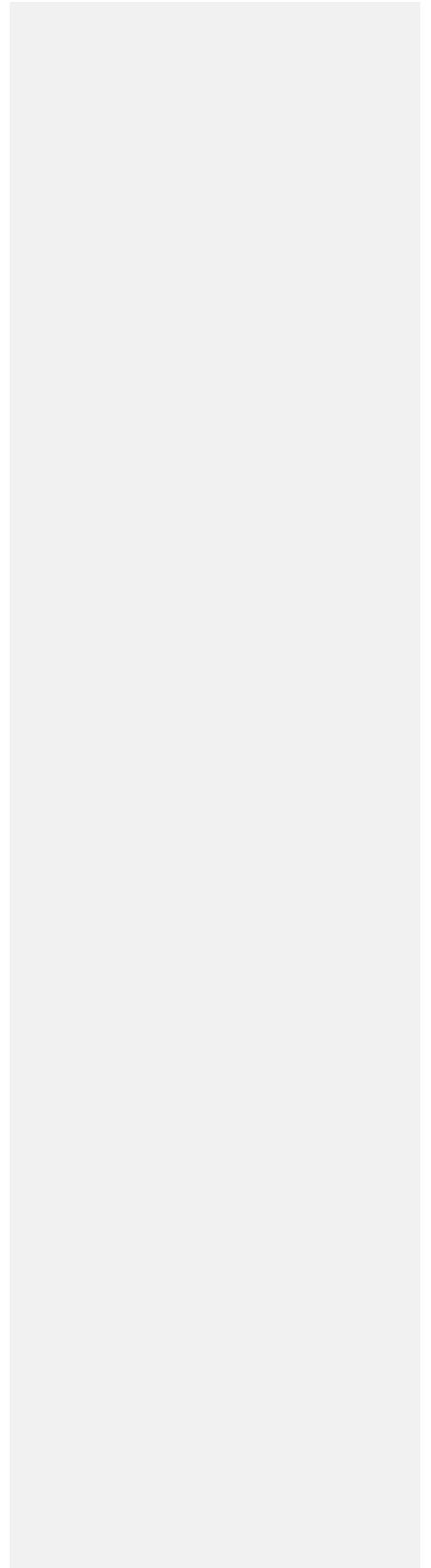


**University of Toronto
Leslie Dan Faculty of Pharmacy**

**Proposed Constitution
of
Faculty Council**

[presented as edits to existing Constitution]

October 28, 2011



The Council of the Leslie Dan Faculty of Pharmacy University of Toronto

CONSTITUTION

| | |
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| TERM OF OFFICE | 1) The term of office for the Council shall be the Academic Year of the University, 1 July — 30 June. |
| DERIVATION OF AUTHORITY FROM THE U OF T ACT | I. The Council of the Leslie Dan Faculty of Pharmacy exercises its powers and duties under the <i>University of Toronto Act, 1971</i> , as <u>amended</u> . |
| DEFINITIONS | <p>II. In this Constitution and accompanying By-laws:</p> <p>a) "Faculty" means the Leslie Dan Faculty of Pharmacy of the University of Toronto;</p> <p>b) <u>"Teaching Staff" means individuals with primary academic appointments of 50% or greater in the Faculty who hold the rank of Professor, Associate Professor, Assistant Professor, Assistant Professor (conditional), Lecturer, Senior Lecturer, Senior Tutor, or Tutor.</u></p> <p>c) <u>"Administrative Staff" means an appointed staff member of the Faculty who is not a member of the teaching staff.</u></p> <p>d) <u>"Alumni" means individuals who have received a degree, post secondary diploma, or certificate from the Faculty or who have completed one year of full-time studies while registered in the Faculty, who are no longer registered as a student and who are not a member of the teaching or administrative staff of the University.</u></p> <p>e) "Associate Dean" or "Assistant Dean" means an Associate Dean or Assistant Dean, respectively, of the Faculty;</p> <p>f) "B.Sc. Phm." means the Bachelor of Science in Pharmacy degree;</p> <p>f) "Business Manager" means the Business Manager of the Faculty;</p> <p>g) <u>"CPD" means Continuous Professional Development;</u></p> <p>h) "Council" means the Council of the Faculty;</p> <p>i) "Dean" means the Dean of the Faculty;</p> <p>j) <u>"Director of Academic Program" means the individual who has primary administrative responsibility for an academic program of the Faculty;</u></p> <p>k) "Graduate Student" means a student enrolled in the Graduate Department of Pharmaceutical Sciences;</p> |

Comment [L1]: Transferred to VI

Comment [D2]: preamble from current Constitution

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Comment [D3]: "Academic Staff" has been the term used in the Faculty Constitution (Sections 3 (d) and (e)), but no definition was provided. To be consistent with the U of T Act the term Teaching Staff is now proposed. The reference to 50% appointments is consistent with Governing Council policy which states that 'Members of the academic staff appointed on an annual contract or less, or holding appointments of less than 50 per cent, shall not be expected to participate in departmental administrative activities unless agreed to with the chairman. It was also the cut point suggested by the Vice Provost, Faculty and Academic Life

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| | <p>l) <u>"IPG program" means the International Pharmacy Graduate Bridging Program;</u></p> <p>m) "Pharm.D." means the Doctor of Pharmacy degree;</p> <p>n) "Registrar" means the Registrar of the Faculty;</p> <p>m) "Secretary" means secretary to the Dean of the Faculty;</p> <p>n) "Staff" means staff of the Faculty;</p> <p>o) "Undergraduate Student" means <u>any student enrolled registered in a program of study leading to a degree, post-secondary diploma, or certificate in the Faculty, proceeding to the degree Bachelor of Science in Pharmacy or Doctor of Pharmacy who is not registered in the School of Graduate Studies;</u></p> <p>p) "Year" means the academic year of the University.</p> |
| COUNCIL'S GENERAL POWERS, DUTIES AND RESPONSIBILITIES | <p>III. <u>Subject to the provisions of the University of Toronto Act, 1971, and the approval, as required or as appropriate, of the Governing Council of the University, Council shall have the following powers and duties:</u></p> <p>a) <u>Council shall determine its composition, and the number, composition and authority of its committees.</u></p> <p>b) <u>Council recommends for approval to the appropriate body of Governing Council amendments to divisional academic policies. Academic policy sets out the principles for, the general directions of, and/or priorities for the teaching and research activities of the Faculty.</u></p> <p>c) <u>Council plays an advisory role, tendering advice to the Faculty administration.</u></p> |
| COUNCIL'S SPECIFIC POWERS AND DUTIES | <p>IV. <u>The specific power and duties of the Council are the following:</u></p> |
| Determine Its Rules And Regulations | <p>a) <u>Council shall determine the rules and regulations for governing its procedures and its decisions shall be made by resolutions passed at its meetings.</u></p> |
| By-Laws | <p>b) <u>Council shall pass by-laws regulating the exercise of its powers and the calling and conduct of its meetings, and its decisions shall be made by resolution passed at its meetings, and the method of appointment or election of its members.</u></p> |
| Establish Committees | <p>c) <u>Council shall have the power to establish, alter, or disband its</u></p> |

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Comment [L6]: Role of Council was previously in Section 3 of the By-Laws.

Revised wording is from the 2011 Governing Council Constitution Template

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Comment [D7]: Role of Council was previously in Section 3 of current By-Laws; additional wording below is from the 2011 Governing Council Constitution Template

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| | <p><u>committees as deemed necessary and to determine their composition, authority, quorum, and method of appointment of their members and chairs. Council has authority over recommendations brought forward by such committees, be that in its decision-making capacity or in its advisory role.</u></p> |
| Admissions | <p>d) <u>Council shall determine the standards of admission of students to the Faculty. New policies and practices or amendments to existing ones which affect the whole Faculty are recommended to the appropriate body of Governing Council for approval.</u></p> |
| Academic Programs | <p>e) <u>Council shall consider the content, quality, and requirements of the academic programs and courses of study that lead to degrees, diplomas, certificates, and credit and non-credit courses over which the Faculty has authority; it shall consider proposals for the closure of any such programs or courses of study; and it shall monitor the quality and standards of the programs and courses of study.</u></p> <p><u>Council shall recommend for approval to the appropriate body of Governing Council proposals for new academic programs.</u></p> <p><u>Council shall have delegated authority to approve proposals for major and minor modifications to existing academic programs.¹ All major modifications shall be reported annually for information to the appropriate body of Governing Council.</u></p> <p><u>Council shall have 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. An annual report on such actions as required by the Policy, shall be provided for information to the appropriate body of Governing Council.</u></p> |
| Delegation Of Authority | <p>f) <u>Subject to the provisions of the above, Council may delegate its authority for the approval of minor modifications to academic programs to various committees. All such changes shall be reported for information to Council. The decision of whether a matter is major or minor may be made by the Committee Chair in consultation with the Chair of Council, and/or the Dean or his/her designate, and/or the Vice-President and Provost or his/her designate.</u></p> |
| Awards | <p>g) <u>Council shall award scholarships, bursaries, prizes and other awards in the gift of the Faculty and may delegate this responsibility to committees or officers of the Faculty.</u></p> |

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¹ Definitions of major and minor modifications to existing programs 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.

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| <p><u>Petitions And Appeals</u></p> | <p>h) <u>Council shall establish policies and procedures with respect to petitions and appeals by undergraduate students in connection with the application of academic rules and regulations by officers of the Faculty or by instructors in connection with academic standing in the Faculty. A Committee of Council shall make rulings on all such appeals and such rulings shall be final and binding, subject to an appeal to the Governing Council.</u></p> <p><u>Procedures for academic appeals by graduate students are determined by the School of Graduate Studies in accordance with the <i>Policy on Academic Appeals within Divisions</i>.</u></p> | <p>Formatted: Right</p> <p>Formatted: Font: Verdana, 10 pt</p> <p>Formatted: Indent: Left: -0.01", Hanging: 0.31", Space After: 10 pt, Line spacing: Multiple 1.15 li, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers, Tab stops: 0.29", Left + 2.5", Left + 3.05", Left + 4", Left + 4.5", Left + 5", Left + 5.5", Left + 6", Left + 6.5", Left</p> <p>Formatted: Font: Verdana, Italic</p> <p>Formatted: English (U.K.)</p> |
| <p><u>Academic and Interdisciplinary Units</u></p> | <p>i) <u>Council shall also consider and recommend for approval to the Governing Council proposals concerning Academic Units and Extra-Departmental Units in the Faculty, pursuant to the <i>Policy on Interdisciplinary Education and Research Planning</i>.</u></p> | <p>Formatted: Right</p> <p>Formatted: Indent: Left: -0.01", Hanging: 0.31", Space After: 0 pt, Line spacing: single</p> <p>Formatted: Font: Verdana, 10 pt, Bold, Italic</p> |
| <p><u>Review of Academic Programs and Units</u></p> | <p>j) <u>Council is one venue in which consideration and discussion of a review report of an academic program and/or unit in this Faculty should occur, consistent with the protocol outlined in the <i>University of Toronto Quality Assurance Process</i>.</u></p> | <p>Formatted: Right</p> <p>Formatted: Indent: Hanging: 0.29"</p> <p>Formatted: Font: Verdana, 10 pt</p> <p>Formatted: Font: Verdana, 10 pt</p> <p>Formatted: Font: Verdana, 10 pt</p> <p>Formatted: Font: Verdana, 10 pt</p> <p>Formatted: Font: Verdana, 10 pt</p> <p>Formatted: Font: Verdana, 10 pt</p> <p>Formatted: Right</p> <p>Formatted: Font: Verdana, 10 pt, Bold, Italic</p> |
| <p><u>Transcript Notations</u></p> | <p>k) <u>Council shall have delegated authority to approve transcript notations within existing degree programs, in accordance with University policy. An annual report on such actions, as required by policy, shall be provided for information to the appropriate body of Governing Council.</u></p> | <p>Formatted: Font: Verdana, 10 pt</p> <p>Formatted: Font: Verdana, 10 pt</p> <p>Formatted: Font: Verdana, 10 pt</p> <p>Formatted: Font: Verdana, 10 pt</p> <p>Formatted: Font: Verdana, 10 pt</p> <p>Formatted: Font: Verdana, 10 pt</p> <p>Formatted: Right</p> <p>Formatted: Font: Verdana, 10 pt, Bold, Italic</p> |
| <p>POWERS, DUTIES AND RESPONSIBILITIES OF THE DEAN</p> | <p>v.</p> <p>a) <u>Council recognizes that the Dean exercises powers under the authority of the "Policy on Appointments of Academic Administrators" which states that "the Dean of the Faculty is the chief executive officer of the Faculty and reports directly to the Vice-President and Provost."</u></p> <p>b) <u>While the Dean may delegate authority to other academic administrators in the Faculty, the Dean retains responsibility for the overall direction of the Faculty and, in particular, for authority over the budget, appointments and promotions, and extra-Faculty relationships. In this respect, Council recognizes that the Dean has ultimate authority for the allocation and management of the Faculty's resources.</u></p> <p>c) <u>According to the "Policy on Appointments of Academic Administrators," the Dean shall consult with the members of the Faculty on matters of policy and practice but is ultimately responsible for all administrative decisions that are within</u></p> | <p>Formatted: Indent: Left: -0.01", Hanging: 0.31", Space After: 10 pt, Keep with next, Keep lines together, Tab stops: Not at 0.49"</p> <p>Formatted: Font: Verdana, 10 pt</p> <p>Formatted Table</p> <p>Formatted: Font: Verdana, 10 pt</p> <p>Comment [D8]: Role of Dean previously in Section 1 of the By-Laws. Revised wording from Governing Council Constitution Template</p> <p>Formatted: Font: Verdana, 9 pt, Italic</p> <p>Formatted: Font: Verdana, 10 pt</p> <p>Formatted: Indent: Left: 0", Hanging: 0.29", Tab stops: 0.29", Left + Not at 0.49"</p> <p>Formatted: Font: Verdana, 10 pt</p> |

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| | <p>his/her jurisdiction and authority.</p> <p>d) <u>The Dean shall advise Council of the resource implications of proposed academic policy decisions.</u></p> <p>e) <u>The Dean may consult with Council on administrative proposals that may have a significant impact on the academic programs of the Faculty.</u></p> |
| <p>MEMBERSHIP OF THE COUNCIL</p> | <p>VI. The membership of the Council shall be composed of the following voting members:</p> <p>a) Ex-officio members (if otherwise not a member of Council)</p> <p>i) the President of the University <u>or designate;</u></p> <p>ii) the Vice-President and Provost <u>or designate;</u></p> <p>iii) the Vice-Provost, Relations with Health Care Institutions <u>or designate</u></p> <p>iv) the Associate-Dean of Division IV of the School of Graduate Studies <u>or designate;</u></p> <p>v) the representative of Teaching Constituency Number VI of the Governing Council of the University;</p> <p>vi) the professors emeriti of the Faculty;</p> <p>vii) the [Pharmacy] Librarian;</p> <p>viii) the Chair of the Committee on Appeals of the Faculty;</p> <p>viii) the Registrar of the Faculty;</p> <p>ix) <u>the Business Manager of the Faculty; the Assistant Deans and Directors of Administrative Units of the Faculty including, but not limited to, the Director of Finance;</u></p> <p>x) the Directors of the Academic Programs of the Faculty;</p> <p>xi) the President of the Undergraduate Pharmacy Society;</p> <p>xii) <u>the President of the Pharmaceutical Sciences Graduate Students' Association;</u></p> <p>and such other officials of this University or Faculty as may be deemed necessary by Council;</p> <p>d) full time academic staff holding rank in the professorial stream in the Faculty and those appointed as lecturers, senior lecturers, tutors or senior tutors;</p> <p>e) part time academic staff, except status only appointees, holding rank in the professorial stream in the Faculty and those appointed as lecturers, senior lecturers, tutors or senior tutors;</p> <p>b) All Teaching Staff of the Faculty</p> <p>f) representatives of all other part-time academic staff, except those named in (e) above, to be elected by and from their own number as follows, namely, three (3) from among the professional stream, for a term of three (3) years, but with no more than two consecutive terms at one time to be served by any individual; however, nothing shall preclude any individual from serving again, provided a period of at least one year intervenes</p> |

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Comment [D9]: *The Registrar, Assistant Deans and Directors of Administrative Units, Directors of Academic Programs, and Presidents of the Student Societies have been included in the ex officio membership, as they are members of Council by virtue of their position. The position of Business Manager has been renamed Director of Finance.*

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Comment [D10]: *merger of former membership categories d) and e) – full-time and part-time academic staff*

c) ~~Ten (10) other members~~ drawn from individuals involved in the delivery of the Faculty's academic programs who hold a contract of one year or more with the Faculty, as either part-time staff at a level of less than 50%, or as status or adjunct faculty. These members will be appointed to Council on the recommendation of the Striking Committee for a term of one year and may serve a maximum of 3 consecutive terms.

d) **Students**

i) ~~eight (8)~~ ~~four (4)~~ undergraduate students selected through an election organized by the Undergraduate Pharmacy Society, with ~~two~~ ~~one (1)~~ representative being selected from each of the four years of the B.Sc.-Phm. program;

ii) ~~e~~One student representative selected by and from among students in the Pharm.D. program;

iii) ~~e~~One graduate student selected through an election organized by the Pharmaceutical Sciences Graduate Students' Association;

iv) One student representative elected by students in the IPG program from each of the two successive CPS II student cohorts in each academic year. Each representative will serve only while registered in the program. Thus there will only be one IPG representative to Council at a given time.

e) **Administrative Staff**

~~Two (2) members to serve up to a 3-year term, nominated and elected by and from among the administrative staff of the Faculty.~~

f) **Alumni**

~~e~~One representative of the ~~graduates (alumni) of the Faculty who is B.Sc.-Phm. Program selected appointed by the Assistant Dean, Alumni and Advancement, Pharmacy Alumni Association or appointed by Council. This individual will serve for a term of three (3) years and for a maximum of two consecutive terms.~~

g) **External Stakeholders**

~~These individuals will serve for a term of three (3) years renewable.~~

i) ~~Registrar and e~~One other representative of the Ontario College of Pharmacists selected by the College;

ii) ~~e~~One representative of the Ontario Pharmacists' Association selected by the Association;

iii) ~~e~~One representative of the Ontario Branch, Canadian Society of Hospital Pharmacists selected by the Branch;

iv) ~~at least one~~ ~~Two (2) Pharmacy Directors of the Toronto Academic Health Science Network (TAHSN) hospitals to be appointed by Council on the recommendation of the Striking~~

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Comment [L11]: At this point there are 5 individuals with part-time positions @ < 50%, approximately 70 individuals with status or adjunct appointments, and applications for another 25 status that have not yet been processed. This should be compared against 42 academic staff.

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Comment [D12]: administrative staff membership on Faculty Council is common practice in the University

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| | <u>Committee.</u> |
| TERM AND QUORUM OF COUNCIL | <p>VII.</p> <p>a) The term of office for the Council shall be the Academic Year of the University, 1 July - 30 June, <u>with some student members beginning in the September session.</u></p> <p>b) <u>At all meetings of Council, twenty (20) one-third of the voting members shall constitute a quorum. Ex officio members shall not be counted in determining the number required for quorum or whether a quorum is present.</u></p> |
| CHAIR VICE-CHAIR | <p>VIII.</p> <p>a) The Council shall, every third year at its last meeting of the year, elect from among its members for the next year, a Chair <u>and Vice-Chair</u> for a period of three (3) years. <u>Normally the Chair and Vice-Chair of Council will be members of the teaching staff who are not in an academic administrative position in the Faculty.</u> Nominations for the Chair <u>and Vice-Chair</u> will be solicited in advance of the meeting, with nominations from the floor being accepted. No more than two consecutive terms may be served <u>at one time</u> by any individual <u>in a particular office</u>; however, nothing shall preclude any individual from serving again, provided that a period of at least one year <u>intervenes</u>.</p> <p>b) The Chair shall preside at all meetings of Council for the year. <u>The Chair shall, in addition to his/her duties as a member of Council, maintain order and decorum and exercise such authority as may be necessary to conduct meetings in conformity with the By-Laws of Council.</u></p> <p>c) In the absence of the Chair, the <u>Vice-Chair shall preside. In the absence of both the Chair and the Vice-Chair, any member of the Executive Committee may convene the meeting and a Chair shall be chosen by a majority of the voting members present for the meeting.</u> Dean of the Faculty shall preside to elect a chair <i>pro tem</i> for that meeting from among and by a majority of members present.</p> |
| SECRETARY | <p>IX.</p> <p>a) <u>The Secretary shall act as secretary of the Council. The Secretary of Council shall be appointed by the Dean in consultation with the Chair. The Secretary shall be a non-voting member of Council, unless otherwise specified eligible for membership on Council.</u></p> |
| MEETINGS | <p>X.</p> <p>a) Council shall meet at least three times in each year, with the inaugural meeting held in the fall term and the final meeting in the spring term.</p> <p>b) <u>The schedule of meetings for the entire academic year shall be provided in September of each year.</u></p> <p>c) A notice of meeting, including proposed agenda, shall be</p> |

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Comment [D14]: Moved from Section 4d) of Bylaws and changed to one-third to be consistent with the Governing Council template.

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Comment [L15]: Roberts Rules states that ex officio board members "who are not under the authority of the society" have all of the privileges of board membership (i.e., voting and making motions) but none of the obligations and hence should not be counted in determining numbers for quorum. If we include professors emeriti more than half of our ex officio Council members would fall into this category. If these 15 people do not attend a Council meeting, and it is rare that even one of them does, then quorum would be seriously jeopardized. It should be noted that the present Constitution does not even give ex officio members voting privileges.

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Comment [D16]: provides for a Vice-Chair of Council, and allows the Vice-Chair to...

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Comment [D17]: setting a schedule of ...

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| | <p>given <u>to members</u> at least two (2) weeks in advance of each meeting.</p> <p>d) A special meeting may be called by the Chair of Council, the Dean of the Faculty, or upon written request of not fewer than six (6) <u>10%</u> of members of Council, on not less than seventy-two (72) hours' or three (3) working days' notice.</p> <p>e) <u>Meetings of Council shall be open to the public except when matters of a confidential nature may be discussed. The Faculty Council will then move <i>in camera</i>.</u></p> |
| VOTING | <p>XI.</p> <p>Unless otherwise provided for, all questions which come before Council or a Committee of Council shall be decided by a majority of members present, <u>either in person or via telephone or other electronic means</u>, and voting. In the case of a tie vote, the motion shall be considered to have failed. The Chair of Council shall not have a vote in meetings of Council; the chairs of Council committees shall not have a vote in meetings of their respective committees. In the case of a tie vote, the motion shall be considered to have failed.</p> <p><u>All members of Council have voting privileges at Council meetings with the exception of the Chair of Council, shall not have a vote in meetings of Council; the</u> <u>In contrast,</u> Chairs of Council Committees shall not have a vote in meetings of their respective committees.</p> |
| PARLIAMENTARY AUTHORITY | <p>XII.</p> <p><u>The rules contained in the most recent edition of <i>Robert's Rules of Order Newly Revised</i> shall govern the Council in all cases not provided for in the Constitution and/or By-Laws.</u></p> |
| AMENDMENT | <p>XIII.</p> <p>The Council may request the Governing Council of the University to amend the Constitution by a two-thirds vote of the members of Faculty Council present at a meeting for which at least fourteen (14) days' notice of the proposed change has been given. The Constitution of the Council may only be amended with the approval of the Council and the Governing Council of the University of Toronto. Voting on amendments shall take place at a regularly constituted meeting to which there has been 14 days' notice of the proposed amendment. An affirmative vote to amend the Constitution is required by two-thirds of the members of Council present and voting. Following approval of the recommended amendment by Council, the amendment is forwarded to Governing Council for approval.</p> <p><u>The By-Laws of the Council may be amended at any regular meeting of the Council by a two-thirds majority of those present and voting, provided that the proposed amendment has been submitted to members in writing at least 14 days before the next</u></p> |

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Comment [L18]: Moved from Section 4 (e) of current By-Laws

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| | <u>regularly constituted meeting of Faculty Council.</u> |
| REVISED, REVIEW | XIV. <u>This Constitution was revised on [date]. It is subject to a review within 5 years.</u> |

~~Approved by Council, Faculty of Pharmacy 20 March 1990. Revised 29 May 1991, 4 November 1992, 26 May 1994, 2 June 1995, 25 November 1996, 1 December 1998, 5 April 1999, 3 June 1999, 4 June 2002, 5 June 2003, and 7 June 2006.
Revision approved by the Faculty of Pharmacy Council on June 4, 2002 and by the Executive Committee of the Governing Council on October 18, 2002.~~

Comment [D20]: 2011 Governing Council Constitution template

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Comment [D21]: Second sentence moved from Section 18 of current By-Laws; interval for revision changed from 3 to 5 years