

*Proposed Revisions April 2017*

**UNIVERSITY OF TORONTO  
THE FACULTY OF DENTISTRY CONSTITUTION**

XXX 2017

<b>I.</b>	<b>Derivation of Authority from the U of T Act</b>
	The Council of the Faculty of Dentistry exercises its powers and duties under the provisions of the <a href="#">University of Toronto Act, 1971</a> , as amended.
<b>II.</b>	<b>Definitions</b>
	In this Constitution and the accompanying By-laws:
II-1	“Faculty” means the Faculty of Dentistry and “Council” means the properly composed Council of the Faculty of Dentistry of the University of Toronto.
II-2	“Teaching Staff” means a member of the Faculty of Dentistry who holds an academic appointment of 50% or more in the Faculty of Dentistry and who holds the title of Professor; Associate Professor; Assistant Professor; Professor, Teaching Stream; Associate Professor, Teaching Stream; Assistant Professor, Teaching Stream; Senior Lecturer; Lecturer; Senior Tutor; Tutor; Assistant Professor (conditional); or Assistant Professor, Teaching Stream (conditional).
II-3	“Other Academic Appointee” means a) a current University employee whose primary appointment is academic and outside the Faculty of Dentistry and who directs a Faculty of Dentistry course, or b) an Instructor in the Faculty of Dentistry. <sup>1</sup>
II-4	“Administrative Staff” means an appointed staff member of the Faculty of Dentistry who is not a member of the teaching staff and who holds an appointment of 25% or more.
II-5	“Undergraduate Student” means any student registered in a program of study leading to a degree, post-secondary diploma, or for credit certificate in the Faculty of Dentistry who is not registered in the School of Graduate Studies.
II-6	“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 for credit certificate in the Faculty of Dentistry.

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<sup>1</sup> Instructors in the Faculty of Dentistry are dental professionals who are not Teaching Staff and who provide clinical teaching at the Faculty of Dentistry.

II-7	“Alumnus/a” means anyone who has received a degree, postsecondary diploma, or for credit certificate from the Faculty, or who has completed one year of full-time studies or equivalent 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.
II-8	“External Stakeholder” means a representative of the Royal College of Dental Surgeons of Ontario.
<b>III.</b>	<b>Council’s General Powers and Duties</b>
	Subject to the provisions of the <i>University of Toronto Act, 1971</i> , as amended, and the approval, as required or as appropriate, of the Governing Council of the University, Council shall have the following powers and duties:
III-1	Council shall determine its composition, and the number, composition and authority of its committees.
III-2 <i>Academic policies</i>	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.
III-3 <i>Advisory role</i>	Council plays an advisory role, tendering advice to the divisional administration.
<b>IV.</b>	<b>Council’s Specific Powers and Duties</b>
	The specific powers and duties of Council are the following:
IV-1 <i>Determine its rules and regulations</i>	Council shall determine the rules and regulations for governing its procedures and its decisions shall be made by resolutions passed at its meetings.
IV-2 <i>By-Laws</i>	Council shall pass by-laws setting forth its procedures and regulating the exercise of its powers, the calling and conduct of its meetings, and the method of appointment or election of its members.
IV-3 <i>Establish committees</i>	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

	<p>by such committees, be that in its decision-making capacity or in its advisory role.</p> <p>The composition, powers, duties, and procedures of Standing and Special Committees shall be set forth in the By-Laws of Council.</p>
IV-4 <i>Admissions</i>	<p>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.</p>
IV-5 <i>Awards</i>	<p>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.</p>
IV-6 <i>Petitions and appeals</i>	<p>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 <a href="#">Policy on Academic Appeals within Divisions</a>.</p>
IV-7 <i>Academic programs</i>	<p>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; 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.</p> <p>Council shall recommend for approval to the appropriate body of Governing Council proposals for the establishment and closure of academic programs.</p> <p>Council shall have delegated authority to approve proposals for the establishment and closure of Category 1 and Category 2 for credit certificates in accordance with the <a href="#">Policy on Certificates (For Credit and Not-for-Credit)</a>.<sup>2</sup> These approvals shall be reported annually for information to the appropriate body of Governing Council.</p>

<sup>2</sup> Definitions of Category 1, and 2 certificates are provided in the *Policy on Certificates (For Credit and Not-for-Credit)*. The *Policy* states that new Category 3 certificates “must undergo the appropriate divisional approval” and must be submitted to the Provost’s Office for inclusion in an annual report to the

	<p>Council shall have delegated authority to approve proposals for major and minor modifications to existing academic programs, diplomas, and certificates.<sup>3</sup> All major modifications shall be reported annually for information to the appropriate body of Governing Council.</p>
<p>IV-8 <i>Delegation of authority</i></p>	<p>Subject to the provisions of the above, Council may delegate its authority for the approval of minor modifications to academic programs to various committees.</p> <p>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.</p>
<p>IV-9 <i>Academic and interdisciplinary units</i></p>	<p>Council shall consider and recommend for approval to the Governing Council proposals concerning academic units. 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 <a href="#">Policy on Interdisciplinary Education and Research Planning</a> and the <a href="#">Guidelines for Extra-Departmental Units</a>.</p>
<p>IV-10 <i>Review of academic programs and units</i></p>	<p>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 <a href="#">University of Toronto Quality Assurance Process</a>.</p>
<p>IV-11 <i>Transcript notations</i></p>	<p>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.</p>
<p><b>V.</b></p>	<p><b>Powers, Duties and Responsibilities of the Dean</b></p>

Committee on Academic Policy & Programs.

<sup>3</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.

V-1	Council recognizes that the Dean exercises powers under the authority of the <a href="#"><u>Policy on Appointment of Academic Administrators</u></a> 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.”
V-2	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 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.
V-3	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.
V-4	The Dean shall advise Council of the resource implications of proposed academic policies.
V-5	The Dean shall consult with Council on administrative proposals that may have a significant impact on the academic programs of the Faculty.
<b>VI.</b>	<b>Membership of Council</b>
VI-1 <i>Elected/appointed members</i>	Elected or appointed members (voting, unless otherwise noted):  <ul style="list-style-type: none"> <li>i) All Teaching Staff;</li> <li>ii) Other Academic Appointees; <ul style="list-style-type: none"> <li>a) Current University employees whose primary appointment is academic and outside the Faculty of Dentistry and who direct a course at the Faculty of Dentistry – all;</li> <li>b) Instructors in the Faculty of Dentistry – 6;</li> </ul> </li> <li>iii) Administrative Staff – 4;</li> <li>iv) Undergraduate Students – 10;</li> <li>v) Graduate Students – 2;</li> <li>vi) Alumni – 2;</li> <li>vii) President and the Registrar of the Royal College of Dental Surgeons of Ontario (External Stakeholders) – 2;</li> <li>viii) Directors of Extra-Departmental Units with Faculty of Dentistry partnership – 2.</li> </ul>

<p>VI-2 <i>Ex-officio members</i></p>	<p>Ex-officio members (voting, unless otherwise noted):</p> <ul style="list-style-type: none"> <li>i) President of the University, or designate;</li> <li>ii) Vice-President and Provost, or designate;</li> <li>iii) Dean of the School of Graduate Studies, or designate;</li> <li>iv) Vice Provost (Relations with Health Care Institutions), or designate;</li> <li>v) University Librarian, or designate Librarian of the Faculty;</li> <li>vi) Dean of the Faculty;</li> <li>vii) Vice-Dean Education of the Faculty;</li> <li>viii) Vice-Dean Research of the Faculty;</li> <li>ix) Associate Dean Graduate Education of the Faculty;</li> <li>x) Associate Dean Undergraduate Education of the Faculty;</li> <li>xi) Assistant Dean/Director of Clinics;</li> <li>xii) Assistant Dean/Chief Administrative Officer;</li> <li>xiii) Registrar of the Faculty;</li> <li>xiv) Dentists-in-Chief of the fully affiliated University of Toronto teaching hospitals;</li> <li>xv) Director of Student Life;</li> <li>xvi) Director of Advancement;</li> <li>xvii) Director of Continuing Dental Education;</li> <li>xviii) Faculty Secretary (non-voting).</li> </ul>
<p><b>VII.</b></p>	<p><b>Term and Quorum of Council</b></p>
<p>VII-1</p>	<p>The term of office of members of Council and its Committees shall be from July 1 to June 30.</p>
<p>VII-2</p>	<p>The quorum for a meeting of Council shall be 24 voting members.</p>
<p><b>VIII.</b></p>	<p><b>Officers</b></p>
<p>VIII-1 <i>Chair and Vice-Chair</i></p>	<p>The Council normally shall elect at its final meeting of the year, on the recommendation of the striking committee, a Chair and a Vice-Chair for the succeeding year.</p> <p>At all meetings of the Council of the Faculty of Dentistry, 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 the meeting in conformity with the By-Laws of Council. The Chair of the meeting may take part in a debate on any subject. The Vice-Chair, the Dean or the Dean's nominee will then preside over the meeting until the matter has been completed.</p>

VIII-2 <i>Presiding Officer</i>	The Chair shall preside at all meetings of Council. In the absence of the Chair, the Vice-Chair shall preside. In the absence of both the Chair and the Vice-Chair, the Dean or the Dean's nominee shall preside.
VIII-3 <i>Term of Chair and Vice-Chair</i>	The terms of the Chair and Vice-Chair are set at one year each and are each renewable. The Chair shall be a non-voting member of Council.
VIII-4 <i>Secretary</i>	The Secretary of Council will be appointed by the Dean. The Secretary shall be a non-voting <i>ex-officio</i> member of Council.
<b>IX.</b>	<b>Meetings</b>
IX-1 <i>Regular meetings</i>	There shall normally be at least 4 regular meetings of Council in each academic year. Notice of each meeting, including a proposed agenda, shall be given to members at least one week in advance of the meeting.
IX-2 <i>Special Meeting</i>	A special meeting may be called by the Chair of the Council, the Dean of the Faculty, or upon the written request of 20 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 one week prior to the meeting.
IX-3 <i>Voting</i>	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. In the case of a tie vote, the Chair may cast a deciding vote or redirect the question for further consideration.
IX-4	Meetings of Council shall be open to the public except when matters of a confidential nature may be discussed. Council will then move <i>in camera</i> .
<b>X.</b>	<b>By-Laws</b>
X-1 <i>Procedures</i>	The procedures of Council will be set forth in the By-Laws of Council.
X-2 <i>Committees</i>	The composition, powers, duties, and procedures of Standing and Special Committees shall be set forth in the By-Laws of Council.
<b>XI.</b>	<b>Parliamentary Authority</b>

	The rules contained in the most recent edition of Bourinot's Rule 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.
<b>XII.</b>	<b>Amendment of the Constitution and By-Laws</b>
XII-1 <i>Constitution</i>	The Constitution of the Council may only be amended with the approval of the Council and the appropriate body of the Governing Council of the University of Toronto. Voting shall take place at a regularly constituted meeting to which there has been 28 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 the appropriate body of the Governing Council for approval.
XII-2 <i>By-Laws</i>	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 28 days' notice of the proposed amendment.

*Amendments recommended for approval by the Faculty Council of Dentistry on xxx; approved by the Academic Board on xxx; and confirmed by the Executive Committee of the Governing Council on xxx.*