

**FOR APPROVAL****PUBLIC****OPEN SESSION**

**TO:** Academic Board

**SPONSOR:** Professor Cheryl Regehr, Vice-President and Provost

**CONTACT INFO:** (416) 978-2122; provost@utoronto.ca

**PRESENTER:** See Sponsor

**CONTACT INFO:**

**DATE:** September 20, 2017 for October 5, 2017

**AGENDA ITEM:**

**ITEM IDENTIFICATION:**

Constitutional Amendments: Leslie Dan Faculty of Pharmacy

**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] (Thursday October 5<sup>th</sup>, 2017)**
2. Executive Committee [for confirmation] (Tuesday October 12<sup>th</sup>, 2017)

**PREVIOUS ACTION TAKEN:**

Previous revisions to the Leslie Dan Faculty of Pharmacy Council Constitution were approved by the Academic Board on November 17, 2011 and confirmed by the Executive Committee of the Governing Council on December 5, 2011.

**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.

Many divisions are taking this opportunity to make other updates to their constitutions and by-laws. In addition to the changes associated with the teaching stream titles and *Policy on Certificates*, the changes to the Constitution of the Leslie Dan Faculty of Pharmacy include:

- The definition of "Other Academic Appointee" was reconciled with the University of Toronto template wording, to include the new teaching stream rankings;
- Membership of Council (Section VI) has been adjusted to reflect changes in the administrative structure at the Faculty.
- Specific policies describing selection procedures of Council membership have been moved to the Faculty Council Bylaws (Section VI (d) through (g) inclusive);

The proposed amendments to the Leslie Dan Faculty of Pharmacy Council Constitution and By-Laws were discussed at regular Leslie Dan Faculty of Pharmacy Council meetings of February 10, 2017 and June 21, 2017. At a regular Council meeting of June 21, 2017, the Constitution was recommended for Academic Board approval and the By-Laws amendments were approved.

#### **FINANCIAL IMPLICATIONS:**

There are no financial implications.

#### **RECOMMENDATION:**

Be it Resolved

THAT, subject to confirmation by the Executive Committee

THAT the proposed amended Constitution of the Leslie Dan Faculty of Pharmacy Council, which was recommended for approval by the Council on June 21<sup>st</sup> 2017 be approved, effective October 12<sup>th</sup>, 2017.

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#### **DOCUMENTATION PROVIDED:**

1. Proposed Updated Leslie Dan Faculty of Pharmacy Council Constitution - Clean Copy
2. Proposed Updated Leslie Dan Faculty of Pharmacy Council Constitution – Track Changes
3. Current Leslie Dan Faculty of Pharmacy Council Constitution (October 28<sup>th</sup> 2011)

**University of Toronto  
Leslie Dan Faculty of Pharmacy**

**Constitution  
of  
Faculty Council**

**The Council of the Leslie Dan Faculty of Pharmacy University of Toronto**

**CONSTITUTION**

<b>DERIVATION OF AUTHORITY FROM THE U OF T ACT</b>	<b>I.</b> The Council of the Leslie Dan Faculty of Pharmacy exercises its powers and duties under the provisions of the <u>University of Toronto Act, 1971, as amended</u> .
<b>DEFINITIONS</b>	<p><b>II.</b> In this Constitution and accompanying Bylaws:</p> <ul style="list-style-type: none"> <li>a) "Faculty" means the Leslie Dan Faculty of Pharmacy of the University of Toronto;</li> <li>b) "Teaching Staff" means a member of the Leslie Dan Faculty of Pharmacy who holds an academic appointment of 50% or more in the Leslie Dan Faculty of Pharmacy 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).</li> <li>c) "Other Academic Appointee" means a current University employee who is involved in the delivery of Faculty programs and a) who holds a part-time academic appointment of less than 50% in the Faculty 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; or b) is a Sessional Lecturer I, II, or III.</li> <li>d) "Administrative Staff" means an appointed staff member of the Faculty who is not a member of the Teaching Staff.</li> <li>e) "Undergraduate Student" means any student registered in a program of study leading to a degree, post-secondary diploma, or for credit certificate in the Leslie Dan Faculty of Pharmacy who is not registered in the School of Graduate Studies.</li> <li>f) "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 Leslie Dan Faculty of Pharmacy.</li> <li>g) "Alumnus/a" means anyone who has received a degree, post-secondary 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.</li> <li>h) "Associate Dean" or "Assistant Dean" means an Associate Dean or Assistant Dean, respectively, of the Faculty;</li> <li>i) "B.Sc. Phm." means the Bachelor of Science in Pharmacy degree;</li> <li>j) "CPD" means Continuous Professional Development;</li> <li>k) "Council" means the Council of the Faculty;</li> </ul>

	<p>l) "Dean" means the Dean of the Faculty;</p> <p>m) "Director of Academic Program" means the individual who has primary administrative responsibility for an academic program of the Faculty;</p> <p>n) "IPG program" means the International Pharmacy Graduate Program;</p> <p>o) "Pharm.D." means the Doctor of Pharmacy degree;</p> <p>p) "Registrar" means the Registrar of the Faculty;</p> <p>q) "Year" means the academic year of the University.</p>
<b>COUNCIL'S GENERAL POWERS, DUTIES AND RESPONSIBILITIES</b>	<p><b>III.</b></p> <p>Subject to the provisions of the <i>University of Toronto Act, 1971</i>, and the approval, as required or as appropriate, of the Governing Council of the University, Council shall have the following powers and duties:</p> <p>a) Council shall determine its composition, and the number, composition and authority of its committees.</p> <p>b) 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.</p> <p>c) Council plays an advisory role, tendering advice to the Faculty administration.</p>
<b>COUNCIL'S SPECIFIC POWERS AND DUTIES</b>	<p><b>IV.</b> The specific power and duties of the Council are the following:</p>
<b><i>Determine Its Rules And Regulations</i></b>	<p>a) Council shall determine the rules and regulations for governing its procedures, and its decisions shall be made by resolutions passed at its meetings.</p>
<b><i>Bylaws</i></b>	<p>b) Council shall pass bylaws regulating the exercise of its powers and the calling and conduct of its meetings, and the method of appointment or election of its members.</p>
<b><i>Establish Committees</i></b>	<p>c) 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>
<b><i>Admissions</i></b>	<p>d) Council shall determine the standards of admission of students to the Faculty. New 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>
<b><i>Academic Programs</i></b>	<p>e) Council shall consider the content, quality, and requirements of the academic programs and courses of study that lead to degrees, diplomas, certificates, and credit and non-credit courses over which the Faculty has</p>

	<p>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 <i>Policy on Certificates (For Credit and Not-for-Credit)</i>. These approvals shall be reported annually for information to the appropriate body of Governing Council.<sup>1</sup></p> <p>Council shall have delegated authority to approve proposals for major and minor modifications to existing academic programs, diplomas, and certificates.<sup>2</sup> All major modifications shall be reported annually for information to the appropriate body of Governing Council.</p>
<b>Delegation Of Authority</b>	f) 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.
<b>Awards</b>	g) 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.
<b>Petitions And Appeals</b>	<p>h) 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.</p> <p>Procedures for academic appeals by graduate students are determined by the School of Graduate Studies in</p>

<sup>1</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 Committee on Academic Policy & Programs.

<sup>2</sup> Definitions of major and minor modifications to existing programs 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.

	accordance with the <i>Policy on Academic Appeals within Divisions</i> .
<b>Academic and Interdisciplinary Units</b>	i) Council shall also consider and recommend for approval to the Governing Council proposals concerning Academic Units and Extra-Departmental Units in the Faculty, pursuant to the <i>Policy on Interdisciplinary Education and Research Planning</i> .
<b>Review of Academic Programs and Units</b>	j) Council is one venue in which consideration and discussion of a review report of an academic program and/or unit in this Faculty should occur, consistent with the protocol outlined in the <i>University of Toronto Quality Assurance Process</i> .
<b>Transcript Notations</b>	k) 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.
<b>POWERS, DUTIES AND RESPONSIBILITIES OF THE DEAN</b>	<p><b>V.</b></p> <p>a) Council recognizes that the Dean exercises powers under the authority of the "Policy on Appointments of Academic Administrators" which states that "The Dean of a Faculty or School or the Principal of a College is the chief executive officer of the Faculty, School or College and reports directly to the Vice-President and Provost or his/her designate."</p> <p>b) 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, 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.</p> <p>c) According to the "Policy on Appointments of Academic Administrators," the Dean shall consult with the 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.</p> <p>d) The Dean shall advise Council of the resource implications of proposed academic policy decisions.</p> <p>e) The Dean may consult with Council on administrative proposals that may have a significant impact on the academic programs of the Faculty.</p>
<b>MEMBERSHIP OF THE COUNCIL</b>	<p><b>VI.</b> The membership of the Council shall be composed of the following voting members:</p> <p>a) <b>Ex-officio members</b> (if otherwise not a member of Council)</p>



	<ul style="list-style-type: none"> <li>i) the President of the University or designate;</li> <li>ii) The Vice-President and Provost or designate;</li> <li>iii) The Vice-Provost, Relations with Health Care Institutions or designate;</li> <li>iv) The Dean of the School of Graduate Studies or designate;</li> <li>v) All Professors Emeriti of the Faculty;</li> <li>vi) The [Pharmacy] Librarian;</li> <li>vii) The Registrar of the Faculty;</li> <li>viii) All Associate Deans of the Faculty<sup>3</sup></li> <li>ix) The Chief Administrative Officer, or equivalent role</li> <li>x) Directors of the Academic Programs, Offices, and Research Centres of the Faculty;</li> <li>xi) The President of the Undergraduate Pharmacy Society;</li> <li>xii) The President of the Pharmaceutical Sciences Graduate Student Association;</li> </ul> <p>and such other officials of this University or Faculty as may be deemed necessary by Council;</p> <p>b) <b>All Teaching Staff of the Faculty</b></p> <p>c) <b>Ten Other Academic Appointees</b></p> <p>d) <b>Students</b></p> <ul style="list-style-type: none"> <li>i) Four Undergraduate Students, with one representative from each year of the Doctor of Pharmacy (Pharm.D.) program;</li> <li>ii) One student representative from the Pharm.D. for Pharmacists program;</li> <li>iii) One Graduate Student;</li> <li>iv) One International Pharmacy Graduate student representative.</li> </ul> <p>e) <b>Administrative Staff</b></p> <p>Two Administrative Staff</p> <p>f) <b>Alumni</b></p> <p>One Alumnus/a</p> <p>g) <b>External Stakeholders</b></p> <ul style="list-style-type: none"> <li>i) One representative of the Ontario College of Pharmacists;</li> <li>ii) One representative of the Ontario Pharmacists Association;</li> <li>iii) One representative of the Ontario Branch, Canadian Society of Hospital Pharmacists;</li> </ul>
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<sup>3</sup> This refers to academic administrators who have been appointed under the [Policy on the Appointment of Academic Administrators](#).]

	iv) Two Pharmacy Directors of the Toronto Academic Health Science Network (TAHSN) hospitals.
<b>TERM AND QUORUM OF COUNCIL</b>	<p><b>VI.</b></p> <p>a) The term of office for the Council shall be the Academic Year of the University, 1 July - 30 June, with some student members beginning in the September session.</p> <p>b) At all meetings of Council, one-third of the voting members shall constitute a quorum. <i>Ex officio</i> members shall not be counted in determining the number required for quorum or whether a quorum is present.</p>
<b>CHAIR VICE-CHAIR</b>	<p><b>VII.</b></p> <p>a) The Council shall, every third year at its last meeting of the year, elect from among its members for the next year, a Chair and Vice-Chair for a period of three (3) years. Normally the Chair and Vice-Chair of Council will be members of the teaching staff who are not in an academic administrative position in the Faculty. Nominations for the Chair and Vice-Chair will be solicited in advance of the meeting, with nominations from the floor being accepted. No more than two consecutive terms may be served by any individual in a particular office; however, nothing shall preclude any individual from serving again, provided that a period of at least one year intervenes.</p> <p>b) The Chair shall preside at all meetings of Council for the year. 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 meetings in conformity with the Bylaws of Council.</p> <p>c) In the absence of the Chair, the Vice-Chair shall preside. In the absence of both the Chair and the Vice-Chair, any member of the Executive Committee may convene the meeting and a Chair shall be chosen by a majority of the voting members present for the meeting.</p>
<b>SECRETARY</b>	<p><b>VIII.</b></p> <p>The Secretary of Council shall be appointed by the Dean in consultation with the Chair. The Secretary shall be a non-voting member of Council, unless otherwise eligible for membership on Council.</p>

<b>MEETINGS</b>	<p><b>IX.</b></p> <ul style="list-style-type: none"> <li>a) Council shall meet at least three times in each year, with the inaugural meeting held in the fall term and the final meeting in the spring term.</li> <li>b) The schedule of meetings for the entire academic year shall be provided in September of each year.</li> <li>c) A notice of meeting, including proposed agenda, shall be given to members at least two (2) weeks in advance of each meeting.</li> <li>d) A special meeting may be called by the Chair of Council, the Dean of the Faculty, or upon written request of not fewer than 10% of members of Council, on not less than seventy- two (72) hours' or three (3) working days' notice.</li> <li>e) 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>.</li> </ul>
<b>VOTING</b>	<p><b>X.</b></p> <p>Unless otherwise provided for, all questions which come before Council or a Committee of Council shall be decided by a majority of members present, either in person or via telephone or other electronic means, and voting. In the case of a tie vote, the motion shall be considered to have failed.</p> <p>All members of Council, including <i>ex officio</i> members, have voting privileges at Council meetings with the exception of the Chair of Council. In contrast, Chairs of Council Committees shall have a vote in meetings of their respective committees.</p>
<b>PARLIAMENTARY AUTHORITY</b>	<p><b>XI.</b></p> <p>The rules contained in the most recent edition of <i>Robert's Rules of Order Newly Revised</i> shall govern the Council in all cases not provided for in the Constitution and/or Bylaws.</p>
<b>AMENDMENT</b>	<p><b>XII.</b></p> <p>The Constitution of the Council may only be amended with the approval of the Council and the Governing Council. Voting on amendments shall take place at a regularly constituted meeting to which there has been 14 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 Governing Council for approval.</p> <p>The Bylaws of the Council may be amended at any regular meeting of the Council by a two-thirds majority of those present and voting, provided that the proposed amendment has been submitted to members in writing at least 14 days before the next regularly constituted meeting of Faculty Council.</p>
<b>REVISED, REVIEW</b>	<p><b>XIII.</b></p> <p>This Constitution was last revised on October 28, 2011. It is subject to a review within 5 years.</p>

Amendments recommended for approval by Faculty Council to the Academic Board on June 21, 2017; approved by the Academic Board on [date]; and confirmed by the Executive Committee of the Governing Council on [date].

Prior revision approved by the Faculty of Pharmacy Council on October 28, 2011 and by the Executive Committee of the Governing Council on December 5, 2011.

Prior revision approved by the Faculty of Pharmacy Council on June 4, 2002 and by the Executive Committee of the Governing Council on October 18, 2002.

Proposed Revisions May 25

**University of Toronto  
Leslie Dan Faculty of Pharmacy**

**Constitution  
of  
Faculty Council**

**The Council of the Leslie Dan Faculty of Pharmacy University of Toronto**

**CONSTITUTION**

<b>DERIVATION OF AUTHORITY FROM THE U OF T ACT</b>	<b>I.</b> The Council of the Leslie Dan Faculty of Pharmacy exercises its powers and duties under the provisions of the <u>University of Toronto Act, 1971, as amended</u> .
<b>DEFINITIONS</b>	<p><b>II.</b> In this Constitution and accompanying <del>By-laws</del> <b>Bylaws</b>:</p> <p>a) "Faculty" means the Leslie Dan Faculty of Pharmacy of the University of Toronto;</p> <p>b) "Teaching Staff" means a member of the Leslie Dan Faculty of Pharmacy who holds an academic appointment of 50% or more in the Leslie Dan Faculty of Pharmacy 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).</p> <p>c) <del>"Other Academic Appointee" means a current University employee who is involved in the delivery of Faculty programs and a) who holds a part-time academic appointment of less than 50% in the Faculty and who holds at the rank title of Professor; Associate Professor; Assistant Professor; Professor, Teaching Stream; Associate Professor, Teaching Stream; Assistant Professor, Teaching Stream; Senior Lecturer; Lecturer; Senior Tutor; or b) is a Sessional Lecturer I, II, or III.</del> <b>means a current University employee involved in the delivery of the Faculty's academic programs who holds a contract of one year or more with the Faculty, as either part-time faculty at a level of less than 50%, or as status or adjunct faculty. These members will be appointed to Council on the recommendation of the Striking Committee for a term of one year and may serve a maximum of 3 consecutive terms.</b></p> <p>d) "Administrative Staff" means an appointed staff member of the Faculty who is not a member of the Teaching Staff.</p> <p>e) "Undergraduate Student" means any student registered in a program of study leading to a degree, post-secondary diploma, or for credit certificate in the Leslie Dan Faculty of Pharmacy who is not registered in the School of Graduate Studies.</p> <p>f) "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 Leslie Dan Faculty of Pharmacy.</p> <p>g) "Alumnus/a" means anyone who has received a degree, post-secondary 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.</p>

**Commented [DD1]:** Wording adjusted to the template language.

**Commented [DD2]:** This phrase has been moved to the proposed ByLaws.

	<p>h) "Associate Dean" or "Assistant Dean" means an Associate Dean or Assistant Dean, respectively, of the Faculty;</p> <p><del>Alumni" means individuals who have received a degree, post secondary diploma, or certificate from the Faculty or who have completed one year of full time studies while registered in the Faculty, who are no longer registered as a student and who are not a member of the teaching or administrative staff of the University.</del></p> <p>i) "B.Sc. Phm." means the Bachelor of Science in Pharmacy degree;</p> <p>j) "CPD" means Continuous Professional Development;</p> <p>k) "Council" means the Council of the Faculty;</p> <p>l) "Dean" means the Dean of the Faculty;</p> <p>m) "Director of Academic Program" means the individual who has primary administrative responsibility for an academic program of the Faculty;</p> <p>n) "IPG program" means the International Pharmacy Graduate Program;</p> <p>o) "Pharm.D." means the Doctor of Pharmacy degree;</p> <p>p) "Registrar" means the Registrar of the Faculty;</p> <p>q) "Year" means the academic year of the University.</p>
<b>COUNCIL'S GENERAL POWERS, DUTIES AND RESPONSIBILITIES</b>	<p><b>III.</b> Subject to the provisions of the <i>University of Toronto Act, 1971</i>, and the approval, as required or as appropriate, of the Governing Council of the University, Council shall have the following powers and duties:</p> <p>a) Council shall determine its composition, and the number, composition and authority of its committees.</p> <p>b) 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.</p> <p>c) Council plays an advisory role, tendering advice to the Faculty administration.</p>
<b>COUNCIL'S SPECIFIC POWERS AND DUTIES</b>	<p><b>IV.</b> The specific power and duties of the Council are the following:</p>
<b><i>Determine Its Rules And Regulations</i></b>	<p>a) Council shall determine the rules and regulations for governing its procedures, and its decisions shall be made by resolutions passed at its meetings.</p>
<b><i>Bylaws</i></b>	<p>b) Council shall pass bylaws regulating the exercise of its powers and the calling and conduct of its meetings, and the method of appointment or election of its members.</p>
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	committees, be that in its decision-making capacity or in its advisory role.
<b>Admissions</b>	d) Council shall determine the standards of admission of students to the Faculty. New policies and practices or amendments to existing ones which affect the whole Faculty are recommended to the appropriate body of Governing Council for approval.
<b>Academic Programs</b>	<p>e) Council shall consider the content, quality, and requirements of the academic programs and courses of study that lead to degrees, diplomas, certificates, and 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 <i>Policy on Certificates (For Credit and Not-for-Credit)</i>. These approvals shall be reported annually for information to the appropriate body of Governing Council.<sup>1</sup></p> <p>Council shall have delegated authority to approve proposals for major and minor modifications to existing academic programs, diplomas, and certificates.<sup>2</sup> All major modifications shall be reported annually for information to the appropriate body of Governing Council.</p>
<b>Delegation Of Authority</b>	f) 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.
<b>Awards</b>	g) 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.

<sup>1</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 Committee on Academic Policy & Programs.

<sup>2</sup> Definitions of major and minor modifications to existing programs 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.



<b><i>Petitions And Appeals</i></b>	<p>h) 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.</p> <p>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>
<b><i>Academic and Interdisciplinary Units</i></b>	i) Council shall also consider and recommend for approval to the Governing Council proposals concerning Academic Units and Extra-Departmental Units in the Faculty, pursuant to the <i>Policy on Interdisciplinary Education and Research Planning</i> .
<b><i>Review of Academic Programs and Units</i></b>	j) Council is one venue in which consideration and discussion of a review report of an academic program and/or unit in this Faculty should occur, consistent with the protocol outlined in the <i>University of Toronto Quality Assurance Process</i> .
<b><i>Transcript Notations</i></b>	k) 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.
<b>POWERS, DUTIES AND RESPONSIBILITIES OF THE DEAN</b>	<p><b>V.</b></p> <p>a) Council recognizes that the Dean exercises powers under the authority of the "Policy on Appointments of Academic Administrators" which states that "The Dean of a Faculty or School or the Principal of a College is the chief executive officer of the Faculty, School or College and reports directly to the Vice-President and Provost or his/her designate."</p> <p>b) 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, 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.</p> <p>c) According to the "Policy on Appointments of Academic Administrators," the Dean shall consult with the 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.</p> <p>d) The Dean shall advise Council of the resource implications of proposed academic policy decisions.</p>

	e) The Dean may consult with Council on administrative proposals that may have a significant impact on the academic programs of the Faculty.
<b>MEMBERSHIP OF THE COUNCIL</b>	<p><b>VI.</b> The membership of the Council shall be composed of the following voting members:</p> <p>a) <b>Ex-officio members</b> (if otherwise not a member of Council)</p> <ul style="list-style-type: none"> <li>i) the President of the University or designate;</li> <li>ii) The Vice-President and Provost or designate;</li> <li>iii) The Vice-Provost, Relations with Health Care Institutions or designate;</li> <li>iv) The Dean of the School of Graduate Studies or designate;</li> <li>v) <del>All</del><u>The</u> Professors <del>e</del><u>Emeriti</u> of the Faculty;</li> <li>vi) The [Pharmacy] Librarian;</li> <li>vii) The Registrar of the Faculty;</li> <li>viii) <u>All</u> Associate Deans of the Faculty<sup>3</sup></li> <li>ix) The Chief Administrative Officer, or equivalent role</li> <li>x) Directors of the Academic Programs, <u>Offices,</u> and <u>Research Centres of the Faculty;</u></li> <li>xi) The President of the Undergraduate Pharmacy Society;</li> <li>xii) The President of the Pharmaceutical Sciences Graduate Student Association;</li> </ul> <p>and such other officials of this University or Faculty as may be deemed necessary by Council;</p> <p>b) <b>All Teaching Staff of the Faculty</b></p> <p>c) <b>Ten Other Academic Appointees</b></p> <p>d) <b>Students</b></p> <ul style="list-style-type: none"> <li>i) <del>Four Undergraduate s</del><u>Students selected through an election organized by the Undergraduate Pharmacy Society, with one (1) representative elected from each year of the Doctor of Pharmacy (Pharm.D.) program;</u></li> <li>ii) One student representative <del>elected by and from among students in</del> the Pharm.D. for Pharmacists program;</li> <li>iii) One <del>G</del><u>graduate s</u><del>Student selected through an election organized by the Pharmaceutical Sciences Graduate Students' Association;</del></li> <li>iv) One <u>International Pharmacy Graduate</u> student representative <del>elected by students in the IPG program from each of the two successive CPS II student cohorts in each academic year. Each representative will serve only while registered in the program. Thus there will only be one IPG representative to Council at a given time.</del></li> </ul>

**Commented [MT3]:** Normally, details outlining whether constituency representatives are elected or appointed and related processes are included in the ByLaws rather than in the Constitution. In that way, if future changes are needed, central governance approval is not needed; only Council approval.

**Commented [DD4]:** Thank you. This section has been moved to the ByLaws in response to the Provost's recommendations.

**Commented [DD5]:** Wording added as an amendment at Faculty Council on 21-Jun-17, to include the Director of the Office of Experiential Education

**Commented [DD6]:** This wording has been added to include directors of the CPO, CIM, CCDD, and CPE.

**Commented [MT7]:** Appointment/election process moved to Bylaws

<sup>3</sup> This refers to academic administrators who have been appointed under the [Policy on the Appointment of Academic Administrators](#).]

	<p>e) <b>Administrative Staff</b> Two <del>Administrative Staff(2) members to serve up to a 3-year term, nominated and elected by and from among the administrative staff of the Faculty.</del></p> <p>f) <b>Alumni</b> One <del>Alumnus/a representative of the alumni of the Faculty who is appointed by the Director, Advancement, or equivalent role. This individual will serve for a term of three (3) years and for a maximum of two consecutive terms.</del></p> <p>g) <b>External Stakeholders</b> <del>These individuals will serve for a term of three (3) years renewable.</del></p> <p>i) One representative of the Ontario College of Pharmacists <del>selected by the College;</del></p> <p>ii) One representative of the Ontario Pharmacists Association <del>selected by the Association;</del></p> <p>iii) One representative of the Ontario Branch, Canadian Society of Hospital Pharmacists <del>selected by the Branch;</del></p> <p>iv) Two <del>(2) Pharmacy Directors of the Toronto Academic Health Science Network (TAHSN) hospitals to be appointed by Council on the recommendation of the Striking Committee.</del></p>
<b>TERM AND QUORUM OF COUNCIL</b>	<p><b>VI+.</b></p> <p>a) The term of office for the Council shall be the Academic Year of the University, 1 July - 30 June, with some student members beginning in the September session.</p> <p>b) At all meetings of Council, one-third of the voting members shall constitute a quorum. <i>Ex officio</i> members shall not be counted in determining the number required for quorum or whether a quorum is present.</p>
<b>CHAIR VICE-CHAIR</b>	<p><b>VII+.</b></p> <p>a) The Council shall, every third year at its last meeting of the year, elect from among its members for the next year, a Chair and Vice-Chair for a period of three (3) years. Normally the Chair and Vice-Chair of Council will be members of the teaching staff who are not in an academic administrative position in the Faculty. Nominations for the Chair and Vice-Chair will be solicited in advance of the meeting, with nominations from the floor being accepted. No more than two consecutive terms may be served by any individual in a particular office; however, nothing shall preclude any individual from serving again, provided that a period of at least one year intervenes.</p> <p>b) The Chair shall preside at all meetings of Council for the year. 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 meetings in conformity with the Bylaws of Council.</p>

	c) In the absence of the Chair, the Vice-Chair shall preside. In the absence of both the Chair and the Vice-Chair, any member of the Executive Committee may convene the meeting and a Chair shall be chosen by a majority of the voting members present for the meeting.
<b>SECRETARY</b>	<del>XVIII.</del> The Secretary of Council shall be appointed by the Dean in consultation with the Chair. The Secretary shall be a non-voting member of Council, unless otherwise eligible for membership on Council.
<b>MEETINGS</b>	<del>IX.</del> a) Council shall meet at least three times in each year, with the inaugural meeting held in the fall term and the final meeting in the spring term. b) The schedule of meetings for the entire academic year shall be provided in September of each year. c) A notice of meeting, including proposed agenda, shall be given to members at least two (2) weeks in advance of each meeting. d) A special meeting may be called by the Chair of Council, the Dean of the Faculty, or upon written request of not fewer than 10% of members of Council, on not less than seventy- two (72) hours' or three (3) working days' notice. e) 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> .
<b>VOTING</b>	<del>X.</del> Unless otherwise provided for, all questions which come before Council or a Committee of Council shall be decided by a majority of members present, either in person or via telephone or other electronic means, and voting. In the case of a tie vote, the motion shall be considered to have failed.  All members of Council, including <i>ex officio</i> members, have voting privileges at Council meetings with the exception of the Chair of Council. In contrast, Chairs of Council Committees shall have a vote in meetings of their respective committees.
<b>PARLIAMENTARY AUTHORITY</b>	<del>XI.</del> The rules contained in the most recent edition of <i>Robert's Rules of Order Newly Revised</i> shall govern the Council in all cases not provided for in the Constitution and/or Bylaws.
<b>AMENDMENT</b>	<del>XII.</del> The Constitution of the Council may only be amended with the approval of the Council and the Governing Council-of the University of Toronto. Voting on amendments shall take place at a regularly constituted meeting to which there has been 14 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 Governing Council for approval.

	The <del>By-Laws</del> Bylaws of the Council may be amended at any regular meeting of the Council by a two-thirds majority of those present and voting, provided that the proposed amendment has been submitted to members in writing at least 14 days before the next regularly constituted meeting of Faculty Council.
<b>REVISED, REVIEW</b>	<b>XI III.</b> This Constitution was last revised on October 28, 2011. It is subject to a review within 5 years.

Amendments recommended for approval by Faculty Council to the Academic Board on June 21, 2017; approved by the Academic Board on [date]; and confirmed by the Executive Committee of the Governing Council on [date].

Prior revision approved by the Faculty of Pharmacy Council on October 28, 2011 and by the Executive Committee of the Governing Council on December 5, 2011.

Prior revision approved by the Faculty of Pharmacy Council on June 4, 2002 and by the Executive Committee of the Governing Council on October 18, 2002.



UNIVERSITY OF TORONTO  
LESLIE DAN FACULTY OF PHARMACY

# **University of Toronto Leslie Dan Faculty of Pharmacy**

## **Bylaws of Faculty Council**

**(June 21, 2017)**

<b>ELECTION/APPOINTMENT PROCEDURES &amp; LENGTH OF TERM</b>	<b>Rules of Procedure for the Election and Appointment of Members to Council</b> 1) Elections and appointments for all constituencies to Council and to its Standing Committees will be completed by July 1 <sup>st</sup> of each year.  1) Other Academic Appointees will be appointed by Council on the recommendation of the Striking Committee for a three-year term.  2) Undergraduate Students will be elected by and from among students in the Doctor of Pharmacy (Pharm.D.) program for a one-year term. Elections for one representative from each year of the PharmD program will be organized by the Undergraduate Pharmacy Society.  3) A Pharm.D. for Pharmacists student representative will be elected by and from among students in the Pharm.D. for Pharmacists program for a one-year term.  4) A Graduate Student will be elected by and from among the Graduate Students for a one-year term. The election will be organized by the Pharmaceutical Sciences Graduate Students' Association.  5) An International Pharmacy Graduate (IPG) student representative will be elected by and from among students registered in the IPG program.  6) The Administrative Staff members will be elected by and from among the Administrative Staff. They may serve up to a three-year term.  7) The Alumnus/a member will be appointed by the Director, Advancement (or equivalent) from among the Alumni. The Alumnus/a member will serve for a three-year term, with a maximum of two consecutive terms.  8) External Stakeholders These individuals will serve for a term of three (3) years renewable. i) The representative of the Ontario College of Pharmacists will be appointed by the College for a three-year term. ii) The representative of the Ontario Pharmacists Association will be appointed by the Ontario Pharmacists Association. iii) The representative of the Ontario Branch, Canadian Society of Hospital Pharmacists will be appointed by the Ontario Branch. iv) The Pharmacy Directors of the Toronto Academic Health Science Network (TAHSN) hospitals will be
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	appointed by Council on the recommendation of the Striking Committee.
<b>GENERAL PROCEDURES FOR COUNCIL</b>	<p>2)</p> <ul style="list-style-type: none"> <li>a) In the absence of the Chair, or for purposes of the Chair's participation in the debate of a motion before the Council, the Vice-Chair will act as Chair. If the Vice-Chair is absent, the Chair may designate a member of Council to act as Chair.</li> <li>b) At its final scheduled meeting each year, the Council shall appoint the chairs and members of its Committees for the subsequent year, as proposed by the Striking Committee.</li> <li>c) Except in the case of special meetings, a notice of motion from an individual shall be forwarded to the Secretary of Council at least two (2) weeks before a meeting of Council in order to have it included on the agenda of the meeting at which it is to be considered. (This does not apply to motions and recommendations, which would be forthcoming from committees of Council.)</li> <li>d) Meetings of Council shall be open to all members as defined in the Constitution of Council; and all members shall have the right to speak and vote.</li> <li>e) Members may, at the discretion of the Chair, participate in meetings by synchronous electronic means such as teleconference or videoconference.</li> <li>f) Council and its Committees shall have the right to hold meetings <i>in camera</i> or, during a meeting, to move into <i>camera</i>: <ul style="list-style-type: none"> <li>i. by ruling of the Chair; or</li> <li>ii. by an affirmative vote of a majority of Council members present.</li> </ul> <p>Any Council member shall have the right to present or to second a motion to move into <i>camera</i>, and no other business shall be conducted until such motion is decided. All meetings of the Committee on Appeals shall be held <i>in camera</i>.</p> </li> <li>g) Non-member observers may attend all meetings of Council, except when Council is <i>in camera</i>. The number of observers permitted will be limited by the availability of space. Observers shall not have the right to speak, except by permission of the Chair, or to vote.</li> <li>h) Approved minutes of Council meetings shall be posted on the Faculty website for public viewing.</li> </ul>
<b>ROLE OF THE SECRETARY</b>	<p>3) The duties of the Secretary shall be to:</p> <ul style="list-style-type: none"> <li>a) attend all meetings of Council and keep minutes of the proceedings;</li> <li>b) attend, as far as possible, all meetings of Faculty-wide Standing committees and keep minutes of the proceedings;</li> <li>c) issue notices of each meeting of Council and its Standing Committees, along with an agenda and materials for each agenda item where relevant;</li> </ul>



	<ul style="list-style-type: none"> <li>d) keep the records of the Council;</li> <li>e) maintain a list of the names of members of Council by category of membership;</li> <li>f) annually confirm the name(s) of the representative(s) of groups or offices listed in the membership;</li> <li>g) prepare such resolutions or reports as the Council may direct from time to time;</li> <li>h) conduct all necessary correspondence under the supervision of the Chair and keep proper records thereof;</li> <li>i) update the Bylaws as per motions approved by Council;</li> <li>j) at the request of the Chair, forward items of business referred by Council or by a Faculty-wide Standing Committee of Council to another committee of Council;</li> <li>k) perform such other duties as the Council may from time to time require.</li> </ul>
<b>COMMITTEE PROCEDURES</b>	<ul style="list-style-type: none"> <li>4) <ul style="list-style-type: none"> <li>a) The Committees of Council shall include both Program Standing Committees and Faculty-wide Standing Committees (Appendix A). These committees are noted below with their respective duties defined by the Council.</li> <li>b) Unless otherwise specified, each committee shall consist of a Chair and at least five members of Council. The majority of a Committee's members shall be members of Council. There shall be at least one student on each Standing Committee except the Executive Committee; the student will normally be a member of Council. The Dean is an <i>ex officio</i> and voting member of all Committees, with the exception of the Appeals Committee.</li> <li>c) A simple majority shall constitute a quorum. As a voting member, the Chair will count for determining quorum; as an <i>ex officio</i> member the Dean will not count towards quorum.</li> <li>d) Committee members shall be recommended annually by the Striking Committee and approved by Council. Committee members will assume their responsibilities on July 1.</li> <li>e) Any Committee may also co-opt any other individuals, whether or not members of Council, to serve on the Committee for the 1-year term of Council or the remainder thereof, by a majority vote of the members of the Committee present and voting. Members who are co-opted must be ratified by Council at its first opportunity. Co-opted members shall have voting privileges on the Committee. Co-opted students will be identified by the Committee Chair in consultation with the appropriate student organization.</li> <li>f) Vacancies occurring in a Program Standing Committee may be filled at any time by decision of the Committee Chair, in consultation with the Chair of Council, and reported to Council. Vacancies occurring in a Faculty-wide Standing Committee may be filled at any time by the Committee Chair in consultation with the Chair of Council and the names of such persons reported to</li> </ul> </li> </ul>

	<p>Council.</p> <ul style="list-style-type: none"> <li>g) Committee meetings shall occur at least once in the fall academic term and once in the winter academic term, according to the schedule published each fall. Meetings may also be called by the Chair as necessary or upon a request by a majority of members of the Committee.</li> <li>h) Members may, at the discretion of the Chair, participate in meetings by synchronous electronic means such as teleconference or videoconference.</li> <li>i) When dealing with a matter that is time sensitive, a Committee of Council may conduct its meetings by electronic means using technology that allows all persons participating to hear each other at the same time, e.g., teleconference or videoconference. Each member who wishes to speak shall orally seek recognition from the Chair. Motions will be voted upon by voice vote. Roll call voting may be required.</li> </ul> <p>Use of asynchronous electronic technology such as email to conduct Committee business shall be limited to single items of a time sensitive nature that normally would require little, if any, discussion prior to voting (e.g., approval of final grades or awards or an item of business that had been thoroughly discussed at a previous meeting but was missing an additional piece of vital information), providing that all members have access to the information and/or any debate that occurs.</p> <p>A 2-step procedure consisting of a notice of motion followed by an electronic ballot shall be followed. The notice of motion shall contain the motion, the name of the mover, notification of the opportunity to request more information and the deadline for doing so. The ballot shall contain the motion, names of mover and seconder, the voting options, and the deadline for voting. The motion and its resolution shall be reported in the minutes of the next meeting of the Committee.</p> <p>In the case of e-technology-enabled meetings, whether synchronous or asynchronous, the business conducted must not require that identifiable information about individual students or other sensitive information be transmitted over the internet to Committee members.</p> <ul style="list-style-type: none"> <li>j) Committees shall strive to make fiscally responsible recommendations to Council, and include detailed resource implications in the proposal that accompanies a request to the Executive Committee to have an item of business placed on Council's agenda.</li> <li>k) Members of Council shall have the right to be present at any meetings of any Committees, except when the Committee is <i>in camera</i>, and to be recognized. However, in no event shall they have a right to vote, unless they are members of the Committee in question.</li> <li>l) Meetings of Standing Committees shall be open to non-member observers according to conditions outlined for Council meetings in 1 (g) above.</li> </ul>
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	<p>m) Each Committee of Council may appoint sub-committees and delegate to such sub-committees the power to make recommendations to the Committee and to act in respect to any aspect of the Committee's responsibility.</p> <p>n) Minutes of all Committee meetings shall be maintained by the Secretary to Council using a standard approved format and shall normally be circulated to Committee members for comment within two (2) weeks of the meeting. Approved minutes shall be posted to the Faculty intranet for viewing by all members of Council.</p> <p>o) All written communications on any subject coming properly within the jurisdiction of any Standing Committee shall be referred to the Secretary of Council who will then forward the communication to that Committee, which shall report thereon, if possible, at the next meeting of Council. Any such communications received too late to be dealt with by the appropriate Committee before the next meeting of Council may, by direction of the Chair of that Committee, be read at the meeting of Council; and the Council may, if it sees fit, take them into immediate consideration or otherwise dispose of them.</p> <p>p) Each Committee shall review its terms of reference at least once every three (3) years and submit a report of this review to Council.</p> <p>q) If the position of Chair of a Committee of Council is vacated, that committee may elect an interim Chair to continue to conduct business in a timely manner. The Interim Chair should be an existing member of the Committee, as long as the terms of reference of that committee are satisfied.</p>
<b>PROGRAM STANDING COMMITTEES</b>	<p>5) There shall be four Program Standing Committees of Council:</p> <ul style="list-style-type: none"> <li>i. Pharm.D. Program Committee</li> <li>ii. Pharm.D. for Pharmacists Program Committee</li> <li>iii. Graduate Education Program Committee</li> <li>iv. Continuing and Professional Education Program Committee</li> </ul> <p>a) The Chair of each Program Standing Committee will be the individual who has primary administrative responsibility for the program, hereafter referred to as the "Program Director".</p> <p>b) Each Program Standing Committee shall include a minimum of 5 members of Council, in addition to the Chair. Normally, the majority of members of each Program Committee will be involved in the delivery of the program. Each Program Committee will include at least one student representative.</p> <p>c) The Secretary of each Program Standing Committee shall be appointed by the Chair of the Program Committee and will be responsible for forwarding his/her Committee reports and records to the Secretary of Council on a timely basis.</p> <p>d) Each Program Standing Committee shall have responsibility for oversight of the standards and quality of the program with regard to admissions, awards, examinations, curriculum and assessment, and program evaluation and accreditation, and for</p>

	<p>long-range planning and quality assurance of the program.</p> <ul style="list-style-type: none"> <li>e) Each Program Standing Committee shall review all courses in the program on a periodic basis for their congruency with and contribution to the program's curriculum plan.</li> <li>f) Program Standing Committees shall select the recipients of student awards for that academic program.</li> <li>g) Each Program Standing Committee shall report to the Faculty-wide Standing Committees of Recruitment and Admissions, Academic Standing, Curriculum and Assessment, and Program Evaluation and Accreditation through their representative(s) on each of these Committees.</li> <li>h) Each Program Standing Committee shall recommend changes in the policies pertaining to the program elements listed in 3(d) above to the appropriate Faculty-wide Standing Committee.</li> <li>i) Program Standing Committees shall ensure that course coordinators are informed annually about the type of course changes that require Committee approval. Such changes must come before the Committee using approved documentation forms.</li> </ul> <p>Without limiting the responsibilities set out above, the Terms of Reference of the Program Standing Committees shall be those listed in Sections 6–9 below.</p>
<b>PHARM.D. PROGRAM COMMITTEE</b>	<ul style="list-style-type: none"> <li>6) <ul style="list-style-type: none"> <li>a) Membership shall include: <ul style="list-style-type: none"> <li>Director of the Pharm.D. Program or designate (Chair)</li> <li>Faculty member representing experiential education</li> <li>At least six faculty members who teach in the program(s), ensuring the diversity of the Faculty is represented</li> <li>Registrar</li> <li>Two students (one junior and one senior) registered in the program(s) who will be: <ul style="list-style-type: none"> <li>full members (September 1<sup>st</sup> to March 31<sup>st</sup>)</li> <li><i>ex officio</i> (April 1<sup>st</sup> to August 31<sup>st</sup>)</li> </ul> </li> </ul> </li> <li>b) The Committee shall report its decisions for information and make recommendations respecting principles and policies governing admissions, awards, curriculum and other aspects of the Pharm.D. degree program(s) to the relevant Faculty-wide Standing Committee;</li> <li>c) The Committee shall review and make policy recommendations concerning course exemptions;</li> <li>d) The Committee shall receive for information final grade reports from the Boards of Examiners for the program(s), and shall review and make recommendations regarding all matters relating to course-linked student assessment in the program(s). <ul style="list-style-type: none"> <li>i) The Board of Examiners for each year of the program(s) (consisting of all course coordinators for that year of the program) shall review final course grades and, when appropriate, interim course grades and make final grade recommendations to the Committee on Academic Standing for approval. It shall also report final grades to the Program</li> </ul> </li> </ul> </li> </ul>

	<p>Standing Committee for information.</p> <p>ii) The Chair of the Program Committee or designate shall also act as Chair of each of the Boards of Examiners.</p> <p>e) The Committee shall report annually to the Faculty-wide Standing Committee on Program Evaluation and Accreditation, and make recommendations as necessary, on the extent to which the goals and objectives of the program are being met in the delivery of the courses of study, the program content, the grading and student assessment system and the requirements for graduation.</p>
<b>PHARM.D. FOR PHARMACISTS PROGRAM COMMITTEE</b>	<p>7)</p> <p>a) Membership shall include:  Director of Pharm.D. for Pharmacists or designate (Chair)  Faculty member representing experiential education  At least four course coordinators in the program(s)  One student in the program(s) who will be:  a full member (September 1<sup>st</sup> to March 31<sup>st</sup>)  <i>ex officio</i> (April 1<sup>st</sup> to August 31<sup>st</sup>)</p> <p>Two members of the teaching staff of the Faculty who do not teach in the program(s)  Program Coordinator(s)  Registrar</p> <p>b) The Committee shall report its decisions for information and make recommendations respecting principles and policies governing admissions, awards, curriculum and other aspects of the PharmD for Pharmacists program(s) to the relevant Faculty-wide Standing Committee;</p> <p>c) The Committee shall review and make policy recommendations concerning all course exemptions.</p> <p>d) The Committee shall receive for information final grade reports from the Boards of Examiners for the program(s), and will review and make recommendations regarding all matters relating to course-linked student assessment in the program(s).</p> <p>i) The Board of Examiners for each year of the program(s) (consisting of all course coordinators for that year) shall review final course grades and, when appropriate, interim course grades and make final grade recommendations to the Committee on Academic Standing for approval. It shall also report final grades to the Program Standing Committee for information.</p> <p>ii) The Chair of the Program Committee or designate shall also act as Chair of each of the Boards of Examiners.</p> <p>e) The Committee shall report annually to the Faculty-wide Standing Committee on Program Evaluation and Accreditation, and make recommendations as necessary, on the extent to which the goals and objectives of the program are being met in the delivery of the courses of study, the program content, the grading and student assessment system and the requirements for graduation.</p>

<b>GRADUATE EDUCATION PROGRAM COMMITTEE</b>	<p>8)</p> <p>a) Membership shall include:          Director of the Graduate Department of Pharmaceutical Sciences or designate (Chair)          Dean, School of Graduate Studies (<i>ex officio</i>)          Dean, LDFP (<i>ex officio</i>)          Associate Dean of Education, LDFP or designate          Coordinator of each Graduate Field          Five Teaching Staff from each Graduate Field whose primary graduate appointment is in the Graduate Department of Pharmaceutical Sciences          One representative of all Teaching Staff cross-appointed to the Graduate Department of Pharmaceutical Sciences          One Graduate Student from each Graduate Field</p> <p>b) The Committee shall report its decisions for information and make recommendations respecting principles and policies governing admissions, awards, curriculum, graduate student funding, and other aspects of the Graduate program to the relevant Faculty-wide Standing Committee.</p> <p>c) Through its Chair, the Committee shall review graduate governance procedures to ensure compliance with the requirements of the School of Graduate Studies.</p> <p>d) The Committee shall report annually to the Faculty-wide Standing Committee on Program Evaluation and Accreditation, and make recommendations as necessary, on the extent to which the goals and objectives of the program are being met in the delivery of the courses of study, the program content, the grading and student assessment system, and the requirements for graduation.</p> <p>e) Quorum shall be defined as one-third of members. Graduate faculty who are Professors Emeriti shall not be counted in determining the number required for quorum or whether a quorum is present.<sup>1</sup></p>
<b>CONTINUING AND PROFESSIONAL EDUCATION (CPE) PROGRAM COMMITTEE</b>	<p>9)</p> <p>a) Membership will include:          Director, Continuous Professional Development or designate (Chair)          Academic Director or Representative of the International Pharmacy Graduate (IPG) program          Three members of the teaching staff of the Faculty, ensuring the diversity of the faculty is represented          One IPG student          One alumnus/alumna of the Faculty who does not hold an academic appointment and who is a practicing pharmacist          Three other members drawn from amongst the following categories with no more than one from each category: clinical teaching staff or appointees of the Faculty, pharmaceutical industry, pharmacy organizations</p> <p>b) The Committee shall report its decisions for information and make recommendations respecting principles and policies</p>

<sup>1</sup> Approved by Faculty Council May 7, 2012

	<p>governing admissions, awards, curriculum and other aspects of the International Pharmacy Graduate (IPG) program and other continuous professional development and continuing education programs to the relevant Faculty-wide Standing Committee;</p> <p>c) The Committee shall make recommendations regarding CPD courses, certificate and diploma offerings in accordance with the University's <i>Policy on Diploma and Certificate Programs</i>.</p> <p>d) The Committee shall receive for information final grade reports from the Board of Examiners for the IPG program, and shall review and make recommendations regarding all matters relating to course-linked student assessment in the IPG program.</p> <p>i) The Board of Examiners for the IPG program (consisting of all course coordinators) shall review final course grades and make final grade recommendations to the Committee on Academic Standing for approval. It shall also report final grades to the Program Standing Committee for information.</p> <p>ii) The Chair of the Program Committee or designate shall also act as Chair of the Board of Examiners.</p> <p>e) The Committee shall develop criteria for selection of continuing education and continuous professional development programs for purposes of professional development, faculty development, and public education and shall otherwise ensure the academic rigour and credibility of all programs;</p> <p>f) The Committee shall assist in identifying specific opportunities and needs for continuing education and continuous professional development programs;</p> <p>g) The Committee shall assist in developing relationships with relevant Health Sciences Schools/Faculties, teaching hospitals, professional and regulatory associations, and disease-based non-governmental organizations as appropriate;</p> <p>h) The Committee shall report annually to the Faculty-wide Standing Committee on Program Evaluation and Accreditation, and make recommendations as necessary, on the extent to which the goals and objectives of the program are being met in the delivery of the courses of study, the program content, the grading and student assessment system.</p>
<b>FACULTY-WIDE STANDING COMMITTEES</b>	<p>10) The following shall be the Faculty-wide Standing Committees of Council:</p> <ul style="list-style-type: none"> <li>i. Executive</li> <li>ii. Striking</li> <li>iii. Recruitment and Admissions</li> <li>iv. Academic Standing</li> <li>v. Curriculum and Assessment</li> <li>vi. Program Evaluation and Accreditation</li> <li>vii. Appeals</li> </ul> <p>These Committees are intended to serve as overarching co-ordinating committees for the Faculty as a whole and shall report directly to Council.</p>

<b>EXECUTIVE COMMITTEE</b>	<p>11)</p> <ul style="list-style-type: none"> <li>a) Membership shall include: Chair of Faculty Council (Chair) Vice-Chair of Faculty Council (Vice-Chair) Dean or designate Associate Deans Current Chairs of Standing Committees of Council</li> <li>b) The Committee shall review the agenda for each Council meeting to ensure adequate documentation is provided for debate on each item.<sup>2</sup> <ul style="list-style-type: none"> <li>i) The Committee shall refer back to the originating administrator/committee for further preparation any item deemed not ready for submission to Council.</li> <li>ii) In particular, the Committee shall ensure that recommendations proposed by a Committee to Council have appropriate information/documentation concerning their resource (budgetary) implications and refer these back to the originating Committee for further information or reconsideration if necessary.</li> <li>iii) The Committee shall report to Council for information all recommendations that are referred back to the originating administrator/Committee.</li> </ul> </li> <li>c) The Committee shall direct specific issues to Council or Committees, and/or recommend to Council the creation of <i>ad hoc</i> committees.</li> <li>d) The Committee shall monitor implementation of Faculty Council policies.</li> <li>e) The Committee shall review and advise Council on all proposed Constitution and Bylaw changes, whether these be brought to Council or initiated by Council.</li> <li>f) The Committee shall review and advise Council on the effectiveness of the Constitution and Bylaws.</li> <li>g) At periodic intervals of not more than five years, the Committee shall establish a review of the Constitution and Bylaws and recommend to Council any changes deemed appropriate.</li> <li>h) The Committee shall conduct the affairs of Council during the period when Council is not meeting regularly, and report to Council its deliberations, recommendations, and decisions at the next meeting of Council and, in the case of business undertaken on behalf of a Committee of Council, will report to that Committee before the Committee's next meeting; and will act with respect to matters of emergency, and report such action to Council at its next meeting.</li> <li>i) This Committee shall consider all petitions received from students, which do not fall within the terms of reference of other committees of Council.</li> </ul>
<b>STRIKING COMMITTEE</b>	<p>12)</p> <ul style="list-style-type: none"> <li>a) Membership shall include: Vice-Chair of Faculty Council (Chair) Dean</li> </ul>

<sup>2</sup> For some items, e.g., exam results, it is understood that there is insufficient time to prepare documentation in advance of the meeting.



	<p>Program Directors At least one student who will be: a full member (September 1<sup>st</sup> to March 31<sup>st</sup>) <i>ex officio</i> (April 1<sup>st</sup> to August 31<sup>st</sup>)</p> <p>In the absence of the Chair, the Chair of Council shall serve as the Striking Committee Chair.</p> <ul style="list-style-type: none"> <li>b) The Committee shall survey continuing members of Faculty Council annually to determine the Committees on which they would like to serve.</li> <li>c) The Committee shall establish transparent guidelines for Committee appointments that take into account workload equity for faculty members, as well as faculty member preferences and expertise. Council members who will be on leave for all or part of the coming academic year will not normally be placed on a Committee.</li> <li>d) The Committee shall recommend for appointment to Council individuals in membership category VI(g)(iv) in the Constitution, as appropriate.</li> <li>e) Individuals in membership category VI(c) of the Constitution shall be surveyed annually by the Committee to solicit nominations to represent this group on Council. The Committee will consider whether service is included in the terms of the nominee's contract and whether the term of their appointment is consistent with the term of Council. The Committee shall then recommend to Council the requisite number of individuals to represent this group.</li> <li>f) The Committee shall select the roster of each Standing Committee and at the last meeting of Council for the year recommend approval of the roster. <ul style="list-style-type: none"> <li>i) Each Program Director shall prepare a draft roster for the Program Committee of which he/she is Chair for consideration by the Striking Committee.</li> <li>ii) The Striking Committee shall ensure that there is representation from all programs on Faculty-wide Standing Committees as appropriate. Once a member has completed six consecutive years of service on a Program or Faculty-wide Standing Committee an interval of one year must elapse before the individual may serve again on the same Committee.</li> </ul> </li> <li>g) The Committee shall recommend an individual for Chair in cases where the Chair is not specified in the Membership of the Committee. A Faculty-wide Standing Committee Chair will normally be a member of the academic staff who is not in an administrative position at the Faculty, e.g. Associate Dean, Assistant Dean, Program Director. The term of office of the Chair should normally not exceed six consecutive years.</li> </ul>
<b>RECRUITMENT AND ADMISSIONS COMMITTEE</b>	<p>13)</p> <ul style="list-style-type: none"> <li>a) Membership shall include: Chair who will be a member of Council who is knowledgeable about undergraduate and graduate programs of the Faculty. Registrar Program Directors, or designate(s) Admissions Officer</li> </ul>

	<p>Assistant to the Admissions Officer  One representative from University admissions office  One member from each of the Program Standing Committees  Manager Marketing and Communications  At least one Alumna/us  At least one student who will be:  a full member (September 1<sup>st</sup> to March 31<sup>st</sup>)  <i>ex officio</i> (April 1<sup>st</sup> to August 31<sup>st</sup>)</p> <p>b) The Committee shall review and make recommendations to Council concerning Faculty admissions policies, including entrance requirements and transfers.</p> <p>c) The Committee shall receive reports for information from each Program Standing Committee concerning its admissions decisions to ensure that the selection of students for admissions complies with Faculty admissions policies.</p> <p>d) The Committee shall make decisions about student petitions regarding entry or re-entry.</p> <p>e) The Committee shall oversee strategies and practices for recruitment into the academic programs of the Faculty.</p>
<b>COMMITTEE ON ACADEMIC STANDING</b>	<p>14)</p> <p>a) Membership shall include:  Chair who will be a member of Council who is knowledgeable about undergraduate and graduate programs of the Faculty Registrar or designate  One member from each of the Program Standing Committees.  Faculty member representing experiential education  At least one student who will be:  a full member (September 1<sup>st</sup> to March 31<sup>st</sup>)  <i>ex officio</i> (April 1<sup>st</sup> to August 31<sup>st</sup>)</p> <p><u>Course-linked Assessment Policy</u></p> <p>b) The Committee shall make recommendations to Council related to policies, procedures and practices pertaining to academic progress and academic standing of students enrolled in the Faculty's academic programs.</p> <p>c) The Committee shall oversee the implementation of the University Assessment and Grading Practices Policy and oversee the general consistency of grading procedures.</p> <p>d) The Committee shall make recommendations to Council on Faculty-wide policies for the conduct of course-linked assessments.</p> <p>e) The Committee shall rule on final grade results submitted by the Boards of Examiners for each academic program and will report to Council for information its decisions regarding the academic standing of students in each academic program at the conclusion of each year or cycle of the program.</p> <p><u>Awards</u></p> <p>f) The Committee shall review and recommend to Faculty Council the terms and conditions of new awards and award policies.</p> <p>g) The Committee shall receive reports from the Division of University Advancement (DUA) of minor changes to the terms and conditions of awards and award policies prior to their implementation.</p>

	<p>h) The Committee shall receive reports, for information only, from the Program Standing Committees concerning the awards distributed to students in each program.</p> <p>i) The Committee shall ensure that the awards are made in compliance with the terms of the awards.</p> <p>j) The Committee shall review the allocation of award funds across programs in cases where the awards are made to students in more than one program in the Faculty.</p>
<b>COMMITTEE ON CURRICULUM AND ASSESSMENT</b>	<p>15)</p> <p>a) Membership shall include:</p> <ul style="list-style-type: none"> <li>Chair who will be a member of Council who is knowledgeable about undergraduate and graduate programs</li> <li>Registrar</li> <li>Faculty member representing experiential education</li> <li>Faculty member from the Graduate Education Program Committee</li> <li>Director, B.Sc.(Pharm.Chem.) program or designate</li> <li>At least one pharmacy practitioner who does not hold an academic appointment</li> <li>At least one representative of a cognate health-related division of the University</li> <li>One member from each of the Program Standing Committees</li> <li>Two undergraduate students (junior and senior), who will be: <ul style="list-style-type: none"> <li>full members (September 1<sup>st</sup> to March 31<sup>st</sup>)</li> <li><i>ex officio</i> (April 1<sup>st</sup> to August 31<sup>st</sup>)</li> </ul> </li> </ul> <p>b) The Committee shall review and recommend to Council proposals for the establishment and closure of academic programs, and proposals for major modifications<sup>3</sup> to existing academic programs, diplomas, and certificates.<sup>4</sup></p> <p>c) The Committee shall review and approve, on behalf of Council, proposals for minor modifications to academic programs, diplomas, and certificates.<sup>5</sup> All such approvals shall be reported for information to Council.</p> <p>d) The Committee shall approve on behalf of Council, and report to Council for information, proposals from Program Standing Committees for minor changes in the goals and objectives of the program, and the courses of study; the content and grading and assessment systems for individual courses; and the requirements for graduation from a program.</p> <p>e) The Committee shall establish standardized systems for course coordinators to communicate and seek approval for proposed courses and course changes.</p> <p>f) The Committee shall review and recommend to Council policy regarding program delivery.</p> <p>g) The Committee shall review all courses in each program on a periodic basis for their congruency with and contribution to the Faculty's overall curricular plans.</p>

<sup>3</sup> Definitions of major and minor modifications to existing programs 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.

<sup>4</sup> Proposals for creation or closure of Category 1 certificates will follow the protocol for major modifications, as stated in the [Policy on Certificates \(For Credit and Not-for-Credit\)](#).

<sup>5</sup> Proposals for creation or closure of Category 2 certificates will follow the protocol for minor modifications, as stated in the *Policy on Certificates (For Credit and Not-for-Credit)*.

<b>PROGRAM EVALUATION AND ACCREDITATION COMMITTEE</b>	<p>16)</p> <p>a) Membership shall include:  Chair who will be a member of Council who is knowledgeable about undergraduate and graduate programs of the Faculty.  Program Directors  Associate Deans: Education, Research, or designate(s)  Faculty member representing experiential education  One member from each of the Program Standing Committees  At least one student who will be:  a full member (September 1<sup>st</sup> to March 31<sup>st</sup>)  <i>ex officio</i> (April 1<sup>st</sup> to August 31<sup>st</sup>)</p> <p>b) The Committee shall receive and approve annual reports from the Program Standing Committees, and make recommendations with respect to program evaluation.</p> <p>c) The Committee shall review and recommend policies and practices with respect to program evaluation and accreditation.</p>
<b>COMMITTEE ON APPEALS</b>	<p>17)</p> <p>a) Membership shall include:  Chair nominated by the Striking Committee and approved by Council; and  Five members selected by the Chair of the Committee in consultation with the Dean or designate from among the members of Council, individuals with primary academic appointments of 25% or greater in the Faculty, and the student body. This will include at least two academic members of Faculty Council and one member selected from among the undergraduate students of the Faculty in the same program but not in the same class as the appellant.  Members selected shall not have had any previous association with the matter, which forms the substance of the appeal.</p> <p>b) All meetings of the Appeals Committee shall be held <i>in camera</i>.</p> <p>c) The Committee shall hear, upon request by an undergraduate student, appeals against such decisions as have been made by an instructor or officer of the Faculty or by any Standing Committee of Council and approved by Council.</p> <p>i) Appeals shall be heard by a panel of five committee members as described above.</p> <p>ii) The Committee is required to arrive at a majority decision.</p> <p>d) The Committee on Appeals shall report annually to Council for information only.</p>
<b>SPECIAL COMMITTEES</b>	<p>18)</p> <p>The Council or Dean of the Faculty may appoint special committees to deal with any matter that normally does not fall within the responsibilities of a Standing Committee.</p>
<b>REVIEW OF BY-LAWS</b>	<p>19)</p> <p>The Council shall review the Bylaws every five years.</p>

Revisions approved by the Leslie Dan Faculty of Pharmacy Council on June 7, 2006, October 28, 2011, November 8, 2013, February 13, 2014, June 24, 2015, May 27, 2016, and June 21, 2017.

## APPENDIX A

### STRUCTURE OF STANDING COMMITTEES OF COUNCIL

