



University of Toronto

Leslie Dan Faculty of Pharmacy

**Constitution
And
By-Laws
of
Faculty Council**
(Revised June 2006)

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

PREAMBLE

The Council of the Leslie Dan Faculty of Pharmacy exercises its powers and duties under the University of Toronto Act

TERM OF OFFICE	<u>CONSTITUTION</u>
	1) The term of office for the Council shall be the Academic Year of the University, 1 July - 30 June.
DEFINITIONS	2) In this Constitution and accompanying By-laws: <ul style="list-style-type: none"> a) "University" means the University of Toronto; b) "Faculty" means the Leslie Dan Faculty of Pharmacy of the University; c) "Council" means the Council of the Faculty; d) "Dean" means the Dean of the Faculty; e) "Associate Dean" or "Assistant Dean" means an Associate Dean or Assistant Dean, respectively, of the Faculty; f) "Registrar" means the Registrar of the Faculty; g) "Business Manager " means the Business Manager of the Faculty; h) "undergraduate student" means a student enrolled in the Faculty proceeding to the degree Bachelor of Science in Pharmacy or Doctor of Pharmacy; i) "graduate student" means a student enrolled in the Graduate Department of Pharmaceutical Sciences; j) "Pharm.D." means the Doctor of Pharmacy degree; k) "B.Sc. Phm." means the Bachelor of Science in Pharmacy degree; l) "year" means the academic year of the University; m) "Secretary" means secretary to the Dean of the Faculty; n) "Staff" means staff of the Faculty.

**MEMBERSHIP
OF
THE COUNCIL**

- 3) The membership of the Council shall be composed of:
- a) *ex-officio*
 - the President of the University
 - the Vice-President and Provost
 - the Vice Provost, Relations with Health Care Institutions
 - the Associate Dean of Division IV of the School of Graduate Studies
 - the representative of Electoral District Number Four of the Governing Council of the University
 - the professors emeriti of the Faculty
 - the [Pharmacy] Librarian of the R.O. Hurst Library¹
 - the Chair of the Committee on Appeals of the Faculty
 - and such other officials of this University or Faculty as may be deemed necessary by Council;
 - b) the Registrar of the Faculty;
 - c) the Business Manager of the Faculty;
 - d) full-time academic staff holding rank in the professorial stream in the Faculty and those appointed full-time lecturers, senior lecturers, tutors or senior tutors;
 - 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;
 - 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 professorial 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:
 - g) the President of the Undergraduate Pharmacy Society or designate;
 - h) eight (8) undergraduate students selected by the Undergraduate Pharmacy Society, with two (2) representatives being selected from each of the four years of the B.Sc. Phm. program;
 - i) one graduate student selected by the Pharmaceutical Sciences Graduate Students' Association;
 - j) one representative of the graduates (alumni) of the B.Sc. Phm. program selected by the Pharmacy Alumni Association or appointed by Council;
 - k) Registrar and one other representative of the Ontario College of Pharmacists selected by the College;
 - l) one representative of the Ontario Pharmacists' Association selected by the Association;
 - m) one representative of the Ontario Branch, Canadian Society of Hospital Pharmacists selected by the Branch; and

¹ The R. O. Hurst Library closed in May 2006.

	n) one student representative selected by students in the Pharm.D. program
CHAIR	<p>4)</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 for a period of three (3) years. Nominations for the Chair will be solicited in advance of the meeting, with nominations from the floor being accepted. No more than two consecutive terms may be served at one time by any individual; however, nothing shall preclude any individual from serving again, provided that a period of at least one year intervenes.</p> <p>b) The Chair shall preside at all meetings of Council for the year.</p> <p>c) In the absence of the Chair, the Dean of the Faculty shall preside to elect a chair <i>pro tem</i> for that meeting from among and by a majority of the members present.</p>
SECRETARY	<p>5)</p> <p>a) The Secretary shall act as secretary of the Council.</p>
MEETINGS	<p>6)</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) A notice of meeting, including proposed agenda, shall be given at least two (2) weeks in advance of each meeting.</p> <p>c) 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) members of Council, on not less than seventy- two (72) hours' or three (3) working days' notice.</p>
BY-LAWS	<p>7)</p> <p>a) The 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.</p>
AMENDMENT	<p>8)</p> <p>a) 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.</p>
ROLE OF THE DEAN	<p style="text-align: center;"><u>BY-LAWS</u></p> <p>1)</p> <p>a) The Dean is the senior administrative officer of the Faculty and assumes ultimate responsibility for all matters pertaining to the Faculty.</p> <p>b) The Dean is an ex-officio member of all committees.</p>
ROLE OF THE SECRETARY	<p>2) The duties of the Secretary shall be to:</p> <p>a) attend all meetings of the Council and keep minutes of the proceedings;</p> <p>b) attend, as far as possible, all meetings of committees and keep minutes of the proceedings;</p> <p>c) issue notices of each meeting of Council and each committee;</p> <p>d) keep the records of the Council;</p>

	<ul style="list-style-type: none"> e) prepare such resolutions or reports as the Council may direct from time to time; f) conduct all necessary correspondence under the supervision of the Chair and keep proper records thereof; g) perform such other duties as the Council may from time to time require.
ROLE OF COUNCIL	<p>3) The role of the Council of the Faculty shall be to:</p> <ul style="list-style-type: none"> a) make rules and regulations for governing the proceedings of the Council and its committees, including the determination of the quorum necessary for the transaction of business; b) subject to the provisions of the University of Toronto Act, and to the approval of the Governing Council, make rules and regulations for governing the Faculty; c) subject to the approval of the Governing Council, fix and determine the courses of study in the Faculty; d) appoint members of all standing committees and chairs of such committees; e) consider all reports submitted by the committees of Council; f) report to the Governing Council on such matters as it determines.
GENERAL PROCEDURE	<p>4)</p> <ul style="list-style-type: none"> a) The Chair shall conduct the proceedings in conformity with the rules of parliamentary procedure. b) At its final meeting each year, the Council shall appoint the chairs and members of its standing committees for the subsequent year, as proposed by the Committee to Strike the Standing Committees of Council. c) Except in the case of special meetings, a notice of motion from an individual shall be forwarded to the Secretary of the Faculty at least two (2) weeks before a meeting of Council in order to have it included on the agenda of the meeting at which it is to be considered. (This does not apply to motions and recommendations which would be forthcoming from committees of Council.) d) At all meetings of Council, twenty (20) members shall constitute a quorum. e) Unless otherwise provided for, all questions which come before Council or a committee of Council shall be decided by a majority of members present 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. f) Meetings of Council shall be open to all members as defined in the

	<p>Constitution of Council; and members shall have the right to speak and vote, except that <i>ex officio</i> members shall not have the right to vote.</p> <p>g) Council shall have the right to hold meetings <i>in camera</i> or, during a meeting, to move into <i>camera</i>: i. by ruling of the Chair; ii. by an affirmative vote of a majority of Council members present. Any Council member shall have the right to present or to second a motion to move into <i>camera</i>, and no other business shall be conducted until such motion is decided.</p> <p>h) Observers may attend all meetings, except when Council is <i>in camera</i>. The number of observers permitted will be limited by the availability of space. Observers shall not have the right to speak, except by permission of the Chair, or to vote.</p>
<p>COMMITTEES</p>	<p>5)</p> <p>a) The standing committees of Council shall be those noted in clauses 6 through 14 of this document with their respective duties defined by the Council.</p> <p>b) Unless otherwise specified, each committee shall consist of a chair (non-voting) and at least five members of Council, of whom a simple majority shall constitute a quorum; for voting purposes, a quorum must be present and a simple majority of those present (excluding the chair) will rule. There shall be at least one undergraduate student on each standing committee except the Executive Committee.</p> <p>c) Any committee may also co-opt any other individuals, whether or not members of Council, by a majority vote of the members of the committee present and voting.</p> <p>d) Each committee shall meet at the call of its chair and shall meet at least once in each academic year.</p> <p>e) Meetings of standing committees shall be open according to conditions outlined for Council meetings.</p> <p>f) Members of Council shall have the right to be present at any meetings of any standing committee and to be recognized. However, in no event shall they have a right to vote, unless they are members of the committee in question.</p> <p>g) A Committee to Strike the Standing Committees of Council shall be appointed by Council no later than the penultimate meeting of Council for the year. The Committee shall select the roster of each committee, including its chair. The Committee shall consist of the Dean (chair) and five other members of Council, one of whom shall be an undergraduate student. Three of the members shall constitute a quorum. The Committee shall report to the last meeting of Council for the year for ratification. The standing committees so approved will assume their responsibilities as of 1 July, with the exception of the Committee on Admissions and Selection, which will assume its responsibilities as of 1 September. The Committee to Strike shall also select the Chair of the Committee on Appeals.</p> <p>h) Vacancies occurring in a standing committee may be filled at any time by decision of the Chair of Council, in consultation with the Dean.</p>

	<p>i) Each committee of Council may appoint sub-committees and delegate to such sub-committees the power to make recommendations and act in respect to any aspect of the standing committee's responsibility.</p> <p>j) All written communications on any subject coming properly within the jurisdiction of any standing committee shall be referred to that committee, which shall report thereon, if possible, at the next meeting of Council.</p> <p>Upon receipt of any such communication, the secretary of Council shall promptly, after acknowledging its receipt, submit it to the chair of the appropriate committee for consideration.</p> <p>Any such communications received too late to be dealt with by the appropriate committee before the next meeting of Council may, by direction of the chair of that committee, be read at the meeting of Council; and the Council may, if it sees fit, take them into immediate consideration or otherwise dispose of them.</p> <p>k) Each committee shall review its terms of reference at least once in every three (3) years and submit a report of this review to Council.</p>
EXECUTIVE COMMITTEE	<p>6)</p> <p>a) The members of the Executive Committee shall be the Dean, or his designate, who shall act as chair, the Chair of Council, the Associate and Assistant Deans, the Registrar of the Faculty, the Chair of the Graduate Department of Pharmaceutical Sciences, the Director of the Pharm.D Program, and the Chairs of the Standing Committees of Council.</p> <p>b) This Committee shall act in an advisory capacity to the Dean on any matter referred to the Committee by him; and shall make recommendations pertaining to the affairs of the Faculty; and conduct the affairs of Council during the period when Council is not meeting regularly, direction to this effect from Council having previously been given; and report to Council its deliberations, recommendations, and decisions; and act with respect to matters of emergency, providing such action shall be reported to Council at its next meeting.</p> <p>c) This Committee shall consider all petitions received from students, which do not fall within the terms of reference of other committees of Council.</p>
COMMITTEE ON ADMISSIONS AND SELECTION	<p>7)</p> <p>a) The Committee shall determine from among the applicants for admission to the B.Sc.Ph.m. program of the Faculty those to whom admission will be offered in accordance with established criteria.</p> <p>b) The Committee shall participate in the development of programs/events to recruit students into the B.Sc.Ph.m. program.</p> <p>c) The Committee shall, as needed, respond to admissions-related issues arising from Faculty planning.</p>
COMMITTEE ON AWARDS	<p>8)</p> <p>a) The Committee shall make recommendations concerning the awards of the Faculty.</p> <p>b) The Committee shall develop and maintain a readily accessible registry of B.Sc. Ph.m. and Pharm.D. awards for which students may apply.</p>

COMMITTEE ON CURRICULUM	<p>9)</p> <p>a) The membership of the Committee shall include at least one practitioner of pharmacy, two B.Sc. Phm. students (junior and senior), and one representative of a cognate health-related division of the University.</p> <p>b) The Committee shall review and make recommendations respecting the curriculum, course content, methods of instruction and assessment for courses in the B.Sc. Phm. program, taking into account pre-Pharmacy admission requirements, advances in scientific knowledge, pharmacy practice and the health care system.</p> <p>c) The Committee shall review and make recommendations concerning all course exemptions.</p>
COMMITTEE ON EXAMINATIONS	<p>10)</p> <p>a) The Committee shall constitute a board of review to scrutinize examination results and/or reports of the boards of examiners for the B.Sc.Phm. and the Pharm.D. programs, and all other matters relating to examinations.</p> <p>b) The Board of Examiners for each year of the B.Sc.Phm. and the Pharm.D. programs (consisting of the entire body of examiners for each year) shall review the examination results and report to the Committee on Examinations. All members of the teaching staff shall be examiners in their respective subjects.</p> <p>c) The Chair of the Committee shall also act as chair of each of the boards of examiners.</p>
COMMITTEE ON LIBRARY and INFORMATION SERVICES	<p>11)</p> <p>a) The Committee shall make recommendations concerning the acquisitions and holdings, services, operations, and policies and procedures for library and information services to the Leslie Dan Faculty of Pharmacy.</p> <p>b) Membership of the Committee shall include the Pharmacy Librarian and the Director of the Gerstein Science Information Centre or designate; one student representative each from the B.Sc. Professional Program, B.Sc. Arts and Science Program (Pharmaceutical Chemistry), Pharm.D., and Graduate programs; and five faculty members representing the academic disciplines of the Faculty</p> <ul style="list-style-type: none"> (i) Receptors/Molecular Biology/Medicinal Chemistry, (ii) Pharmacology/Toxicology, (iii) Pharmaceuticals/Pharmacokinetics, (iv) Social and Administrative Pharmacy, and (v) Clinical Pharmacy/Pharmacy Practice.

COMMITTEE ON PHARM.D. PROGRAM	<p>12)</p> <p>a) The Committee shall be responsible for reviewing and making recommendations respecting the admissions, curriculum and general policies of the Pharm.D. program.</p> <p>b) The membership of the Committee shall include the Director of the Pharm.D. Program, the faculty of the Pharm.D. Program (not including status only faculty), the Dean of the Faculty or designate, one Pharm.D. student and two faculty who are not part of the Pharm.D. program.</p>
COMMITTEE ON GRADUATE EDUCATION	<p>13)</p> <p>a) Chair: Chair of the Graduate Department of Pharmaceutical Sciences</p> <ul style="list-style-type: none"> • Ex officio: <ul style="list-style-type: none"> The Dean of the LDFP, Dean of SGS • Chair, Graduate Curriculum Committee • Graduate Coordinator • Associate Dean Research • Two graduate faculty members from each of the three LDFP divisions and representative of the Graduate Department of Pharmaceutical Sciences fields. • One graduate member from a cognate department, e.g. Grad Coordinator, Department of Pharmacology • Graduate Administrator (non voting) • Two graduate students elected by the Pharmaceutical Sciences Graduate Student Association (PSGSA) <p>Unless otherwise indicated, all members are voting members. A quorum is required for voting and shall be comprised of a simple majority of appointed members. This committee is expected to meet at least twice a year and as necessary for review and approval of program changes.</p> <p>b) The committee will review and recommend <i>for approval</i> by Faculty Council matters of graduate policy, new developments and initiatives, program requirement changes, new graduate courses and major program changes which have been previously considered, reviewed and recommended by the Graduate Department of Pharmaceutical Sciences Standing Committees; (See Appendix A)</p> <p>c) report to Faculty Council for information decisions made, via delegated authority from Faculty Council, by GEDC or its sub-committees;</p> <p>d) through its chair review graduate governance procedures to ensure compliance with SGS and divisional requirements.;</p> <p>e) upon direction of Council and in any case, within one year of its inception, review and revise its terms of reference as necessary.</p>
COMMITTEE ON CONTINUOUS PROFESSIONAL DEVELOPMENT	<p>14)</p> <p>a) The membership of the CPD Committee shall include:</p> <ul style="list-style-type: none"> • Director Continuous Professional Development • Dean of the Faculty or a designate • Three faculty members, one from each of the three divisions • One alumnus/alumna of the Faculty of Pharmacy not on Faculty (must be a practicing pharmacist) • Three other members drawn from amongst, and no more than one from any category: PharmD faculty, pharmaceutical industry,

	<p>pharmacy organizations, consumer groups</p> <p>A quorum is required for voting and shall be comprised of a simple majority of appointed members. This committee is expected to meet at least twice a year and as necessary for review and approval of program endeavors.</p> <p>b) The Committee will make recommendations regarding CPD course, certificate, and diploma offerings;</p> <p>c) assist in identifying specific opportunities, niches and needs;</p> <p>d) develop relationships as appropriate;</p> <p>e) make recommendations to Faculty Council on the awarding of certificates and diplomas to CPD students.</p>
SPECIAL COMMITTEES	<p>15)</p> <p>a) The Council or Dean of the Faculty may appoint special committees to deal with any matter that normally does not fall within the responsibilities of a standing committee.</p>
COMMITTEE ON APPEALS	<p>16)</p> <p>a) The Committee on Appeals shall report to Council for information only.</p> <p>b) The duties of the Committee shall be to hear, upon request by an appellant, appeals against such decisions as have been made previously by any standing committee of Council and approved by Council.</p> <p>c) A separate Appeals Committee, under the chair, shall be selected for each appeal received by the Registrar of the Faculty.</p> <p>d) The Committee is required to arrive at a majority decision.</p> <p>e) The Committee shall consist of six (6) members, chosen as follows:</p> <ul style="list-style-type: none"> (i) a chair nominated by the Striking Committee and approved by Council; and (ii) five (5) members selected by the Chair of the Committee in consultation with the Dean, from among the members of Council and the student body. Not more than two (2) of the selected members of the Committee shall be full-time faculty. (iii) One member of the Committee shall be selected from among the registered undergraduate students of the Faculty. <p>Members selected shall not have had any previous association with the matter which forms the substance of the appeal.</p>
COMMITTEE ON PROMOTIONS	<p>17)</p> <p>a) The Committee is appointed by the Dean to assist with recommendations to the Vice-President and Provost, relative to Faculty candidates.</p> <p>b) The Committee shall consist of at least five (5) members of the academic staff, including two (2) representatives of cognate divisions of the University, and a provostial assessor appointed by the Vice President and Provost. The assessor may play an active role in the deliberations of the Committee, but shall not have a vote.</p> <p>c) The membership of the Committee shall be made known to the</p>

	academic staff of the Faculty.
	d) The deliberations of the Committee, and any documents or information presented to it, shall remain confidential.
REVIEW OF CONSTITUTION AND BY-LAWS	18) a) The Council shall review the Constitution and By-Laws triennially.

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.

Appendix A
To Constitution and Bylaws of the Leslie Dan Faculty of Pharmacy
June 2006

Graduate Education Committee (GEdC)

Decision -Making Processes:

The committees of the Graduate Department of Pharmaceutical Sciences will prepare and submit reports of deliberations and recommendations to the GEdC. In some cases such as the implementation of minor changes in the program (please see below), authority for decision-making will have been delegated to a committee and deliberations will be presented to the GEdC for information. In other cases such as the implementation of major changes to the program (please see some examples below), items will be referred from the graduate departmental committees to the GEdC for consideration, revision, referral or approval. Items for which the GEdC does not have authority to approve will be conveyed to Faculty Council for further review and approval. Council will deal accordingly with approvals sought by the GEdC.

The GEdC, as an overarching body for a roster of committees (Admissions, Appeals, Curriculum, Examinations, GRIP, Studentship Awards, Cross-Appointments, Pharmacy Animal Care) will be responsible for broad reviews of program operations. As a standing committee of Faculty Council the GEdC will be accountable to Council and will bring forward all matters and issues requiring this higher level approval. The GEdC will have particular responsibility for reviewing recommendations emanating from all the Graduate Standing Committees of the Graduate Department of Pharmaceutical Sciences. *All* decisions going to SGS must go by way of Faculty Council; however, Council may delegate authority for *minor* changes to be made by GEdC. These changes would be reported to Council, and subsequently to SGS. The GEdC will be responsible for ensuring that items for approval are appropriately designated as being of either a minor or a major nature and that *major* changes are brought to Council for approval and subsequent reporting to SGS.

Minor course or program changes include: changes to the graduate student stipend, approval of a new (not required) course, changes to the structure/timing of the annual advisory committee meetings.

Major course or program changes include: program issues that affect all of the students, e.g. the number or type of required courses, research presentations (GRIP or otherwise), the addition/deletion of other program requirements.²

In all cases, notification of proposals will be sent to the Graduate Administrator for posting on the SGS website. Comments and feedback gleaned for the broader community via the SGS website will be collected and compiled by the Graduate Administrator and conveyed to the GEdC for consideration and incorporation.

² The decision of whether a change is major or minor may be made by the Dean in consultation with the Chair of Council and the Chair of the Graduate Education Committee, as per University policies and guidelines.