



FOR CONFIRMATION

PUBLIC

CLOSED SESSION

TO: Executive Committee

SPONSOR: Professor Cheryl Regehr, Vice-President and Provost

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PRESENTER:

CONTACT INFO:

DATE: June 6, 2017 for June 13, 2017

AGENDA ITEM: 7 (d.)

ITEM IDENTIFICATION:

Constitutional Amendments: Faculty of Dentistry

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*, as amended by 1978, chapter 88, Section 2 (14)(i).

Section 5.2.2 of the Academic Board 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.

GOVERNANCE PATH:

1. Academic Board [for approval] (May 29, 2017)
2. **Executive Committee [for confirmation] (June 13, 2017)**

PREVIOUS ACTION TAKEN:

Previous revisions to the Faculty of Dentistry Council Constitution were approved by the Academic Board on April 19, 2012 and confirmed by the Executive Committee of the Governing Council on May 7, 2012.

HIGHLIGHTS:

In early 2017, the Office of the Governing Council and the Office of the Vice-Provost, Academic Programs provided new templates to divisions and offered guidance on how to amend their constitutions and by-laws to incorporate:

- Language reflecting Council's delegated authority with respect to for credit certificates. The *Policy on Certificates (For Credit and Not-For-Credit)* was approved by the Governing Council in February, 2016, replacing the former

Policy for Diplomas and Certificate Programs. The current *Policy* provides for Council's delegated authority to approve proposals for the establishment and closure of Category 1 and Category 2 for credit certificates and major and minor modifications to existing certificates.

- The teaching stream faculty appointment titles of Professor, Teaching Stream; Associate Professor, Teaching Stream; Assistant Professor, Teaching Stream; and Assistant Professor, Teaching Stream (Conditional), which were approved by the Governing Council on June 25, 2015.

While applying these changes does not require governance approval, many divisions are taking this opportunity to make other updates to their constitutions and by-laws.

The Faculty of Dentistry Constitution revisions were considered for the following reasons:

- To align it with the new academic structure that took effect July 1, 2016.
- To more appropriately support the Faculty's mission for the future.
- The university suggested practice of reviewing the Constitution and By-Laws every 5 years. The last revision was approved in March 2012.

A Strategic Plan Working Group was tasked with developing revisions to the Constitution and By-Laws, and did this work over the past 2 academic years. The documents were then forwarded to the Constitution and Nominations Committee who reviewed them and then recommended that the proposed revised drafts of the Constitution and By-Laws be discussed by Faculty Council. On February 17, 2017, a special Faculty Council meeting was called to take place on March 6, 2017, and the appropriate documents sent out at that time to all faculty, staff, and students. Following discussion at that Faculty Council meeting, there were no suggestions for revision to the Constitution, and 2 minor suggestions for revision to the By-Laws. These latter revisions have been incorporated in the accompanying document.

In addition to the changes associated with the teaching stream titles and *Policy on Certificates*, the changes to the Constitution include:

- Change of terminology from “Associate in Dentistry” to “Instructor in the Faculty of Dentistry”.
- Change in number of Instructor representatives from 10 to 6.
- Change in number of undergraduate student representatives from 17 to 10. This change still leaves strong undergraduate student representation (there are 432 undergraduates).
- Change in number of graduate student representatives from 4 to 2. This change still leaves strong graduate student representation (there are 112 graduate students)
- Specified that the external stakeholders are the President and Registrar of the RCDSO.
- Changed “Directors/Chairs of collaborative programs” to specify Directors of EDUs with Faculty of Dentistry partnership (IBBME and UTCSP).
- Change to Faculty Council quorum from 20 to 24.

- Change in minimum number of annual meetings from 5 to 4.

The proposed amendments to the Faculty of Dentistry Council Constitution were shared with Faculty Council members on April 24, 2017. The Constitution was recommended unanimously for Academic Board approval at a Faculty Council meeting on May 23, 2017.

FINANCIAL IMPLICATIONS:

There are no financial implications.

RECOMMENDATION:

Be it Confirmed

THAT the proposed amended Constitution of the Faculty of Dentistry Council, which was recommended for approval by the Council on May 23, 2017 be approved, effective July 1, 2017.

DOCUMENTATION PROVIDED:

1. Proposed Updated Faculty of Dentistry Council Constitution - Clean Copy
2. Current Faculty of Dentistry Council Constitution (May 7, 2012)
3. Current Faculty of Dentistry By-Laws (May 23, 2017)

Proposed Revisions April 2017

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

XXX 2017

I.	Derivation of Authority from the U of T Act
	The Council of the Faculty of Dentistry exercises its powers and duties under the provisions of the University of Toronto Act, 1971 , as amended.
II.	Definitions
	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. ¹
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.

¹ 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.
III.	Council’s General Powers and Duties
	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.
IV.	Council’s Specific Powers and Duties
	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 Policy on Academic Appeals within Divisions.</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 Policy on Certificates (For Credit and Not-for-Credit).² These approvals shall be reported annually for information to the appropriate body of Governing Council.</p>

² 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.³ 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 Policy on Interdisciplinary Education and Research Planning and the Guidelines for Extra-Departmental Units.</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 University of Toronto Quality Assurance Process.</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>V.</p>	<p>Powers, Duties and Responsibilities of the Dean</p>

Committee on Academic Policy & 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.

V-1	Council recognizes that the Dean exercises powers under the authority of the <u>Policy on Appointment of Academic Administrators</u> 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.
VI.	Membership of Council
VI-1 <i>Elected/appointed members</i>	Elected or appointed members (voting, unless otherwise noted): <ul style="list-style-type: none"> i) All Teaching Staff; ii) Other Academic Appointees; <ul style="list-style-type: none"> 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; b) Instructors in the Faculty of Dentistry – 6; iii) Administrative Staff – 4; iv) Undergraduate Students – 10; v) Graduate Students – 2; vi) Alumni – 2; vii) President and the Registrar of the Royal College of Dental Surgeons of Ontario (External Stakeholders) – 2; viii) Directors of Extra-Departmental Units with Faculty of Dentistry partnership – 2.

<p>VI-2 <i>Ex-officio members</i></p>	<p>Ex-officio members (voting, unless otherwise noted):</p> <ul style="list-style-type: none"> i) President of the University, or designate; ii) Vice-President and Provost, or designate; iii) Dean of the School of Graduate Studies, or designate; iv) Vice Provost (Relations with Health Care Institutions), or designate; v) University Librarian, or designate Librarian of the Faculty; vi) Dean of the Faculty; vii) Vice-Dean Education of the Faculty; viii) Vice-Dean Research of the Faculty; ix) Associate Dean Graduate Education of the Faculty; x) Associate Dean Undergraduate Education of the Faculty; xi) Assistant Dean/Director of Clinics; xii) Assistant Dean/Chief Administrative Officer; xiii) Registrar of the Faculty; xiv) Dentists-in-Chief of the fully affiliated University of Toronto teaching hospitals; xv) Director of Student Life; xvi) Director of Advancement; xvii) Director of Continuing Dental Education; xviii) Faculty Secretary (non-voting).
<p>VII.</p>	<p>Term and Quorum of Council</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>VIII.</p>	<p>Officers</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.
IX.	Meetings
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> .
X.	By-Laws
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.
XI.	Parliamentary Authority

	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.
XII.	Amendment of the Constitution and By-Laws
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.



UNIVERSITY OF TORONTO
FACULTY OF DENTISTRY

APPROVED
 BY THE EXECUTIVE COMMITTEE OF THE
 GOVERNING COUNCIL OF
 THE UNIVERSITY OF TORONTO
 MAY 7 2012

 SECRETARY

UNIVERSITY OF TORONTO
THE FACULTY OF DENTISTRY
CONSTITUTION
 March 29, 2012

I.	Derivation of Authority from the U of T Act
	The Council of the Faculty of Dentistry exercises its powers and duties under the provisions of the <i>University of Toronto Act, 1971</i> , as amended.
II.	Definitions
	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 rank of Professor, Associate Professor, Assistant Professor, Assistant Professor (conditional), Senior Lecturer, Lecturer, Senior Tutor, or Tutor.
II-3	"Other Academic Appointments" means a current University employee whose primary appointment is academic and outside the Faculty of Dentistry and who directs an Undergraduate Dental course, or who is an Associate in Dentistry.
II-4	"External Stakeholder" means a representative of the Royal College of Dental Surgeons of Ontario.
II-5	"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 50% or more.
II-6	"Undergraduate Student" means any student registered in a program of study leading to a degree, post-secondary diploma, or certificate in the Faculty of Dentistry who is not registered in the School of Graduate Studies.
II-7	"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 Dentistry.

	secondary diploma, or certificate in the Faculty of Dentistry.
II-8	“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 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.
III.	Council’s General Powers and Duties
	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.

IV.	Council’s Specific Powers and Duties
	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 regulating the exercise of its powers, the calling and conduct of its meetings, and the method of appointment or election of its members.

<p>IV-3 <i>Establish committees</i></p>	<p>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.</p>
<p>IV-4 <i>Admissions</i></p>	<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>
<p>IV-5 <i>Awards</i></p>	<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>
<p>IV-6 <i>Petitions and appeals</i></p>	<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 <i>Policy on Academic Appeals within Divisions</i>.</p>

<p>IV-7 <i>Academic programs</i></p>	<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 new academic programs.</p> <p>Council shall have delegated authority to approve proposals for major and minor modifications to existing academic programs¹. All major modifications shall be reported annually for information to the appropriate body of Governing Council.</p> <p>Council shall have delegated authority to approve proposals for the modification of existing diploma and certificate programs, pursuant to the University's <i>Policy on Diploma and Certificate Programs</i>. An annual report on such actions as required by the <i>Policy</i> shall be provided 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. 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</p>

¹ 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.

	<i>Policy on Interdisciplinary Education and Research Planning.</i>
IV-10 <i>Review of academic programs and units</i>	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 <i>University of Toronto Quality Assurance Process</i> .
IV-11 <i>Transcript notations</i>	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.
V.	Powers, Duties and Responsibilities of the Dean
V-1	Council recognizes that the Dean exercises powers under the authority of the “ <i>Policy on Appointment of Academic Administrators</i> ” 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 may consult with Council on administrative proposals that may have a significant impact on the academic programs of the Faculty.

VI.	Membership of Council
VI-1 <i>elected/appointed members</i>	<p>Elected or appointed members (voting, unless otherwise noted):</p> <ul style="list-style-type: none"> i) All Teaching Staff as defined in II-2; ii) Other Academic Appointments; Current university employees whose primary appointment is academic and outside the Faculty of Dentistry and who direct an Undergraduate Dental course – all Associates in Dentistry - 10 iii) 4 Administrative Staff; iv) 17 Undergraduate Students; v) 4 Graduate Students; vi) 2 Alumni; vii) 2 External Stakeholders; viii) Directors/Chairs of collaborative programs - 2
VI-2 <i>ex-officio members</i>	<p>Ex-officio members (voting, unless otherwise noted)</p> <p>The President of the University, or designate The Vice-President and Provost, or designate The Dean of the School of Graduate Studies, or designate The Dean of the Faculty Vice Provost (Relations with Health Care Institutions), or designate The University Librarian, or designate Librarian of the Faculty Director of Clinics The Registrar of the Faculty The President of the Dental Students' Society The President of the Graduate and Postgraduate Dental Students' Society The President of the Dental Alumni Association The Assistant Dean (Administration) who serves as Secretary of the Faculty and is a non-voting member of Council.</p>
VII.	Term and Quorum of Council
VII-1	The term of office of members of Council and its Committees shall be from September 1 to August 31.
VII-2	The quorum for a meeting of Council shall be 20 voting members.

VIII.	Officers
VIII-1 <i>Chair Vice-Chair</i>	The Council normally shall elect at its final meeting of the year, by and from among its members for that year, a Chair and a Vice-Chair for the succeeding year.
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>Duties of the Chair</i>	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.
VIII-4 <i>Chair may take part in debate</i>	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.
VIII-5 <i>Term of Chair and Vice-Chair</i>	The terms of the Chair and Vice-Chair are set at two years each and are each renewable once. The Chair shall be a non-voting member of Council.
VIII-6 <i>Secretary</i>	The Secretary of Council is also the Assistant Dean (Administration) of the Faculty of Dentistry. The Secretary shall be a non-voting <i>ex officio</i> member of Council.
IX.	Meetings
IX-1 <i>Regular meetings</i>	There shall normally be at least 5 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 15 members of the Council, and shall be convened within 21 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. The Faculty Council will then move <i>in camera</i> .
X.	By-Laws
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.
XI.	Parliamentary Authority
	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.
XII.	Amendment of the Constitution and By-Laws
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 four weeks' 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 amended at a regularly constituted meeting to which there has been four weeks' notice of the proposed amendment. An affirmative vote to amend the By-Laws is required by two-thirds of the members of Council present and voting.

Amended and approved by the Faculty Council of Dentistry on March 29, 1012 and approved by the Executive Committee of the Governing Council on May 7, 2012.

**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>
	Council shall approve the membership of the Admissions Committee composed of the following: <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.