

**FACULTY OF DENTISTRY ACADEMIC GOVERNANCE  
STANDING COMMITTEES**

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## 1.0 RULES GOVERNING STANDING COMMITTEES

In accordance with the Constitution and By-Laws of the Faculty of Dentistry, the following applies to all Standing Committees unless otherwise noted.

### TERMS OF REFERENCE

The Terms of Reference for all standing committees, and any amendments will require approval of 2/3 majority of Faculty Council members present at the meeting where the motion is considered

### ACCOUNTABILITY TO FACULTY COUNCIL

Standing committees are accountable to Faculty Council for their activities. All academic policies, regulations, procedures and guidelines developed by standing committees must be approved by Faculty Council prior to their implementation. Notwithstanding the foregoing, minor changes of policy or procedure may be implemented without prior approval provided that they are reported to faculty council in the standing committee's annual report. Whether a change is "minor" is determined by Faculty Council.

### DELEGATION BY STANDING COMMITTEES (SUB-COMMITTEES)

Subject to the approval of Faculty Council, standing committees may determine their own sub-committees and working groups. The terms for such sub-committees or working groups must be approved in advance by Faculty Council. Standing committees may not sub-delegate their authority in any other manner without the prior approval of the Faculty Council.

### REPORTS

Standing committees shall prepare annual reports for faculty council in accordance with guidelines and timelines approved by Council.

### STANDING COMMITTEE MEMBERSHIP

1. Voting and Ex officio Members of Standing Committees. The terms of reference for each Standing Committee shall specify the committee membership, including identifying voting, non-voting, and *ex officio* members, and the extent to which the latter shall have voting privileges.
2. Appointment to Standing Committees. The Nominating Committee shall present nominations to fill vacancies of elected members of in Standing Committees for approval at a regular meeting of Faculty Council in June. Membership on Standing Committees will be constituted to provide, as far as possible, representation across the range of diverse program interests and mandates spanning the Faculty.
3. Student Members. Undergraduate student members of Standing Committees shall be elected by and from the Dalhousie Dental Student and Dental Hygiene Student Societies. Graduate student members of Standing Committees shall be elected from among the graduate students registered in Faculty programs.
4. Chair and Vice-Chair. Unless otherwise specified in the Standing Committee terms of reference, the members of the Standing Committee shall elect the Chair and Vice-Chair from among their members. The Chair shall advise the Chair of Faculty Council of the appointments. The Vice-Chair's role is to act as the Chair in the Chair's absence.

5. Term of Service. Elected voting members of Standing Committees shall be appointed for three-year staggered terms, with no individual serving more than two consecutive terms, except as decided by a majority of Faculty Council. Student members of Standing Committees shall serve one-year terms.
6. Vacancies, Absences. Elected voting members who are not able to carry out their duties for more than six consecutive months as a result of an approved leave shall be replaced for the remainder of their term by the Nominating Committee. Any absence without leave for 3 consecutive regular meetings shall result in a declaration of vacancy by the Chair. A by- election shall be conducted by the Faculty within 20 working days of confirmation by the Chair that a vacancy exists by electronic vote as set out in section 1.7 of the Constitution.

### **STANDING COMMITTEE MEETINGS**

Rules: The Chair will determine meeting procedures and rules of conduct.

Meetings: Standing Committees will meet as often as required to fulfil the responsibilities set out in the terms of reference but will meet a minimum of once annually.

Quorum: Quorum shall be a majority of voting members.

No proxies: Vote by proxy is not permitted.

Open and Closed Sessions, Confidential Material: Meetings are generally *in camera* unless otherwise directed by the Chair. At the end of an *in-camera* session there may be a motion concerning whether any motions passed during the *in-camera* session or any part of them shall be made public.

### **AD HOC COMMITTEES**

Faculty Council may establish Ad Hoc Committees, and their terms of reference, by their own volition or at the request of the Dean.

## **2.0 NOMINATING COMMITTEE**

### **2.1 ROLE**

The purpose of the Nominating Committee is to oversee the nomination of elected faculty representatives to Faculty Council, and to elect members to Faculty Standing Committees, and to other bodies as required.

### **2.2 MEMBERSHIP**

All members are ex-officio, voting:

- a) Chair from each of the three Departments of Dentistry (DCS, BAOS, OMFS)
- b) Director from the School of Dental Hygiene
- c) The Associate Dean of Academics will be committee chair

### **2.3 DUTIES**

- a) Develops procedures for the nomination of elected voting members to the Faculty Council and recommending to Faculty Council, the adoption of same
- b) Develops procedures for the nomination of elected voting members to the Faculty Standing Committees, and recommending to Faculty Council, the adoption of same
- c) Presents nominations to Full Faculty to fill vacancies of Elected Voting Members of Faculty Council
- d) Presents nominations to Faculty Council to fill vacancies of Elected Voting Members of Faculty Standing Committees
- e) Makes temporary replacements where an Elected Voting Member of Faculty Council or of a Faculty Standing Committee is absent for six months or less
- f) Makes all recommendations and reports to Faculty Council through the Chair
- g) Undertakes other tasks relating to its mandate as directed by Faculty Council from time to time.

### **2.4 DIVERSITY AND INCLUSION**

To ensure a prosperous future for Dalhousie University, we must be inclusive. The health of our university requires talent from the broadest demographic pool. In your role as a faculty member of the Faculty of Dentistry, having committed to Diversity, Equity and Inclusion as a university priority (5.2), you are asked to promote the participation of equity seeking groups by critically examining appointments to any university committee. In this regard members are asked to propose a diverse and inclusive list of nominees.

**Updated:** June 26, 2024

## **3.0 ACADEMIC POLICY AND APPEALS COMMITTEE**

### **3.1 ROLE**

Through the individual academic standards class committees, the academic policy and appeals committee shall develop and recommend appropriate faculty-wide academic policies and procedures and recommend new and modified student academic awards.

### **3.2 DUTIES**

- Develop and monitor policies and procedures which guide the committee's operation and which provide direction for academic units, divisions and course directors in their student assessment activities;
- Receive appeals from any student registered within the Faculty of Dentistry who has had a decision rendered against them that can be appealed under the Appeal Policy;
- Appoint panels from among its members to hear and decide appeals brought by a student in accordance with these terms of reference and Appeal Policy. In all cases, the Panel will include two faculty members and one student;
- Review and recommend to Faculty changes in the Faculty calendar related to Academic Policy;
- Review policies at least once every three (3) years; and
- Undertake other tasks related to its role as may be assigned by Faculty Council from time to time

### **3.3 MEMBERSHIP**

The Academic Policy and Appeals Committee has fifteen members (each with 3-year stagnant terms):

- i. One (1) representative from OMFS or BAOS
- ii. Three (3) representatives from DCS (to include representation from pre-clinical and clinic instructors)
- iii. Two (2) representatives from School of Dental Hygiene:
- iv. One (1) DDS student representative
- v. One (1) DH student representative
- vi. One (1) FoD resident representative
- vii. Manager, Academic Affairs Office
- viii. Associate Dean Clinical Affairs (voting, ex-officio)
- ix. Director, School of Dental Hygiene (voting, ex-officio)
- x. Associate Dean Academic Affairs (non-voting, ex-officio)
- xi. Associate Dean Student Affairs (non-voting, ex-officio)
- xii. A chair appointed by Faculty Council (voting only in the event of a tie)
- xiii. Student or faculty representative (in the event of an Appeal, who are not in conflict)

### **3.4 RECRUITMENT**

Committee members are selected from volunteers and appointed by Faculty

Council. Efforts will be made to ensure that the principles of equity, diversity and inclusion are incorporated in the selection process.

### **3.5 COMMITTEE SUCCESSION**

For the purposes of succession planning, appointments may be extended for one year, on the approval of Faculty Council, to ensure adequate continuity of experience on the Committee. A new Chair will be elected from among faculty members on the Committee. Elected Chair must have at least one year of experience.

### **3.6 MEETINGS**

The Committee shall meet at least once per term and ad hoc as required. The quorum shall be six (6), including Chair.

### **3.7 APPEAL PROCESSES**

The processes to be followed for appeals are those set out in the Student Appeals Policies and Procedures found in the Academic Policy Manual.

### **3.8 REPORTING**

The Chair of the Committee will prepare annually a written report to be presented to the Chair of Faculty Council summarizing the activities of the Committee and its decisions, without disclosing the name(s) of the student(s) involved (or any other identifying information), and any recommendations.

### **3.9 CONFLICT OF INTEREST**

The Committee will be governed by Dalhousie's Conflict of Interest Policy. Additionally, a member of the Committee appointed to a hearing panel shall recuse themselves when the appeal relates to a matter for which the member was: (i) materially involved in the completion of an evaluation and/or made a recommendation and/or rendered a decision in the matter which is the subject of the appeal; or (ii) where they feel that, in the circumstances, they are not sufficiently objective to evaluate the appeal.

### **3.10 RETENTION OF DOCUMENT:**

A copy of all documents provided to the Committee, including panels appointed by the Chair of the Committee, at meetings or in relation to hearings shall be retained by the Faculty of Dentistry. All deliberations of the Committee and all information received by the Committee shall be confidential except for such disclosure as is necessary for the Committee's Reports.

**(Updated February 2018, September 13, 2022, September 2024)**

## 4.0 PROGRESS AND PROMOTION COMMITTEES

There shall be a separate Progress and Promotion Committee for all programs or years of study in the Faculty of Dentistry (DDS1, DDS2, DDS3, DDS4, DH and Graduate/Postgraduate (“Committees”)).

### 4.1 ROLE

The role of each Progress and Promotion Committee is to apply academic policy regarding the progression, promotion and graduation of students in its programs.

### 4.2 DUTIES

- a) Monitor the progress of students including all elective studies.
- b) Establish, monitor and coordinate all remedial programs.
- c) Monitor and coordinate, in concert with the Offices of the Associate Deans of Academic Affairs and Student Affairs, accommodation of students according to recommendations from Dalhousie Student Success and Student Accessibility Centres.
- d) Monitor and assess student professionalism, knowledge, pre/clinical skills and degree of independence and competence for the professions of dentistry/dental hygiene.
- e) Recommend student counseling activities, as required, to assist students in the development of those personal requisites for the successful pursuit of a professional career.
- f) For graduate and postgraduate programs, monitor and assess progress in the research practicum/thesis project in accordance with program requirements and timelines and Faculty of Graduate Studies guidelines as appropriate.
- g) Identify those students who have met the academic achievement and performance standards for promotion; and for those who have not, determine further action according to Academic Policy.
- h) Submit recommendations for dismissal to the Main Progress and Promotion Committee.
- i) Determine the granting of each academic award, pertaining to that committee, to the student(s) who have fulfilled the prescribed terms of that award

### 4.3 MEMBERSHIP

Undergraduate class and program committees:

- i. The Course Directors for all courses the Committee represents, including clinical instructors as required.
- ii. The Chair of each Committee shall be the Associate Dean Academic Affairs (ex-officio, voting only in the event of a tie).
- iii. A Vice-Chair shall be elected by the remaining committee membership (ex-officio, voting).
- iv. The Associate Dean Student Affairs (ex-officio, non-voting). In the event the Associate Dean Student Affairs is also a course director, they remain non-voting.

Graduate and Postgraduate program committee:

- i. The Chair shall be the Associate Dean Academic Affairs (ex-officio, voting only in the event of a tie).
- ii. A Vice-Chair shall be elected by the remaining committee members (ex-officio, voting)
- iii. The course directors of Graduate and Postgraduate courses.
- iv. The Associate Dean Research and Graduate Studies (ex-officio, voting)
- v. The Associate Dean Student Affairs (ex-officio, non-voting). In the event the Associate Dean Student Affairs is also a course director, they remain non-voting.
- vi. Two (2) additional faculty members, as required.

#### **4.4 MEETING FREQUENCY**

Progress and Promotion Committees will meet at least twice per year and as required.

#### **4.5 QUORUM**

50% + 1 from the voting membership

#### **4.6 AUTHORITY**

Each Progress and Promotion Committee has the authority to act, in keeping with the terms of reference, on matters relating to counseling, remedial activities, electives, course waivers, and the application of other approved academic policies.

**(Updated May 2019, June 2024, September 2024)**



## **4.0 MAIN PROGRESS AND PROMOTION COMMITTEE**

### **5.1 ROLE**

To make certain decisions with respect to academic standing in accordance with the Faculty of Dentistry's Academic Policy Manual.

### **5.2 DUTIES**

- a) To recommend academic policies and procedural changes to the Academic Policy and Appeals Committee, when appropriate.
- b) To hear and decide on a DDS1, DDS2, DDS3, DDS4, DH or Graduate/Postgraduate Progress and Promotion Committee's recommendation for a student's dismissal from the Faculty of Dentistry.
- c) To report the Committee's decisions on dismissal to the Associate Dean Academic Affairs.

### **5.3 MEMBERSHIP**

The Main Progress and Promotion Committee shall consist of 8 faculty members. The Chair and Vice-chair are elected from the committee membership.

The Committee membership shall consist of the following:

- i. The Vice-chairs of each Doctor of Dental Surgery Progress and Promotion Class Committee (4)
- ii. Vice-chair of Dental Hygiene Progress and Promotion Committee (1)
- iii. Vice-chair of Graduate Progress and Promotion Committee (1)
- iv. Dental Hygiene faculty representative (1)
- v. Doctor of Dental Surgery faculty representative (1)

### **5.4 QUORUM**

50% + 1 from the voting membership

### **5.5 CONFLICT OF INTEREST**

The Committee will be governed by Dalhousie's Conflict of Interest Policy. Additionally, a member of the Committee appointed to a hearing panel shall recuse themselves when the appeal relates to a matter for which the member was: (i) materially involved in the completion of an evaluation and/or made a recommendation and/or rendered a decision in the matter which is the subject of the appeal; or (ii) where they feel that, in the circumstances, they are not sufficiently objective to evaluate the appeal.

**(Created June 2024; Updated September 2024)**

## 5.0 CURRICULUM COMMITTEES

There shall be a curriculum committee for each of the undergraduate Dentistry and Dental Hygiene Programs and the Graduate and post-graduate Programs.

### 6.1 ROLE

The role of each curriculum committees is to plan, review, and monitor the curricula of that program within the goals, principles and structure approved by Faculty Council.

### 6.2 DUTIES

In consultation with the appropriate program/school directors, department chairs, division heads, course directors and course groups:

- a) Plan sequencing of content and clinical skills instruction within each academic year and throughout the curriculum.
- b) Develop the structure and timing of course offerings.
- c) Interpret and communicate the curriculum principles approved by Faculty.
- d) Develop methods for teaching and student evaluation that are consistent with the approved curriculum goals and principles.
- e) Monitor the implementation of the goals and principles by the course directors and course groups.
- f) Review all course outlines and student course evaluations and provide feedback to course directors as appropriate.
- g) Liaise with the Academic and Clinic Coordinating Committee, to develop the timetable for the next academic year.
- h) Establish course weight designations relative to assigned curriculum time for all courses.
- i) Approve new or amended course offerings and submit to Faculty Council for final approval.

### 6.3 MEMBERSHIP

- a) Dental Hygiene Curriculum Committee
  - i. Full-time and part time DFA members of the School of Dental Hygiene
  - ii. Director, School of Dental Hygiene (ex-officio with vote, Chair)
  - iii. Associate Dean for Academic Affairs (ex-officio with vote)
  - iv. Associate Dean Clinics (ex-officio with vote)
  - v. One Dalhousie Dental Hygiene Student Society representative
  - vi. Manager, Academic Affairs (ex-officio, non-voting)
  - vii. One representative from the Interprofessional Education Committee
  
- b) Doctor of Dental Surgery Program Curriculum Committee
  - i. Two representatives from the Department of Dental Clinical Sciences
  - ii. One representative from the Department of Applied Oral Sciences
  - iii. One representative from the Department of Oral and Maxillofacial Sciences

- iv. One Dalhousie Dentistry Student Society representative (DDS2 – 3-year term)
- v. Associate Dean for Academic Affairs (ex-officio with vote)
- vi. Associate Dean for Clinic Affairs (ex-officio with vote)
- vii. Manager, Academic Affairs (ex-officio, non-voting)
- viii. One representative from the Interprofessional Education Committee
- ix. **Department Chairs from DCS, BAOS and OMFS**

c) Graduate and Post-Graduate Programs

- i Directors of each of the Programs
- ii Associate Dean for Academic Affairs (ex-officio with vote)

**Quorum:** 50%+1 members are required for quorum

**Updated February 2021, November 2021, September 2022, June 2024**

## 6.0 FINANCE COMMITTEE

### 7.1 ROLE

The Committee will act as an advisory committee to the Dean to ensure that financial decisions within the Faculty support the Faculty's strategic plan and overarching guiding principles supporting sound fiscal management. To this end the committee shall

1. Advise and assist the Dean in the allocation of resources to support the mission and strategic priorities of the Faculty.
2. Supports the Dean to ensure that the finances of the Faculty are managed in accordance with sound and transparent management policies and practices and in a manner that contributes to the academic mission and fiscal health of the Faculty.
3. Oversees budget development process.
4. Reviews proposals for higher-level and strategic change in financial policy, procedures, or structures and advises the Dean on the impact of such changes.

The Committee will gain a greater understanding of the Faculty's financial resources, challenges, and opportunities so that financial advice related to strategic priorities and emerging opportunities can be provided to the Dean.

### 7.2 DUTIES

The Committee will examine internal and external funding requests, advise on the distribution of revenue among units, and review expenses. One of the important duties of the Committee is to review and decide on all external requests for funding.

The Committee will consider the use of all sources of revenue except those that are stipulated by an external contract or annual giving agreement.

The Committee will advise the Dean of the financial implications of strategic initiatives and emerging opportunities. The Committee will assist the Dean in the development of the Annual Multi Year Plan.

**CONFIDENTIALITY** <sup>[L]</sup><sub>[SEP]</sub> Financial information is restricted to University staff who have a business purpose for access to such information. Members of the Committee are expected to comply at all times with this confidentiality standard. In keeping with this standard, all discussions related to faculty finances are to be held in confidence. Written materials are to be safeguarded and are not to be disseminated without the expressed written consent of the Dean. <sup>[L]</sup><sub>[SEP]</sub>

**(Approved February 2018)**

## 7.0 ADMISSIONS COMMITTEES

### 8.1 ROLE

The role of each admission committee is to recommend changes to policies and procedures for admission of students to that [program offered by the Faculty of Dentistry](#), and to make admissions decisions for each new intake of students in accordance with approved admissions criteria.

### 8.2 DUTIES

- a) Develop policies, procedures and criteria for the admission of students to the individual program(s) in the Faculty of Dentistry
- b) Assess and select applicants for admission to the individual program(s)
- c) Communicate with Faculty and University committees regarding admission trends for that program(s).
- d) Regularly review and amend admissions policies, procedures and standards for individual programs as required and submit changes to Faculty Council for approval.

### 8.3 MEMBERSHIP

- a) Doctor of Dental Surgery
  - i. Three full-time dentistry faculty members
  - ii. One part-time dentistry faculty member
  - iii. Non-dental/dental hygiene community representative
  - iv. One member of the Committee will be elected as Chair
  - v. One student representative from the DDS program
  - vi. The Assistant Dean for Admissions (ex-officio) (Chair)Staff support will be provided by the Manager, Admissions and the Administrative Assistant for Admissions
  
- b) Dental Hygiene Programs
  - i. Two full-time dental hygiene faculty members
  - ii. One part-time dental hygiene faculty member
  - iii. One dental hygiene student representative
  - iv. The Director of the School of Dental Hygiene or a designated representative (ex-officio)
  - v. The Coordinator of the Degree Completion Program (ex-officio)
  - vi. Representative from University Registrar's OfficeOne member will be elected Chair by the Committee  
Staff support will be provided by the Manager and the Administrative Assistant for Admissions
  
- c) Graduate Periodontics Residency Program
  - i. Director of the Graduate Periodontics Program, ex-officio (Chair)

- ii. At least two members of the teaching faculty of the Graduate Periodontics program
  - iii. One (1) Resident of the Graduate Periodontic program
  - iv. Associate Dean, Research and Graduate Studies, ex-officio
- d) General Dental Practice Residency Program
- i. Director of the General Dental Practice Residency program (Chair)
  - ii. At least two members of the clinical teaching faculty
  - iii. One (1) Resident of the General Dental Practice Residency program
  - iv. Associate Dean, Research and Graduate Studies
- e) Oral and Maxillofacial Program
- i. The Program Director and the members of the Division of Oral and Maxillofacial Surgery comprise the Admissions Committee for the residency training program in oral and maxillofacial surgery.

**Updated April 2024, June 26, 2024**

## **8.0 RESEARCH DEVELOPMENT AND ADVISORY COMMITTEE**

### **9.1 ROLE**

In an open and transparent process, the Research Development Committee will promote the research goals of the Faculty by facilitating the research commitment of individual faculty members and students, enhancing research collaborations among disciplines within and outside the faculty, and lending its expertise to those activities which will stimulate and support original, scientific inquiry on the part of all faculty.

### **9.2 DUTIES**

The Research Development and Advisory Committee is responsible to the Dean of Dentistry and to the Faculty through the Associate Dean (Research and Graduate Studies) on a wide range of research related matters:

- a) To provide advice on developing and implementing research policy within the Faculty.
- b) To inform faculty and students of pertinent research policies and procedures within the University and Faculty, including Research Ethics Review for course-based student research projects.
- c) To review applications for, and provide recommendations regarding funding allocation from, internal Faculty research programs, including the Faculty Research Fund and the Summer Research Program.
- d) To actively facilitate the planning and delivery of research training and development activities, including grantsmanship, mentorship and publication in peer-reviewed journals.
- e) To review applications and provide recommendations as required for Faculty-nominated research awards or opportunities (such as student travel awards or nominations of students for research workshops).
- f) To encourage, and provide opportunities for, the dissemination to all faculty and students of original findings from in-house research activities.

### **9.3 MEMBERSHIP**

The Committee shall consist of five full-time faculty members elected by Faculty. The Associate Dean of Research and Graduate Studies will sit on the committee as an ex-officio member and serve as Chair. In addition, the Research Development Officer will serve as a resource to the committee. Three members are required for quorum.

### **9.4 MEETING FREQUENCY**

The committee shall meet as required to conduct the business of the committee as outlined under duties.

## **9.5 AUTHORITY/REPORTING MECHANISM**

The Committee is autonomous within its terms of reference. It will submit an annual report on its activities to Faculty.

Updated May 2021



## **9.0 FACULTY REVIEW COMMITTEE (FORMERLY TENURE AND PROMOTIONS)**

### **10.1 ROLE**

To advise the Dean on all recommendations for reappointment, tenure or continuing appointment, and promotion within the Faculty of Dentistry.

### **10.2 DUTIES**

- a) To advise the dean regarding recommendations on rank and tenure or continuing appointment status to be granted upon appointment to new faculty members.
- b) To advise the dean regarding recommendations on reappointment, tenure or continuing appointment, and promotion of faculty members.
- c) To develop and periodically review guidelines for reappointment, tenure or continuing appointment and promotion and to make recommendations to the faculty for changes to the guidelines.

### **10.3 MEMBERSHIP AND MODE OF APPOINTMENT**

The Faculty Review Committee shall be elected by Faculty and consist of a minimum of three tenured faculty members.

- a) The membership must include representation from the Full Professor academic rank.
- b) If the Review Committee is reviewing an application from an instructor-stream faculty member, it must also include representation from the instructor stream.
- c) If the Review Committee is reviewing an application from a Dental Hygiene faculty member, it must also include representation from the School of Dental Hygiene.
- d) If a committee member is being considered in matters related to reappointment, tenure or continuing appointment, and/or promotion an appropriate faculty member will be appointed to the committee to replace that member for the academic year.
- e) Membership on the Committee shall be for a three-year term and the members terms shall be staggered.
- f) The Chair and Interim Chair shall be elected by Faculty Council.
- g) In the absence of the Chair, the Interim Chair will serve.

### **10.4 QUORUM**

The quorum for the Committee shall be three, including the Chair. A member from the School of Dental Hygiene must participate when Dental Hygiene reappointment, tenure and promotions are considered, and an instructor stream faculty member must participate when an instructor stream faculty member is being considered.

## **10.5 AUTHORITY/REPORTING MECHANISM**

The Committee acts upon request from the Dean and reports to the Dean as required.

**(Approved May 2019)**

## **10.0 EQUITY, DIVERSITY, INCLUSION, AND ACCESS COMMITTEE (EDIA)**

The Faculty of Dentistry recognizes the need to increase EDIA among all underrepresented and marginalized communities but, in particular, increase the participation of African Canadians/African Nova Scotian and Indigenous/Mi'kmaq peoples in the oral health professions.

### **11.1 ROLE**

The Faculty of Dentistry's Equity, Diversity, Inclusion, and Access Committee functions to assist and enable the Faculty of Dentistry to develop, implement and support actions, policies, practices and activities that promote and sustain equity, diversity, inclusion, and access among our community of students, staff, faculty, patients, and volunteers. The Committee's objective is to increase the presence and visibility of underrepresented communities and develop an environment in which they can thrive and be successful.

### **11.2 DUTIES**

- a) Provide a venue for members to network together, to gather information for dissemination to their respective units, and to work collaboratively on strategies, initiatives, guidelines, and policies that support:
  - i. Diversity in the recruitment and admission of students to academic programs offered through the Faculty of Dentistry while ensuring that students from underrepresented communities have the support to be successful while a student in the Faculty of Dentistry. When appropriate, the Committee will consult with the Black and Indigenous Student Centre and other similar units to ensure student success.
  - ii. Diversity in the recruitment and career opportunities for faculty and staff in the Faculty of Dentistry while ensuring that staff and faculty from underrepresented communities have the support to be successful while working in the Faculty of Dentistry.
  - iii. Creation of an inclusive environment (physical and social environments; inclusive classrooms and course materials) within/across units of the Faculty of Dentistry and as part of the broader Dalhousie community.
  - iv. Development and use of educational resources to build knowledge and skills regarding inclusion and equity in Faculty of Dentistry programs and services. This will include workshops and seminars for students, staff, and faculty on topics of EDIA.
- b) Collect/collate unit-level information, for reporting to Faculty Council, regarding:
  - i. Recruitment strategies, and admissions policies related to affirmative action and inclusion of students, staff, and faculty from historically under-represented groups.

- ii. Initiatives from within the Faculty of Dentistry and/or the broader Dalhousie community, related to developing or enhancing inclusive programs and services.
  - iii. Quantitative analysis to document outcomes of recruitment, admissions, and retention initiatives/strategies/policies.
- b) Provide a venue for consultation and collaboration with members/groups of the broader Dalhousie community, (e.g. Office of the Vice-Provost Equity and Inclusion, Human Rights and Equity Services; Registrar's Office; President's Office; etc.), on matters regarding development and use of strategies/policies regarding equity, diversity, inclusion and access.
  - c) Address special projects as directed by Faculty Council or the Dean of Dentistry, regarding development and/or delivery of programs and services regarding equity, diversity, inclusion, and access.

In accordance with the Faculty of Dentistry's Constitution Section 3.0 Standing Committees c) Delegation by Standing Committees (Sub-Committees): *Subject to the approval of Faculty Council, Standing Committees may determine their own sub-committees and working groups.*

### **11.3 MEMBERSHIP**

- a) The Dean
- b) The Associate Dean of Students (de facto Chair, DDS Admissions Committee)
- c) Director, School of Dental Hygiene (de facto Chair, Dental Hygiene Admissions Committee)
- d) A minimum of four faculty members, with representation from each department encouraged
- e) A minimum of one student representative per class
- f) The Communications Manager
- g) The Community Outreach and Engagement Coordinator
- h) The Continuing Education Manager
- i) A minimum of two staff members, with representation from different departments encouraged
- j) Faculty of Dentistry Liaison, Aboriginal Health Sciences Initiative (when available)
- k) Faculty of Dentistry Liaison, Promoting Leadership in Health for African Nova Scotians (PLANS) Initiative
- l) Public representative (when available)
- m) The Executive Assistant to the Dean will provide administrative support.
- n) The committee will elect a chair from within for a two-year term.

The Committee will strive to ensure that groups that have been historically underrepresented have a voice on the Committee. Given this, the Committee will actively seek representation from such groups within the Faculty of Dentistry. The committee meetings will be open to all faculty,

students and staff interested in attending.

#### **11.4 AUTHORITY/REPORTING MECHANISM**

The EDIA Committee is a standing committee of Faculty Council, and reports to Faculty Council at least twice a year. In addition, the committee may advise Faculty leadership on a more regular basis. The EDIA Committee will also work closely with the Office of the Vice Provost – Equity and Inclusion. **(Approved September 2, 2020)**

## 11.0 INTERPROFESSIONAL EDUCATION (IPE) ADVISORY COMMITTEE

### 12.1 ROLE

The purpose of the Faculty of Dentistry Interprofessional Education (IPE) Advisory Committee is to support the development, implementation, evaluation and research of high quality and evidence informed IPE in the Faculty of Dentistry at Dalhousie. The Advisory Committee will report to the Associate Dean of Academic Affairs and the Director of the School of Dental Hygiene, on ways to promote best practices and standards to develop student competency in Interprofessional Collaboration (IPC) from andragogical, accreditation and regulation perspectives, and to the Associate Dean of Graduate Studies and Research on any research related activities or recommendations.

### 12.2 DUTIES

Working with the Associate Dean Academic, the undergraduate curriculum committees and the IPE Advisory groups for the Faculties of Health and of Medicine via the Interprofessional Education/Simulation Based Education Academic and Research Steering Committee, the committee will:

- a) Provide vision and leadership for IPE and IPC as they relate to the oral health professions.
- b) Advise the Faculty of Dentistry on IPE and IPC-related education innovations, strengthening best practices and standards in undergraduate education
- c) Advise the undergraduate curriculum committees on IPE and IPC Competencies addressed in the curriculum
- d) Advise the Faculty of Dentistry on guidelines for program evaluation and research on IPE.
- e) Provide support for faculty in the development and adoption of training standards in IPE
- f) Provide a venue for students and faculty members to build and engage in an IPE development network to better facilitate education, research and knowledge translation within and across the Faculty of Dentistry and Dalhousie University.
- g) Disseminate information about committee deliberations and recommendations.
- h) Liaise with the Faculties of Health and Medicine Advisory Groups through the Committee Chair

In accordance with the Faculty of Dentistry's Constitution Section 3.0 Standing Committees c) Delegation by Standing Committees (Sub-Committees): *Subject to the approval of Faculty Council, Standing Committees may determine their own sub-committees and working groups to facilitate their work.*

### 12.3 MEMBERSHIP

- a) Faculty of Dentistry IPE Coordinator (Chair)
- b) Up to 4 full-time faculty members, ideally representing each Faculty Department and the School of Dental Hygiene
- c) 1 Student representative from each of DDS and DDH programs
- d) Associate Dean Academic (non-voting)
- e) Administrative support from the Chair's department

The IPE committee will be represented on the Curriculum Committee for each of the undergraduate dental and dental hygiene programs by one or more members.

**Approved January 2021, Updated Sept 21, 2021, October 2022**

## **12.0 FACULTY OF DENTISTRY AWARDS COMMITTEE TERMS OF REFERENCE ROLE**

The role of this committee is to identify awards, honors and distinctions for, and oversee the nomination of, those staff and faculty whose work and accomplishments warrant acknowledgement.

### **13.1 DUTIES**

1. Seek and review awarding opportunities internal to the Faculty and University and external to the University, applicable to our staff and faculty members
2. Administer the nomination processes
3. Upon receipt of nominations, assess the general suitability of a nominee
4. In the event there is more than one nominee, elect a preferred nominee based on the award criteria and the documentation provided in the nomination package.
5. In the case of awards offered by the Canadian Dental Association, confer with the Nova Scotia Dental Association Awards Committee to prevent duplication

### **13.2 MEMBERSHIP**

1. Associate Dean of Academic Affairs *ex officio*. Chair
2. Three full-time faculty members, one of whom shall be from the School of Dental Hygiene
3. Other faculty and or staff members as appropriate to an individual award, honour or distinction.

All Committee members will adhere to Dalhousie University's Conflict of Interest Policy. Members are expected to review and rate all nominees independently and confidentially in keeping with award criteria. It is expected a collegial discussion with the committee will be conducted in order to arrive at a consensus.

**Approved February 2021**