

**THE FACULTY OF DENTISTRY
BY-LAWS OF COUNCIL**

I.	Rules of Procedure for the Election and Appointment of Members to Council
I-1	Elections and appointments for all constituencies will be completed and reported to the Secretary of Council by the end of September of each year.
I-2 <i>Election/appointment procedures</i>	<p>Undergraduate student representatives will be nominated and elected by the Dental Students' Society by and from among the undergraduate students, unless otherwise stated.</p> <p>Graduate student representatives will be nominated and elected by the Graduate and Postgraduate Dental Students' Society by and from among the graduate and postgraduate students, unless otherwise stated.</p> <p>Administrative staff representatives will be nominated and elected by and from among the administrative staff. The Assistant Dean/Chief Administrative Officer is responsible for the conduct of an election as required.</p> <p>Alumni representatives will be appointed by the Faculty of Dentistry Alumni Association.</p> <p>Other Academic Appointees who are Instructors in the Faculty of Dentistry will be elected. The Vice-Dean Education will be responsible for the conduct of such elections.</p>
I-3 <i>Length of terms</i>	The length of term for Instructors in the Faculty of Dentistry and Administrative Staff representatives will be two years, renewable once. The length of term for student members, alumni, and Royal College of Dental Surgeons of Ontario representatives will be one year, renewable.
I-4 <i>Vacancies</i>	In the case of ineligibility, retirement, resignation or death of any elected member of Council, the person responsible for the conduct of the election in the member's constituency will name a <i>pro tem</i> representative for the remainder of the electoral year and a replacement will be elected for the next year.
I-5 <i>Alternates</i>	No alternate is permitted to substitute for a member who is absent for a meeting of Council.
II.	Committees of Council

<p>II-1 <i>Standing committees</i></p>	<p>The Standing Committees of Council are:</p> <ul style="list-style-type: none"> i) Admissions Committee; ii) Executive Committee; iii) Graduate Education Committee; iv) Hospital Relations Committee; v) Research Committee; vi) Striking Committee; vii) Undergraduate Academic Standing Committee; viii) Undergraduate Appeals Committee; ix) Undergraduate Education Committee.
<p>II-2 <i>Special committees</i></p>	<p>From time to time Council may find it useful to establish Special Committees to consider particular issues. Special Committees are normally formed on the recommendation of the Executive Committee or the Dean, when one or more of the following conditions exist:</p> <ul style="list-style-type: none"> a) An issue cannot be accommodated easily within a Standing Committee’s schedule – either intense scrutiny is required in a relatively short time or thorough examination of complex issues is necessary over a relatively long period of time; b) An issue does not fall readily under an existing Standing Committee; or c) These committees normally do not report to Faculty Council. <p>A recommendation from the Executive Committee or the Dean to establish a Special Committee shall include terms of reference, an outline of membership, the anticipated reporting date, and the proposed date of disestablishment.</p>
<p>II-3</p>	<p>General Procedures for Committees of Council</p>
<p>II-3.1</p>	<p>Rules and regulations that guide Council shall also apply to committees of Council, unless specified otherwise.</p>
<p>II-3.2</p>	<p>The term of membership of all Standing Committees shall be one year, renewable to a maximum of five consecutive years with the exception of Academic Administrators. Each term will begin July 1 and end June 30 of the following year.</p>
<p>II-3.3</p>	<p>The Chairs of all Standing Committees who are not otherwise members of Council shall become <i>ex-officio</i> voting members of Council.</p>
<p>II-3.4</p>	<p>With the exception of the Appeals Committee, the Dean is, <i>ex-officio</i>, a member of all Standing Committees.</p>
<p>II-3.5</p>	<p>All Standing Committee members, including <i>ex-officio</i> members, have voting privileges unless otherwise specified.</p>

II-3.6	All Standing Committees shall report to Council on their deliberations, recommendations, and decisions.
II-3.7	Records of all Standing Committees shall be maintained by the Faculty Secretary.
II-3.8	Each Standing Committee shall meet at the call of its Chair.
II-3.9	Unless otherwise stated, 50% of the members shall constitute a quorum for Standing Committees.
II-3.10	Council may fill vacancies on Standing Committees at any of its regular meetings.
II-3.11	Standing Committees shall be empowered to form subcommittees, co-opt additional non-voting members and liaise with other committees as necessary.
II-3.12	Members of Standing Committees who are unable to attend a meeting are not permitted to send an alternate.
II-3.13	All Committees meet in closed session unless stated otherwise. The rules of debate in Council shall be observed in Standing Committees except that: <ul style="list-style-type: none"> • No motion shall require to be seconded. • Members may remain seated while speaking. • The number of times a member may speak shall not be limited.
II-4	Admissions Committee
II-4.1	<u>Membership</u>
	<p>Council shall approve the membership of the Admissions Committee composed of the following:</p> <ul style="list-style-type: none"> i) 5 Teaching Staff; ii) 1 Undergraduate Student; iii) 1 Graduate Student; iv) 1 Alumni Representative appointed by the Faculty of Dentistry Alumni Association. <p><i>Ex-officio</i> members:</p> <ul style="list-style-type: none"> v) Dean; vi) Vice-Dean, Education (Chair); vii) Associate Dean, Undergraduate Education; viii) Associate Dean, Graduate Education;

	<ul style="list-style-type: none"> ix) Director of the IDAPP; x) Assistant Dean/Chief Administrative Officer; xi) Faculty Registrar (non-voting); xii) Faculty Secretary (non-voting); xiii) University Registrar or designate.
II-4.2	<u>Function</u>
	To review admission policies and make recommendations to Council for changes.
	To review the implementation of admission criteria in a timely manner for all academic programs.
	To consider the performance of the Faculty's undergraduate and graduate students in relation to the admission requirements and make recommendations accordingly.
	To report to Council concerning the selection and admission of applicants to all academic programs.
	To consider strategies and practices for recruitment into the academic programs of the Faculty
	To report to Council its deliberations, recommendations, and decisions.
II-5	Executive Committee
II-5.1	<u>Membership</u>
	<p>Council shall approve the membership of the Executive Committee composed of the following:</p> <ul style="list-style-type: none"> i) 2 Teaching staff; ii) Dental Students' Society President; iii) Graduate and Postgraduate Dental Students' Society President. <p><i>Ex-officio</i> members:</p> <ul style="list-style-type: none"> iv) Dean (Chair); v) Vice-Dean Education; vi) Vice-Dean Research; vii) Associate Dean Graduate Education; viii) Associate Dean Undergraduate Education; ix) Assistant Dean/Chief Administrative Officer; x) Assistant Dean/Director of Clinics; xi) Faculty Secretary (non-voting).

II-5.2	<u>Function</u>
	To serve as the Striking Committee (see Section II.9 below).
	To direct specific issues to Council or committees, or to recommend to Council the creation of special committees.
	To review and advise Council on all proposed Constitution and By-Law changes, whether these be brought to Council or initiated by Council.
	At periodic intervals of not more than five years, to establish a review of the Constitution and By-Laws and recommend to Council any changes deemed appropriate.
	To prepare rules and regulations governing Council, the Standing Committees of Council and Administrative Committees to recommend revision whenever necessary to these rules and regulations.
	To review and approve, on behalf of Council, proposals for Category 3 certificates. ¹ All such approvals shall be reported for information to Council.
	During the summer months (i.e. following the last meeting of Council of one academic year and until the first meeting in the subsequent academic year), to have authority to make decisions on behalf of Council on matters of urgency which do not permit their deferral until the next regular meeting of Council.
	To report to Council on its deliberations, recommendations, and decisions.
II-6	Graduate Education Committee
II-6.1	<u>Membership</u>
	Council shall approve the membership of the Graduate Education Committee composed of the following: <ul style="list-style-type: none"> i) 4 Teaching staff members of Council, each of whom is also a member of the Graduate department of Dentistry; <ul style="list-style-type: none"> a) Directors of Graduate Specialty programs – 2; b) Chief of Dentistry at an affiliated teaching hospital with a general practice residency program – 1;

¹ The [Policy on Certificates \(For Credit and Not-for-Credit\)](#) states that Category 3 certificates “...must undergo the appropriate divisional approval and are submitted to the Provost’s office for inclusion in an annual report by the Provost to the Committee on Academic Policy & Programs.”

	<p>c) Teaching staff member of a graduate department other than Dentistry – 1.</p> <p>ii) 2 Graduate students elected by the Graduate and Postgraduate Dental Students’ Society, at least one of whom should be in a Graduate Specialty program.</p> <p><i>Ex-officio</i> members:</p> <p>iii) Dean;</p> <p>iv) Associate Dean, Graduate Education (Chair);</p> <p>v) Vice-Dean, Education;</p> <p>vi) Vice-Dean, Research;</p> <p>vii) Coordinator of the Graduate Department of Dentistry;</p> <p>viii) Faculty Registrar (non-voting);</p> <p>ix) Director of Student Life (non-voting);</p> <p>x) Faculty Secretary (non-voting).</p>
II.6.2.	<u>Function</u>
	It is recognized that all the programs under the jurisdiction of this Committee, where applicable, are subject to the direction of external professional accreditation bodies.
	To receive on behalf of Council reports once every 3 years from each graduate specialty program outlining the extent to which the goals and objectives are being met in the delivery of the courses of study, the program content, the grading and evaluation system, and the requirements for graduation.
	To be responsible for the educational content of the general practice residency programs.
	To ensure the implementation of the requirements of the graduate programs within the Faculty.
	To make recommendations to Council on all matters of graduate curriculum policy.
	To review and recommend to Council for approval, subject to the approval of the appropriate body of Governing Council, proposals for new graduate academic programs, proposals for the closure of any graduate academic programs, and proposals for major modifications to existing graduate academic programs. ²

² 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.

	To review and approve, on behalf of Council, proposals for minor modifications to graduate academic programs. All such approvals shall be reported for information to Council.
	To be responsible for the implementation of the regulations of the School of Graduate Studies within this Faculty.
	To give advice and recommend policies on graduate educational matters.
	To report to Council on its deliberations, recommendations, and decisions.
II-7	Hospital Relations Committee
II-7.1	<u>Membership</u>
	<p>Council shall approve the membership of the Hospital Relations Committee composed of the following:</p> <ul style="list-style-type: none"> i) 1 representative elected by and from the residents in Oral and Maxillofacial Surgery (OMS); ii) 1 representative elected by and from the residents in Oral and Maxillofacial Pathology and Oral Medicine (OMP/OM); iii) 1 representative elected by and from the general practice residents in the University of Toronto teaching hospitals; iv) 1 representative from the DDS-4 students. <p><i>Ex-officio</i> members:</p> <ul style="list-style-type: none"> v) Dean; vi) Associate Dean, Graduate Education; vii) Assistant Dean/Director of Clinics; viii) Dentists-in-Chief of the fully affiliated University of Toronto teaching hospitals (Chair will be appointed from this group); ix) Director of the graduate specialty program in OMS; x) Director of the graduate specialty program in OMP/OM; xi) Course Director of the hospital dental residents' seminar program; xii) Faculty Registrar (non-voting); xiii) Faculty Secretary (non-voting).
II-7.2	<u>Function</u>
	To give advice and recommend policies on academic matters related to the teaching hospitals.

	To monitor, on behalf of the Faculty, the Joint University/Hospital Agreements and make recommendations for the Faculty as necessary.
	To advise other committees of the Faculty concerning Faculty programs in hospital dentistry.
	To oversee hospital rotations for dental students and any Faculty programs in the teaching hospitals.
	To report to Council on its deliberations, recommendations, and decisions.
II-8	Research Committee
II-8.1	<u>Membership</u>
	<p>Council shall approve the membership of the Research Committee composed of the following:</p> <ul style="list-style-type: none"> i) 6 full-time Teaching Staff, each of whom is in a different research field, and one of whom is pre-tenure; ii) 1 Graduate student. <p><i>Ex-officio</i> members:</p> <ul style="list-style-type: none"> iii) Dean; iv) Vice-Dean, Research (Chair); v) Assistant Dean/Chief Administrative Officer; vi) Research and Business Development Manager; vii) Faculty Secretary (non-voting).
II-8.2	<u>Function</u>
	To advise the Dean and Council upon matters relative to research.
	To consider and recommend to Council policies concerning research in the Faculty.
	To advise on the disposition of the Faculty's general research funds and monies.
	To review and render decisions on internal grant applications for scientific merit and/or funding from monies available to this Committee.
	To advise and render decisions on matters such as those related to the Faculty's Research Day, the Summer Student Research Program, and selecting guest speakers for the Dean's lecture series.

	To report to Council its deliberations, recommendations, and decisions.
II-9	Striking Committee
II-9.1	<u>Membership</u>
	Members of the Executive Committee.
II-9.2	<u>Function</u>
	The Striking Committee will meet to prepare a slate of recommended candidates to be presented at the final Faculty Council meeting of the academic year, for approval of the Chairs and members of all standing committees for the subsequent academic year.
	The Striking Committee shall be convened annually, or from time to time as may be deemed necessary.
	The Committee shall meet <i>in camera</i> .
	When a vacancy occurs during the session among the members of a Standing Committee, the Striking Committee shall appoint, on behalf of Council, a replacement for the remainder of the session.
II-10	Undergraduate Academic Standing Committee
II-10.1	<u>Membership</u>
	Council shall approve the membership of the Undergraduate Academic Standing Committee composed of the following; <ul style="list-style-type: none"> i) 4 Teaching Staff <p><i>Ex-officio</i> members:</p> <ul style="list-style-type: none"> ii) Dean; iii) Vice-Dean, Education (Co-Chair); iv) Associate Dean, Undergraduate Education (Co-Chair); v) Assistant Dean/Director of Clinics; vi) Director of the Comprehensive Care Program; vii) Director of the IDAPP; viii) Faculty Registrar (non-voting); ix) Director of Student Life (non-voting); x) Faculty Secretary (non-voting).
II-10.2	<u>Function</u>

	To administer the implementation of all University policies related to grading and grading practices for the undergraduate dental programs and to oversee the general consistency of grading procedures.
	To review the undergraduate courses methods of assessment as needed and recommend to Council necessary revision.
	To receive, review, approve and when necessary, adjust course grades.
	To monitor the academic progress and academic standing of students. To determine the appropriate course of action which may include promotion, remediation, failure, suspension and dismissal.
	To review the cases of students in academic difficulty and to determine or give advice concerning the course of action.
	To report to Council its deliberations, recommendations and decisions.
II-10.3	<u>Procedures</u>
	The Committee shall meet <i>in camera</i> .
II-11	Undergraduate Appeals Committee
II-11.1	<u>Membership</u>
	<p>Council shall approve the membership of the Undergraduate Appeals Committee composed of the following;</p> <ul style="list-style-type: none"> i) Chair nominated by the Striking Committee as required; ii) 5 members selected by the Chair of the Committee in consultation with the Dean, and comprised of the following: <ul style="list-style-type: none"> a) 4 Teaching Staff; b) 1 Undergraduate student who is not in the same class as the appellant. <p><i>Ex-officio</i> member:</p> <ul style="list-style-type: none"> iii) Faculty Secretary (non-voting) <p>The Chair will ensure that none of the members has a conflict of interest in the particular case.</p> <p>The membership of the Appeals Committee may be different for each appeal.</p>
II-11.2	<u>Function</u>

	To hear appeals on academic matters of undergraduate students of the Faculty against decisions of an instructor or officer of the Faculty or a Standing Committee of Council and to make rulings on such appeals that are binding and final, subject to an appeal to the Governing Council.
	To recommend to Council changes to policies and procedures with respect to appeals by undergraduate students.
	To report to the Council annually on its decisions.
II-11.3	<u>Procedures</u>
	The Committee shall meet <i>in camera</i> .
	In hearing appeals the Committee may: <ul style="list-style-type: none"> i) Uphold an appeal in whole or in part; ii) Reject an appeal; or iii) Refer the case back to the body concerned.
II-12	Undergraduate Education Committee
II-12.1	<u>Membership</u>
	Council shall approve the membership of the Undergraduate Education Committee composed of the following: <ul style="list-style-type: none"> i) 4 Teaching Staff; ii) 4 Undergraduate Students; iii) 1 Representative appointed by the Royal College of Dental Surgeons of Ontario. <p><i>Ex-officio</i> members:</p> <ul style="list-style-type: none"> iv) Dean; v) Associate Dean, Undergraduate Education (Chair); vi) Vice-Dean Education; vii) Assistant Dean/Director of Clinics; viii) Director of the Comprehensive Care Program; ix) Director of IDAPP; x) Interprofessional Education Committee Representative; xi) Faculty Registrar (non-voting); xii) Director of Student Life (non-voting); xiii) Faculty Secretary (non-voting).
II-12.2	<u>Function</u>

	It is recognized that all the programs under the jurisdiction of this Committee, where applicable, are subject to the direction of external professional accreditation bodies.
	To make recommendations to Council on all matters of undergraduate curriculum policy.
	To review and recommend to Council for approval, subject to the approval of the appropriate body of Governing Council, proposals for new undergraduate academic programs, proposals for the closure of any undergraduate academic programs, and proposals for major modifications to existing undergraduate academic programs ³ .
	To review and approve, on behalf of Council, proposals for minor modifications to academic programs. All such approvals shall be reported for information to Council.
	To assure the quality and standards of the Faculty's undergraduate dental programs.
	To plan the curriculum in terms of the knowledge and competencies needed for graduates of the undergraduate programs.
	To determine which courses in the undergraduate curricula shall be required for standing in the undergraduate dental programs, and make recommendations to Council.
	To monitor and integrate the curriculum.
	To give advice and recommend policies on undergraduate educational matters pertaining to clinic operations and patient care.
	To seek out and consider educational innovations taking place in other dental and health science institutions.
	To foster the development and application of innovative education methods in the undergraduate dental programs, including appropriate faculty training.
	To foster the development and use of valid and reliable measures for assessing the outcomes of the Faculty's educational programs.

³ 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.

	To form ad hoc Working Group(s) as may be necessary from time to time and report to the Committee.
	To consider and approve sessional dates for the DDS program and IDAPP.
III.	History of Amendments
	Amendments approved by Faculty Council on May 23, 2017.