



**TO:** Members of the Academic Board

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

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**DATE:** February 27, 2012 for March 14, 2012

**AGENDA ITEM:** 7b

**TITLE OF ITEM OF BUSINESS:** Constitutional Amendments: Faculty of Medicine

**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.

Amendments to the Faculty of Medicine Constitution were previously approved by the Academic Board on April 8, 2004 and confirmed by the Executive Committee of the Governing Council on April 15, 2004. In June 2010, outgoing Faculty Council Speaker, Dr. Jan Barnsley, presented a report from the Task Force on Faculty Council revitalization which envisioned strengthening the role of Faculty Council through Constitution and By-law changes and more effective communication with the Office of the Dean. The Agenda Committee of Faculty Council developed an implementation plan based on the Task Force report with the goal of presenting Constitution and By-law changes to Faculty Council for approval in June 2011. This target was delayed in anticipation of the drive to revise all divisional constitutions in accordance with changes to academic program approval processes. The Agenda Committee opted to approach the Constitution and By-law changes as a two-step process.

In July 2011, the Speaker of Faculty Council began the process of revising the Constitution and By-Laws to align with Governing Council's June 2011 templates for Divisional Councils' Constitution and By-Laws. This continued until mid-October. These proposed changes were presented to Faculty Council for information and feedback at the meeting of November 21, 2011. The proposed constitutional and by-law revisions were presented to the Provost's Advisory Group on December 5, 2011 and approved by Faculty Council on February 27, 2012.

## 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 Medicine.

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

Additional amendments to the Faculty of Medicine's Faculty Council 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 amendments include the following.

- Section III - Definitions

Definitions were previously located in the By-Laws.

- Section V – Council to pass by-laws

Replaces current Section III, Council to determine its rules and regulations, with clearer language.

- Section VI – Council to establish committees

Replaces current Section II, Council to determine its composition and powers, with clearer language.

- Section VIII – Membership of Council

Membership of Council was previously housed in Appendix A. Section VIII also includes a listing of the Officers which was previously located in the By-laws

**BUDGETARY/FINANCIAL IMPLICATIONS:**

N/A

**ACTION:**

Be It Recommended

THAT, subject to confirmation by the Executive Committee, the amended Constitution of the Faculty of Medicine, which was approved by the Council of the Faculty of Medicine on February 27, 2012, be approved.