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**UNIVERSITY OF TORONTO**  
**FACULTY OF MEDICINE**

**University of Toronto**  
**Faculty of Medicine**

**Constitution**  
**Faculty Council**



# **CONSTITUTION**

## **FACULTY OF MEDICINE**

**Revised April 15, 2004**

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Proposed Revisions  
November 2011

## CONSTITUTION OF THE COUNCIL OF THE FACULTY OF MEDICINE

### I. Authority from the U of T Act

The Council of the Faculty of Medicine exercises its duties and powers under the provisions of the University of Toronto Act 1971, as amended.

### II. Option to report to Governing Council

Subject to the provisions of the University of Toronto Act 1971, as amended, Council shall report on such matters as it may determine to Governing Council.

### III. Definitions

In this Constitution and the accompanying By-laws:

"Faculty" means the Faculty of Medicine and "Council" means the properly composed Council of the Faculty of Medicine of the University of Toronto.

"Teaching Staff" means a member of the Faculty of Medicine who holds an academic appointment of 50% or more in the Faculty of Medicine and who holds the rank of Professor, Associate Professor, Assistant Professor, Assistant Professor (conditional), Senior Lecturer, Lecturer, Senior Tutor, or Tutor.

"Undergraduate Student" means any student registered in a program of study leading to a degree, post-secondary diploma, or certificate in the Faculty of Medicine who is not registered in the School of Graduate Studies.

"Graduate Student" means any student registered in the School of Graduate Studies in a program of study leading to a degree, post-secondary diploma, or certificate in the Faculty of Medicine

"Alumni" means anyone who has received a degree, post-secondary diploma, or certificate from the Faculty, or who has completed one year of full-time studies while registered in the Faculty, who is no longer registered as a student and who is not a member of the teaching or administrative staff of the University.

"Administrative Staff" means an appointed staff member of the Faculty of Medicine who is not a member of the teaching staff and who holds an appointment of 50% or more.

### IV. Council to determine its rules and regulations

Council shall determine rules and regulations for governing its proceedings and those of its committees, including provisions for quorum at meetings.

**V. Council to pass by-laws**

Council shall pass by-laws regulating the exercise of its powers, the calling and the conduct of its meetings, and the method of appointment or election of its members.

**VI. Council to establish committees**

Council shall have the power to establish, alter, or disband its 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.

**VII. Authority for Academic Policy**

- A. Council has authority for the academic policies of the Faculty and recommends for approval to the appropriate body of Governing Council, amendments to divisional academic policies as required. Academic policy sets out the principles for, the general directions of and/or priorities for the teaching and research activities of the Faculty. Decisions on academic policy shall be referred to Council for discussion, advice and approval.
- B. Without limiting the generality of the foregoing, among the specific powers, duties and responsibilities of Council are the following:

**i) Academic Programs**

Council shall consider the content, quality, and requirements of the academic programs and courses of study that lead to degrees, diplomas, certificates, credit and non-credit courses over which the Faculty has authority; Council shall consider proposals for the closure of any such programs or courses of study; and Council shall monitor the quality and standards of the programs and courses of study.

Council shall recommend for approval to the appropriate body of Governing Council proposals for new academic programs.

Council shall have delegated authority to approve proposals for major and minor modifications to existing academic programs<sup>1</sup>. All major modifications shall be reported annually for information to the appropriate body of Governing Council.

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

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<sup>1</sup> 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.

by the Policy, shall be provided for information to the appropriate body of Governing Council.

**ii) Academic departments and units**

Council shall consider and recommend for approval to the Governing Council proposals to create or terminate academic departments and units of the Faculty. Council shall also review and approve or recommend for approval to the Governing Council proposals concerning Extra-Departmental Units in the Faculty, pursuant to the Policy on Interdisciplinary Education and Research Planning. When such proposals have significant implications for other Faculties and Schools of the University, their advice shall be sought

**iii) Delegation of authority over teaching programs**

Subject to the provisions of A, B i), and ii), Council may delegate its authority over teaching programs and their component courses of study to its Standing Committees, to make minor changes. All such changes shall be reported for information to Council. Major changes to any program require the approval of Council. The decision of whether a matter is major or minor may be made by the Committee Chair in consultation with the Speaker of Council, and/or the Dean or his/her designate, and/or the Vice-President and Provost or his/her designate

**iv) Review of academic programs and units**

Council may be one venue in which consideration and discussion of a review report of an academic program and/or unit may occur, consistent with the protocol outlined in the *University of Toronto Quality Assurance Process*.

**v) Transcript notations**

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.

**vi) Admissions**

Council shall determine the standards of admission of students to the Faculty. New admissions policies and practices or amendments to existing ones which affect the whole Faculty are recommended to the appropriate body of Governing Council for approval.

**vii) Awards**

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.

**viii) Petitions and Appeals**

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.

Procedures for academic appeals by graduate students are determined by the School of Graduate Studies in accordance with the Policy on Academic Appeals within Divisions.

**ix) Advisory Role**

Council plays an advisory role, tendering advice to the divisional administration.

**VIII. Membership of Council**

All members are voting unless otherwise noted.

Constituency	Title		
1	President of the University or designate	1	
2	Vice-president and Provost or designate	1	
3	University Librarian or designate	1	
4	Deans of other Faculties	7	(Arts and Science, Dentistry, School of Graduate Studies, Lawrence S. Bloomberg Faculty of Nursing, Leslie Dan Faculty of Pharmacy, Kinesiology and Physical Education and Factor-Inwentash Faculty of Social Work)
5	Dean of the Faculty of Medicine	1	
	Deputy Dean		
6	Vice-Deans	1	
7	Associate Deans	4	
8	Departmental Chairs & Directors	10	
9	Speaker and Deputy Speaker	2	
10	Chairs of Standing Committees*	6	
11	Elected Representatives of Basic Science Departments	8	
12	Elected Representatives of Clinical Science Departments	12	
13	Elected Representatives of the Community Health Departments	2	
14	Elected Representatives of the Rehabilitation Departments	3	

15	Elected Representatives of the Faculty at Large	14	
16	Elected Student Representatives	19	[Undergraduate Medicine (12), Radiation Sciences Program (1), Postgraduate Medicine (1), Graduate(5)]
17	Alumni Representatives	2	Medicine (2)
18	Chief Executive Officers of Affiliated Teaching Hospitals	1	
19	Representative of Public Health Teaching Units	1	
20.	Administrative Staff	2	

\* If not otherwise on Council, shall be members *ex officio*

### Officers

#### Speaker and Deputy Speaker

The Council normally shall elect at its final meeting of the year, by and from among its members for that year, a Speaker and a Deputy Speaker for the succeeding three years. The Speaker shall be a non-voting member of Council.

#### 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 Agenda Committee may convene the meeting and a Speaker shall be chosen from the Agenda Committee members present by a majority of the voting members present for the meeting.

#### Secretary

The Secretary of Council shall be appointed by the Dean in consultation with the Chair. The Secretary shall be a non-voting ex-officio member of Council.

## IX. Meetings

### A. Regular Meetings

There shall normally be 3 regular meetings of Council in each academic year. Notice of each meeting, including a proposed agenda, shall be given to members at least two weeks in advance of the meeting.

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 *in camera*.

### B. Special Meetings

A special meeting may be called by the Speaker of the Council, the Dean of the Faculty, or upon the written request of 10 members of the Council, and shall be

convened within 30 days to consider the matter(s) requiring the meeting. Notice of such a meeting shall be given at least two weeks in advance.

**C. Term and Quorum of Council**

The term of office of members of Council shall be from July 1 to June 30, with the term of Student members beginning in September.

A quorum shall be 20 members from constituencies 5-22.

**D. Voting**

Each voting member of Council has one vote on any question. Motions pass with a simple majority unless otherwise stated in the rules of procedure of the Council

**X. Powers, Duties and Responsibilities of the Dean**

**A. Dean is Chief Executive Officer**

Council recognizes that the Dean exercises powers under the authority of the "Policy on Appointment 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."

**B. Overall direction of the Faculty**

While the Dean may elect to 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 and other financial matters, personnel matters including 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.

**C. Seeking Council's advice concerning academic policy**

The Dean shall consult with members of the Faculty on matters of policy and practice but is ultimately responsible for all administrative decisions that are within his/her jurisdiction and authority.

The Dean shall advise Council of the resource implications of proposed academic policies.

The Dean may consult with Council on administrative proposals that may have a significant impact on the academic programs of the Faculty.

**D. Concerning teaching under the authority of another Council**

Recognizing that Faculty of Medicine teaching staff are responsible for certain teaching programs and courses of study leading to degrees, diplomas, certificates,



credit and non-credit courses under the authority of the Councils of other Faculties and Schools of the University, the Dean of the Faculty of Medicine shall seek the advice of the Council of the Faculty of Medicine whenever it is proposed to initiate, terminate or make changes to such programs of instruction, courses of study or academic departments or units that will have major implications for the Faculty of Medicine.

#### **XI. By-Laws**

The procedures of Council will be set forth in the By-Laws of Council.

The composition, powers, duties, and procedures of Standing and Special Committees shall be set forth in the By-Laws of Council.

#### **XII. Parliamentary Authority**

The rules contained in the most recent edition of Bourinot's Rules of Order, shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with the By-Laws and any special rules of order the Council may adopt.

#### **XIII. Amendment of the Constitution**

The Constitution of the Council may only be amended with the approval of the Faculty Council and the Governing Council of the University of Toronto. The process is initiated at the Council of the Faculty of Medicine by notice of motion being presented to Council two weeks before the matter will be considered. After debate on the amendment is complete, an affirmative vote by two-thirds of the members present and voting is required. Following approval of the amendment by the Council, the amendment is forwarded to Governing Council for approval.

#### **XIV. Amendment of the By-Laws of the Council**

The By-Laws of the Council may be amended with the approval of a two-thirds majority of Council members present and voting. Voting shall take place at a regularly constituted meeting to which there has been two weeks notice of the proposed amendment.

Amended and approved by Faculty Council on February 27, 2012 and approved by the Executive Committee of the Governing Council on Month Day, year.