provost met with divisional representatives to discuss the required constitutional and related by-laws changes as well as the implications for divisional processes. Updated templates for divisional constitutions and by-laws were provided in order to enable greater consistency across the University, and divisional representatives were encouraged to draw freely from the templates when drafting revisions to their documents. It is expected that all divisional constitutions will be updated by the end of the 2011-2012 academic year. To that end, Academic Board will likely be asked to consider a number of divisional constitutional revisions in each governance cycle between November, 2011 and May, 2012.

Amendments to the Leslie Dan Faculty of Pharmacy Constitution were previously approved by the Academic Board on October 7, 2002 and confirmed by the Executive Committee of the Governing Council on October 18, 2002. In May, 2010, the Faculty struck a Working Group to review the Faculty's Constitution and By-Laws. Following broad consultation, the Working Group prepared and presented revised documents to Faculty Council on November 30, 2010. However, in anticipation of this current undertaking to revise all divisional constitutions in accordance with changes to academic program approval processes, the Faculty was asked to postpone formal consideration of those initial revisions until this time.

In late July 2011, the Chair of Pharmacy's Faculty Council met with the Director, Academic Programs and Policy and the Assistant Secretary of Governing Council to begin the process of revising Pharmacy's 2010 proposed Constitution and By-Laws to align with Governing Council's June 2011 templates for Divisional Councils' Constitution and By-Laws. This continued until mid-September. An information session on the proposed changes was then held

## **PREVIOUS ACTION TAKEN (cont'd)**

at the September 27, 2011 meeting of the Leslie Dan Faculty of Pharmacy Council, and the resulting discussion led to some further refinement of revisions. The Faculty's proposed constitutional and by-laws revisions were presented to the Provost's Advisory Group on October 11, 2011 and approved by Faculty Council on October 28, 2011.

## **HIGHLIGHTS:**

All divisions were asked to incorporate into their constitutions provisions for the following powers and duties of Council and this was done in the case of the Faculty of Pharmacy.

- **Academic Programs**
  - Council's responsibility for overseeing the content of academic programs and courses of study that lead to degrees, diplomas, certificates, credit and non-credit courses over which the Faculty has authority.
  - Council's authority to recommend for approval to the appropriate body of Governing Council proposals for new academic programs.
  - Council's delegated authority to approve proposals for major and minor modifications to existing academic programs. (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.)
  - Council's delegated authority to approve proposals for the modification of existing diploma and certificate programs, pursuant to the University's *Policy on Diploma and Certificate Programs*.
- **Delegation of Authority**

Council's ability to delegate its authority for the approval of minor modifications to academic programs to various committees. All such changes must be reported for information to Council.
- **Academic and Interdisciplinary Units**

Council's responsibility to consider and recommend for approval to the Governing Council proposals concerning academic units and extra-departmental units, pursuant to the *Policy on Interdisciplinary Education and Research Planning*.
- **Review of Academic Programs and Units**

Council's responsibility to consider and discuss a review report of an academic program and/or unit of the Faculty, consistent with the protocol outlined in the *University of Toronto Quality Assurance Process*.
- **Transcript Notations**

Council's delegated authority to approve transcript notations within existing degree programs, in accordance with University policy. An annual report on such actions,

## **HIGHLIGHTS (cont'd)**

as required by policy, must be provided for information to the appropriate body of Governing Council.

Additional amendments to the Leslie Dan Faculty of Pharmacy Council's constitution represent a re-organization and updating of the document in order to follow more closely the constitutional template provided by the Office of the Governing Council to all divisions. As well, the opportunity was taken to make simple housekeeping and editorial changes.

Other substantive amendments are as follows.

- **Section VI - Membership of Council**  
Categories for full-time and part-time academic staff were replaced with the standard "Teaching Staff" constituency. In lieu of a clause about "representatives of all other part-time academic staff" that would not be interpreted readily and had not been implemented in recent memory, a separate constituency for other members of the Faculty who are involved in the delivery of the Faculty's academic program was created. In addition to part-time staff with less than 50% appointments, this constituency includes status and adjunct appointees, who had been explicitly denied membership on Council in the 2002 version of the Constitution.

Two membership categories were added: administrative staff (2) and Pharmacy Directors of the Toronto Academic Health Sciences Network Hospitals (2)

*Ex officio* members of Council will now have voting rights (see also Section XI).

- **Section VII – Quorum**  
The quorum was changed to one-third of the voting members of Council (from 20) to align with common practice across the University. However, *ex officio* members shall not be counted in determining the number required for quorum or whether a quorum is present.
- **Section VIII – Chair/Vice-Chair**  
The position of Vice-Chair was added, together with the provision that individuals holding the positions of Chair and Vice-Chair would normally be teaching staff members of Council who did not hold an academic administrative position in the Faculty.

## **BUDGETARY/FINANCIAL IMPLICATIONS:**

N/A

**ACTION:**

Be It Recommended

THAT, subject to confirmation by the Executive Committee, the amended Constitution of the Leslie Dan Faculty of Pharmacy, which was approved by the Council of the Leslie Dan Faculty of Pharmacy on October 28, 2011, be approved.