

# Faculty of Health

## Academic Governance Manual

### Table of Contents

<b>FACULTY COUNCIL .....</b>	<b>3</b>
Role of Faculty Council .....	3
Responsibilities of Faculty Council .....	3
Expectations of Faculty Council Members .....	3
Membership .....	4
Voting Members .....	4
Ex Officio/Non-Voting Membership .....	4
Chair .....	4
Vacancies/Absences .....	4
Conduct of Meetings .....	5
Rules .....	5
Regular Meetings .....	5
Special Meetings .....	5
Notice of Documentation .....	5
Quorum .....	5
Agenda for Meetings .....	5
Submission of Agenda Items .....	6
Meeting Duration .....	6
Voting .....	6
Motions .....	7
Closed Sessions, Confidential Material .....	7
Minutes of Meetings .....	7
<b>STANDING SUB-COMMITTEES AND AD HOC COMMITTEES .....</b>	<b>9</b>
Standing Sub-committees .....	9
Ad Hoc Committees/Working Groups .....	9
Charge to the Standing Sub-committees .....	10
Committee Meeting Minutes .....	10
Committee Annual Reports .....	11
Format for Annual Sub-Committee Report .....	12

APPENDICES .....	13
I. Inclusion and Equity Committee Terms of Reference .....	13
II. Faculty Tenure and Promotion Committee Terms of Reference .....	16
III. Academic Review Committee Terms of Reference.....	22
IV. Practice Education Committee Terms of Reference .....	25
V. Research Committee Terms of Reference .....	27
VI. IPE/SBE Advisory Committee Terms of Reference.....	30
VII. Faculty Council Administrative Support - Duties .....	31
VIII. Organizational Chart – Faculty Council and Committees – Faculty of Health .....	32

## FACULTY COUNCIL

### Role of Faculty Council

- The Faculty of Health Faculty Council is a collegial governing body for the academic affairs of the Faculty of Health. This system of governance depends on the participation of colleagues to make its decisions.
- Faculty Council determines policy on academic matters and formulates plans for the academic development of the Faculty of Health.
- Faculty Council receives its business via its sub-committees, members of Council (including Associate Deans and Dean), and individual members of Faculty, where appropriate.
- Faculty Council reports on its activities to Full Faculty, the Dean (who has overall accountability for program delivery and administration of the Faculty of Health) and to the University Senate (which is the governing body for the academic affairs of the University).
- Faculty Council is accountable to the University Senate through the Dean.

### Responsibilities of Faculty Council

- Developing Faculty Governance framework documentation and any amendments thereto and submitting it to Full Faculty for approval.
- Approving academic regulations and policies and any amendments thereto.
- Reviewing and approving academic program content.
- Overseeing the activities of all Faculty of Health Faculty Council standing committees.
- Reviewing and approving terms of reference for Standing Committees.
- Considering and approving nominations to Standing Committees and academic search committees for senior academic positions (Directors, Associate Deans)
- Delegating responsibility to Standing Committees, subject to reporting back.
- Establishing ad hoc committees as required from time to time.
- Other tasks related to its role as requested by Senate or the Dean from time to time.
- Reporting annually, or more frequently as required, to Full Faculty concerning the activities of Faculty Council and its Standing Committees, and
- Reporting to the Dean and to Senate as required.

### Expectations of Faculty Council Members

- To express the interests and concerns of the unit represented.
- To report back to unit colleagues about the activities of Faculty Council through unit meetings or written reports provided via email, and, where needed, gather feedback from their colleagues.
- To review and provide comment/feedback on all decision and discussion items put forward to Faculty Council
- To notify Faculty Council of new developments, policies, or concerns of each respective unit
- To serve on at least one Faculty council committee (standing, ad hoc, search) over the term(s) of Faculty Council membership.

- To recruit and coordinate (where necessary) elections of new representatives and alternates from their unit.
- To encourage colleagues to attend and participate in Full Faculty.

## Membership

**Voting Members** of Faculty Council shall comprise:

- Two (2) DFA members from each unit, a Primary member and an Alternate, elected by the unit. Elected members hold a term<sup>1</sup> of office for a minimum of two years. Members may be re-elected for one (1) additional consecutive term. Vote is restricted to one (1) vote from each school, counting either the Primary or the Alternate member vote.
- Two School/College Directors/Assistant Deans elected for 1-year terms by Deans Executive
- Associate Dean Academic
- Associate Dean Research
- Associate Dean Equity Diversity Inclusion Accessibility (EDIA)
- Two students, a Primary member and an Alternate member, from each of the following student groups within the Faculty of Health
  - Undergraduate Students
  - Entry-to-Practice Graduate Students
  - Non-ETP Graduate Students

Vote is restricted to one (1) vote from each student group.

**Ex Officio/Non-Voting Membership** of Faculty Council shall comprise:

- Dean, Faculty of Health
- Health Sciences Librarian
- Faculty Council Administrative Support<sup>2</sup>

## Chair

The Dean of the Faculty of Health holds the position as Chair of Faculty Council and provides oversight over the business of Faculty Council, including:

- Preparation and dissemination of official correspondence,
- Setting the agenda for Faculty Council meetings with input from Faculty Council members and in consultation with the Associate Deans,
- Chairing Faculty Council meetings, and
- Representing Faculty Council to Senate and its sub-committees as required.

## Vacancies/Absences

Where a Faculty Council member will be absent for a period of six months or less (for example, a six-month sabbatical), a replacement may be arranged for that period. Where the member will be absent for a period of more than six months, a replacement for the duration of the member's term on Council shall be arranged.

<sup>1</sup> Term dates will be September through June each year.

<sup>2</sup> See Appendix VIII for description of duties of Faculty Council Administrative Support  
Faculty of Health

Members who are unable to carry out their duties, may be replaced for the balance of their term by election in their Unit. The replacement member is eligible to be re-elected to Faculty Council at the end of the temporary term.

## Conduct of Meetings

### Rules

Unless otherwise specified in these terms of reference, the Chair shall determine the procedures and rules of conduct for Faculty Council meetings. These procedures shall be guided by *Robert's Rules of Order (11th Edition, Da Capo Press, or later)*. Faculty Council may suspend a procedure or rule for a given meeting by a two-thirds vote in favour.

### Regular Meetings

Faculty Council shall ordinarily meet once a month. There shall be no regular meetings during July and August. Meetings are held on the 4<sup>th</sup> Thursday of each month, commencing at 10:00 a.m. Each meeting is two hours in duration. A calendar of dates and times, as well as the location for each meeting, will be provided by August of each year.

### Special Meetings

The Chair of Faculty Council may call a special meeting of Faculty Council at any time. Such a meeting may be requested by the Dean, or by a minimum of five non-ex officio members of Faculty Council. A minimum of two working days notice must be provided to members of Council for a special meeting. The only topic discussed at a special meeting is that for which the meeting was called. Any additional items/business are referred to the next regular meeting.

### Notice of Documentation

For regular meetings, (i) the agenda, (ii) minutes of the previous meeting, and (iii) any documentation to be considered at the meeting shall be circulated, ideally, one week prior to the meeting but no less than two business days before the meeting.

For special meetings, the agenda and documentation to be considered shall be circulated with the notice of meeting.

### Quorum

Quorum for all votes, in meetings or via electronic voting, shall be 50 percent plus one of the voting members of Faculty Council; excluding vacancies.

### Agenda for Meetings

1. Announcements

#### **DECISION**

2. Approval of Agenda

### 3. Consent Agenda <sup>3</sup>

- 3.1. Approval of **Draft Minutes** of previous meeting
- 4. Other items for approval (submitted in advance) – to be discussed prior to approval.

### DISCUSSION

- 5. Matters Arising from the Previous Meetings (unfinished business)
- 6. Other items for discussion (submitted in advance) (New Business)

### INFORMATION

- 6.1.1. Dean's Report
- 6.1.2. Associate Dean Academic Report
- 6.1.3. Associate Dean Research Report
- 6.1.4. Associate Dean EDIA Report
- 6.2. **Monthly Reports from Committees**

### Submission of Agenda Items

The Dean, any member of Faculty Council, or any member of the Faculty may submit an item to the Faculty Council Administrative Support for inclusion in the agenda and may ask to present the matter or motion to Faculty Council. The Chair has the discretion of determining whether the item is appropriate for consideration by Faculty Council and, if so, at which regular meeting the matter shall be considered—or whether a special meeting is required. Such requests must include a succinct description of the action requested of Faculty Council together with sufficient background information for appropriate consideration. If a proposed item is not accepted for consideration by the Chair, reasons shall be given to the requester, along with avenues via which the matter might otherwise be considered by the Faculty of Health.

### Meeting Duration

Meetings shall not exceed two hours in length unless two-thirds of the members present agree to an extension of defined length.

### Voting

#### *Regular Meetings (in-person or via videoconference)*

Voting shall be by show of hands or electronic poll, unless directed by the Chair or approved motion by majority vote for secret ballot to be held. No tally shall be recorded in the minutes unless requested by a member. Members may vote for or against a motion, with abstentions permitted. Where requested by the member(s), the name of the abstaining member(s) may be

---

<sup>3</sup> Any member of Faculty Council may request that any item on the Consent Agenda be removed and considered as a "Special Action Item." Any such request shall be honored.

recorded in the minutes. The Chair shall not vote except in the case of a tie. Vote by proxy is not permitted.

### *E-voting for Extraordinary Motions*

From time to time, Faculty Council will be asked to participate in an electronic vote (e-vote) for an extraordinary resolution.

Extraordinary resolutions are required in the case of:

- approval of academic standards, evaluation procedures or other significant matters that must be forwarded to FGS or Senate and which must be handled before the next regularly scheduled Faculty Council meeting.
- other exceptional matters as Council may from time to time require, at the discretion of the Chair.

#### Process:

- Notice of motions will be sent electronically to each voting member of faculty council with a brief and fair description of the motion.
- Each member shall have one vote.
- Once notification has been sent, voting will be open for a minimum of 5 days.
- Passage of an extraordinary resolution requires a majority of not less than 50 per cent plus 1 of the eligible votes received electronically by the deadline date and time.

### *Motions*

All motions must be seconded (except for motions coming from sub-committees as recommendations), debated by the members present and put to a vote. The presenter of a motion shall be given opportunity to speak to the motion, following which the Chair shall allow open discussion of the motion. The presenter may also address Faculty Council for a second time when all those who wish to speak have done so.

### *Closed Sessions, Confidential Material*

In camera sessions may be identified by the agenda or otherwise directed by the Chair. Non-members shall be asked to leave the room during in camera discussions. 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. Members are required to treat the proceedings of in camera sessions as confidential unless specifically allowed by a motion of Council.

### *Minutes of Meetings*

Minutes for all Faculty Council meetings are taken by Faculty Council Administrative Support, to include:

- The first paragraph of the minutes should contain the following information:
- The name "Faculty of Health – Faculty Council".
- The date and time of the meeting, and the place.

- The fact that the regular Chair and the Faculty Council Administrative Support were present or, in their absence, the names of the persons who substituted for them; and the names of those at the meeting, both members and guests.
- Whether the minutes of the previous meeting were approved, as read, or as corrected, the date of that meeting being given, if it was other than a regular business meeting.
- The body of the minutes should contain a separate paragraph for each subject matter and show:
  - All main motions or motions to bring a main question again before the committee, except any that were withdrawn, giving:
  - The wording in which each motion was adopted or otherwise disposed of, including the facts as to how the motion may have been debated or amended before disposition.
  - The disposition of the motion, including if it was temporarily disposed of any primary and secondary amendments and all adhering secondary motions that were then pending.
  - Usually, in the case of all motions, the name of the mover and seconder.
- To ensure an accurate record is maintained, Faculty Council meetings may be recorded by the Faculty Council Administrative Support, using appropriate electronic equipment. These recordings are kept in a confidential manner by the Faculty Council Administrative Support in the Dean's Office and will be deleted after a period of no more than three (3) months.



## STANDING SUB-COMMITTEES AND AD HOC COMMITTEES

### Standing Sub-committees

Faculty Council carries out its business not only through its own meetings, but also through the activities of a set of standing sub-committees with defined structure and duties. These sub-committees are made up of both (i) members of Council and (ii) other Regular Members from the Faculty membership, post-doctoral fellows, graduate, or undergraduate students. This composite structure extends the outreach of Council and presents opportunities for participation in its work to the broader university community.

The purposes of these standing committees shall be to develop and recommend to the Faculty Council policies and positions on academic matters and to serve as sources of expert information for the main body. The main relation of each standing committee is with the Faculty Council itself, and the standing committees are formed to represent the interests of the Faculty Council. All recommendations of standing committees shall be transmitted to the Faculty Council for its action.

The standing sub-committees of Faculty Council shall include the following<sup>4</sup>:

- Inclusion and Equity Committee
- Faculty Tenure and Promotion Committee
- Academic Review Committee
- Practice Education Committee
- Research Committee
- IPE/SBE Committee
- Faculty Student Appeals Committee

The terms of reference for each standing sub-committee are defined in separate documents, attached here as appendices.

The standing sub-committees receive business from Council, from the Dean, or from the Associate Deans as appropriate.

Each standing sub-committee reports to Faculty Council by submitting a brief monthly report through the Faculty Council Administrative Support, who will collate and provide these reports in the written package sent to Faculty Council members each month. Monthly reports are to be sent to the Faculty Council Administrative Support no later than the 3<sup>rd</sup> week of the month.

### Ad Hoc Committees/Working Groups

Faculty Council or its Standing Sub-committees may from time to time establish Ad Hoc Committees, also known as working groups or task forces, and their terms of reference, either by their own volition, or at the request of the Dean or Senate. These ad hoc committees or working groups are responsible for reporting back to Faculty Council on their work.

---

<sup>4</sup> This represents the list of Faculty Council Standing Sub-committees as of June 2023.  
*Faculty of Health* *Terms of Reference: T&P Committee*

### Charge to the Standing Sub-committees

All standing committees of the Faculty Council shall receive appropriate items for consideration from any member of the Faculty of Health community. The receipt of each item shall be acknowledged, and its disposition shall be reported to the initiator.

Each standing committee shall develop a set of operational procedures which shall be made available to all members of the faculty through the Office of the Dean. Further, all standing committees shall retain a record through meeting notes or minutes in an accessible electronic location and shall at specified times furnish monthly and annual reports to the Faculty Council.

Faculty Council Standing Committees should consider any proposal based on its merits; if the idea is worthy of consideration, i.e., it solves a problem; the benefits outweigh the costs; it is workable, and it is valuable for the Faculty, then the proposal should be considered seriously and objectively. Ideas may come from faculty members, staff, other Faculty Council standing committees, administrative committees, even the committee itself. Regardless of the source, a proposal should be evaluated as to its worth.

Faculty Council needs to receive responses to issues in a timely manner. Therefore, in certain instances, a due date will be attached to an issue forwarded to a committee.

### Committee Meeting Minutes

Standing Committees of Faculty Council are to maintain any minutes, meeting notes or annual reports and other relevant materials, clearly marked as to date, in a central repository as provided by the Faculty of Health Dean's Office. It is important to have a record on file for the following reasons: historical record; review of committees' ongoing activities; and scheduling.

The minutes should contain mainly a record of what was done at the meeting, not what was said by the members. The minutes should never reflect the writer's opinion, favorable or otherwise, on anything said or done.

The first paragraph of the minutes should contain the following information:

- The name of the committee.
- The date and time of the meeting, and the place, if it is not always the same.
- The fact that the regular Chair and the administrator responsible for taking notes were present or, in their absence, the names of the persons who substituted for them; and the names of those at the meeting, both members and guests.
- Whether the minutes of the previous meeting were read and approved, as read, or as corrected, the date of that meeting being given, if it was other than a regular business meeting.

The body of the minutes should contain a separate paragraph for each subject matter and show: All main motions or motions to bring a main question again before the committee, except any that were withdrawn, giving:

- The wording in which each motion was adopted or otherwise disposed of, including the facts as to how the motion may have been debated or amended before disposition.

- The disposition of the motion, including if it was temporarily disposed of any primary and secondary amendments and all adhering secondary motions that were then pending.
- Usually, in the case of all motions, the name of the mover and seconder.

Monthly reports from standing sub-committees that bring forward recommendations or proposals that require Faculty Council approval should be submitted to the Faculty Council Administrative Support along with a full narrative as to the reason for the recommendation and any subsequent action needed from Faculty Council. A representative from the standing sub-committee should be prepared to attend a Faculty Council meeting to answer any questions or clarify any points.

### Committee Annual Reports

Each committee chair prepares a one-page progress report covering the past year's committee activity that is submitted to Faculty Council for review in May of each year. Each report is to be approved by the Committee members and submitted to the Faculty Council Administrative Support no later than the 3<sup>rd</sup> week of May of each year.

These reports are distributed with the Faculty Council agenda for June. The committee chair may be asked to be present to answer questions at the designated Faculty Council meeting.

The report is to cover committee activity during the fall and spring semesters.

This should be a progress report only and may also include recommended actions to be adopted by the Council in the coming year. If there are recommendations that require Faculty Council vote, the sub-committee should specify the items in an email to the Faculty Council Administrative Support person for inclusion in the appropriate section of the agenda for the June meeting.

Committee annual reports will be distributed to all faculty and staff of the Faculty of Health as information in the annual Full Faculty Report.

## Format for Annual Sub-Committee Report

Faculty of Health  
----- Committee  
**Annual Report**  
SCHOOL YEAR  
[date submitted]

### COMMITTEE MANDATE

Xxxxxx.....

### COMMITTEE MEMBERSHIP

#### *Chair*

[name]

[school/college]

#### *[Other Members]*

[name]

[school/college]

[name]

[school/college]

[name]

[school/college]

#### *Administrative Support*

[name]

[school/college]

### ACTIVITIES/ISSUES OVER THE PAST YEAR

Xxxxxx.....

### ANTICIPATED ACTIVITIES/ISSUES FOR THE UPCOMING YEAR

Xxxxxx.....

### RECOMMENDATIONS

Xxxxxx.....

Respectfully submitted on behalf of the committee members,

[name of Chair]

[Committee]

Faculty of Health

Dalhousie University

## APPENDICES

### I. Inclusion and Equity Committee Terms of Reference

 <b>DALHOUSIE UNIVERSITY</b> FACULTY OF HEALTH <b>Inclusion &amp; Equity Committee Terms of Reference</b>	<i>Policy Sponsor:</i> Faculty Council	<i>Approval Date:</i> April 10, 2010
	<i>Responsible Unit:</i> Inclusion & Equity Committee	<i>Amendments:</i> FC – May 24, 2012; May 23, 2013; May 21, 2014; Oct 27, 2016 Formatting, March 2018; January 27, 2022

#### Purpose

The FH Inclusion & Equity committee provides leadership to the Faculty of Health and its Schools/College to develop, implement, promote, and evaluate institutional policies and practices, in order to remedy inequities faced by students, faculty, and staff from historically underrepresented groups and other equity seeking groups.

#### Preamble

The FH Inclusion and Equity committee has been a longstanding committee in the Faculty of Health.

“Equity-seeking groups are communities that face significant collective challenges in participating in society. This marginalization could be created by attitudinal, historic, social and environmental barriers based on age, ethnicity, disability, economic status, gender, nationality, race, sexual orientation and transgender status, etc. Equity-seeking groups are those that identify barriers to equal access, opportunities and resources due to disadvantage and discrimination and actively seek social justice and reparation.” (Canada Council for the Arts - <https://canadacouncil.ca/glossary/equity-seeking-groups>).

Throughout these Terms of Reference, we include all those from historically underrepresented groups to mean Indigenous Peoples, African Nova Scotians and the Acadian community. Other equity seeking groups comprise those identifying, for example, people of African descent, racially visible, women, dis(Abled), the SOGI community, and others. These Terms will use equity groups to describe all those included here.

#### Reporting and Accountability

The FH Inclusion & Equity Committee is a standing committee of Faculty Council, and reports to Faculty Council. One designated member of the Inclusion and Equity Committee will play a dual role in representing both their School/College and the Committee at Faculty Council. That member will be responsible for provide a report to Faculty Council on Committee initiatives, as well as bringing back to the Committee relevant issues from Faculty Council.

An annual report is provided for the Full Faculty meeting (Fall), monthly reports are normally provided for Faculty Council meetings.

The Assistant Dean (Equity & Inclusion) includes committee updates when reporting on equity and inclusion to Deans Executive.

### **Core Membership:**

- Two members of the committee serve as co-chairs for a 2-year term; normally with staggered terms of office as selected by the committee membership
- One representative and one alternate (either a faculty, staff or Director member) from each of the nine Schools/College in the Faculty
- A minimum of 2 Faculty of Health student members, with a maximum of 5 voting student members that represent multiple equity groups.
- FH Interprofessional Coordinator
- Executive Director, Strategy and Planning (*ex officio*)
- FH Assistant Dean, Inclusion and Equity
- AVP Inclusion and Equity (*ex officio*)
- One or more of the Program Managers of the Indigenous Health in Medicine, Promoting Leadership in Health from African Nova Scotians, and the Francophone Health Program, (offered through the Global Health Office).
- TBD – Registrars Office representative.

### **Functions**

In collaboration with Faculty of Health Faculty Council, Dean's Executive and Units, plus Human Rights and Equity Services and others at the University level, the Committee functions to strengthen the quality of the educational and work experience of equity groups by:

- 1) Facilitating the development and success of students, faculty and staff by sharing information and receiving direction and feedback on unit level priorities, action items and future directions
- 2) Providing recommendations that align with the FH Strategic Plan to develop, implement, and evaluate policies, guidelines, and practices to attract and support students, faculty, and staff
- 3) Advising on the implications and effects of belonging for students, faculty, and staff
- 4) Gathering first-person advice from equity groups to guide decisions, programming, and priorities
- 5) Identifying, and providing recommendations to address discriminatory policies and practices affecting students, faculty and staff from historically underrepresented groups (e.g., SRIs and T&P processes)
- 6) Promoting curriculum development that includes, for example, requirements regarding cultural safety, anti-colonialism, anti-racism, social justice matters, and inclusive design for learning in program-specific and IPE learning.
- 7) Monitoring current institutional, local, provincial, national, and international situations to adapt priorities, action items and future directions to respond appropriately.
- 8) Developing strong community connections with historically underrepresented communities in Nova Scotia that enhances representation, engagement and success of students, faculty, and staff from these communities.

## **Meetings**

The committee meets regularly (normally once per month), with additional working-group meetings and use of on-line platforms/resources (Brightspace/SharePoint/TEAMS) for synchronous and asynchronous collaboration.


## **Process**

The committee operates on a consensus model. The committee will strive towards using principles of universal design for learning, combined with principles of effective interprofessional collaboration.

## **Review and Revision**

Terms of Reference for the FH Inclusion and Equity Committee will be reviewed every 2 years.

## II. Faculty Tenure and Promotion Committee Terms of Reference

 <b>DALHOUSIE UNIVERSITY</b> FACULTY OF HEALTH  <b>Terms of Reference: Tenure and Promotion Committee</b>	<i>Policy Sponsor:</i> Dean Faculty Council	<i>Approval Date:</i> Full Faculty: April 20, 1992
	<i>Responsible Unit:</i> Faculty Council	<i>Amendments:</i> Faculty Council: April 1993, June 2009, April 2014 Formatting – Feb 2018

### 1. FUNCTIONS

1.1 In accordance with the provisions of the Collective Agreement<sup>1</sup>, the Criteria for Promotion of Directors/Deans, and the Faculty Guidelines and Criteria for Tenure and for Promotion, the Committee will consider and make recommendations to the Dean on all applications for tenure and promotion within the Faculty. Where an application is from a Dean of the Faculty, the recommendation will be made to the Vice-President.

1.2 The Committee will report once yearly to Full Faculty on its year's work as prescribed in these Terms of Reference and may make recommendations to Full Faculty on matters of tenure and promotion policy and procedures as deemed necessary.

### 2. MEMBERSHIP

2.1 The Committee will consist of five regular members, one of whom will be elected by the Committee as Chair, and one alternate member, who will act when a regular member is unable to be present or will serve as the supplemental member on the Committee if needed. Committee members will be tenured and will be elected by the Faculty (CA 16.02). According to Full Faculty policy (May 2002), an applicant will not be a member on the School/College or Faculty level Committee. One regular member will be from outside the Faculty of Health, and the remainder will be from the Faculty. Regular members will be elected for a two-year term and the alternate for a one-year term, with the terms commencing on September 1st following election. The terms of regular internal members will be rotated so that only two terms expire in any one year. If a vacancy occurs among the regular members before a term has expired, the alternate will act as a regular member for the remainder of the unexpired term. Members may be re-elected.

When the number of applications for tenure and/or promotion exceed 8, the Committee will be consulted by the Dean and the size of the Committee may change as noted in the Table below. The supplemental member(s) of the Committee will serve a one-year term and will first be chosen from

---

<sup>1</sup> The Collective Agreement between the Dalhousie Board of Governors and the Dalhousie Faculty Association. In this document references to the Collective Agreement are indicated by "CA".



among the alternate elected member(s). Supplemental members will be tenured and will be elected by the Faculty.

TABLE

9-10 applications	5 members + Chair
11-13 applications	6 members + Chair
14-15 applications	7 members + Chair
16-17 applications	8 members + Chair

*NOTE: When there are more than eight files in a given year for review, a second 'alternate' External member will be required. Only one external member will serve on a given review.*

2.2 Individuals will not hold concurrent membership on the Faculty Tenure and Promotion Committee and a similar committee at the school/college level. Nor will members of the Faculty Committee participate in any proceedings at the school/college level, nor will they make individual representations with respect to a candidate under consideration at the school/college level CA(16.02).

2.3 When an application for tenure or promotion from a director or dean is under consideration, a director or dean appointed by Faculty Council will be added to the Committee during such consideration.

### 3. ACCOUNTABILITY

3.1 As a standing Committee of the Faculty of Health, the Committee on Tenure and Promotion will be responsible to Full Faculty on matters of policy and procedure.

3.2 Once each year the Committee will present a report to Faculty Council and to Full Faculty, normally in time for the spring meeting of Faculty. This report will include: the number of applications for tenure and/or promotion considered, and the nature of the recommendations made; a discussion of tenure and promotion issues arising out of the Committee's experience; and any recommendations on matters of tenure and promotion policy and/or procedure the Committee may wish to bring to Full Faculty for action.

3.3 The Committee will be responsible for making recommendations on individual tenure and promotion applications to the Dean. Its deliberations on such matters will be confidential and will be independent of similar ones by the Dean. The Committee may seek clarification from the Dean on matters of policy and procedure but will not involve the Dean in discussion of individual applications prior to formulating its own recommendation.

### 4. PROCEDURES

#### 4.1 Election of Committee Members:

4.1.1 The Secretary to Faculty Council will seek, in writing, nominations from faculty members. If nominations exceed the vacancies, elections will be by mailed ballot. If nominations equal the vacancies, the slate will be considered elected by acclamation. If fewer nominations are received than vacancies on the committee, those nominated will be considered elected by acclamation and the

Secretary will issue a further call for nominations. If there continues to be vacancies, the Dean will endeavour to find appropriate faculty members able and willing to serve on the committee. Those members will be considered elected by acclamation.

4.1.2 When a ballot is required to elect the members of the Tenure and Promotion Committee, ballots will be distributed by the Dean's Office, and will be returned to the Dean's Office using the method of double envelopes and by the deadline specified on the ballot sheet. Ballots will be opened and counted by the Secretary to Faculty Council together with the Faculty's Financial Officer and Human Resources Administrator. Ballot materials will be retained by the Office of the Dean for two (2) weeks.

4.1.3 Neither directors nor the Dean will be eligible to sit on the Tenure and Promotion Committee nor will they act as scrutineers.

4.1.4 Newly elected members will assume their responsibilities on September 1st of each year following elections in the spring, except where the work of the Committee necessitates election at other times of persons to replace members unable to complete their terms.

#### 4.2 Declaration of Candidacy

4.2.1 By August 15th of each year (and by the end of June when possible), the Dean will notify, in writing, faculty members who are due to be considered for tenure or who are eligible to apply for promotion in that year (CA 16.10, 16.11); and in the case of promotion, the Dean will specify September 15th as the date by which an individual will advise his/her director of intent to apply (CA 16.01). (Candidates are encouraged to consult with their Director well in advance of this final date). The Dean's notification of eligibility to apply will be accompanied by an information sheet briefly outlining tenure and promotion policy and procedures.

4.2.2 By August 15th (by the end of June when possible) the Dean will also inform the director of each school/college, in writing, of the names of faculty members who are due to be considered for tenure, or who are eligible to apply for promotion within that school/college. The list of names will be accompanied by the information sheet referred to in 4.2.1; and in addition, the Dean will advise directors of their responsibilities and those of school/college committees in respect to tenure and promotion, including the date by which recommendations from the school/college committee and the director will be forwarded to the Dean's Office.

#### 4.3 The Convening and Conduct of Meetings

4.3.1 The Dean will convene the first meeting of the Committee in each academic year and will inform members on matters of policy and procedure relating to the Committee's functions. The Dean will provide members of the Committee with pertinent documentation on policy and procedures, which will include: (i) the relevant sections of the applicable Collective Agreement; (ii) the Terms of Reference for the faculty tenure and promotion committee; and (iii) the approved Faculty Guidelines and Criteria for Tenure and for Promotion. The Dean will also ensure that a Chairperson is elected by the Committee during its first meeting.

4.3.2 Except for the first meeting in each year, the Chairperson will convene meetings of the Committee.

4.3.3 Five members of the Committee will constitute a quorum for purposes of formulating recommendations on individual applications. Three members will constitute a quorum for purposes of formulating recommendations on policy and procedure for action by Full Faculty.

#### 4.4 Consideration of Applications

4.4.1 The Dean will provide the Faculty Tenure and Promotion Committee with the names of persons to be considered for tenure and/or promotion during the Dean's first meeting with the Committee.

4.4.2 The Dean will specify a date by which each school/college director will forward to the Dean's Office all documentation pertaining to the consideration of candidates within their school/college, including written material submitted by the candidate, letters of reference received by the director and/or the school/college committee, and the written recommendations of both the director and the school/college committee; and the Dean will make all such documentation available to the Faculty Tenure and Promotion Committee.

4.4.3 In arriving at a recommendation on an individual application, the Committee will apply the Faculty of Health Guidelines and Criteria for Tenure and/or Guidelines and Criteria for Promotion, insofar as these are not in conflict with provisions of the relevant collective agreement. In the case of a promotion application from a director or dean, the Criteria for Promotion of Directors and Deans will also apply.

4.4.4 In accordance with clause 36.02 of the Collective Agreement, the rules of natural justice will apply to consideration of tenure and promotion applications.

4.4.5 A candidate will be required to submit documentation in support of her/his candidacy in accordance with the Guidelines for the Preparation of a Compete File for Tenure, Promotion or Reappointment Consideration approved by the Faculty of Health.

4.4.6 A candidate will be entitled to make personal representation to the committee respecting her/his candidacy if she/he so wishes (CA 16.04).

4.4.7 The Committee may request from candidates' information it deems necessary to clarify material included in the candidate's file. The Committee may also request that a candidate appear in person to clarify information submitted; and may request personal representation by the director and/or a member of the candidate's school/college Tenure and Promotion Committee if such is deemed necessary and useful. During any such proceedings where personal representations are to be made to the Faculty Committee respecting an individual's candidacy, the candidate will be entitled to reasonable notice of such proceedings and will have the right to be present. A candidate will not be entitled to be present, however, during proceedings held solely for deliberating on their candidacy (CA 36.03).

4.4.8 If an individual applicant believes that a member of the Committee is in conflict of interest with respect to their application, they may apply to the Chairperson of the Committee in writing, with reasons, to have that member step aside during consideration of their candidacy. The Chairperson will

consider the reasons given, using the CAUT guidelines contained in “What is Fair?”. If the Chairperson concludes that the candidate has shown that there is a reasonable apprehension or real likelihood that the challenged member will not be able to make a fair assessment of the candidate, the Chairperson will ask the member to step aside during consideration of that case, and the member will comply (CA 36.02). No member may be asked to step aside merely because they are from the same school/college as the candidate.

4.4.9 If a Committee member believes that they are in a conflict of interest with respect to an application under consideration, the member will apply to the Chairperson to be absent during discussion of that case. The Chair will consider the reasons given, again using the CAUT guidelines, and unless the reasons are deemed frivolous, the Chair will grant the member’s request (CA 36.02). No member will request not to participate in a given case merely because they are from the same school/college as the candidate.

#### 4.5 Reporting of Committee Recommendations

4.5.1 A candidate for tenure or promotion has the right to know at every stage of the process what is being recommended (CA 15.18) and to receive, on request, written reasons for the recommendation (CA 16.04, 36.03).

4.5.2 If the Committee determines it is unable to recommend positively on an application for tenure, and the candidate is eligible for deferral of a tenure decision, the Chairperson of the Committee will advise the applicant, with reasons, and will allow the applicant five days to respond in writing (CA 15.18). An applicant will be entitled to request deferral (CA 15.13) and this request will not unreasonably be denied. Where an applicant requests deferral, and deferral is recommended by the Committee and the Dean, the decision to recommend deferral will be recorded in the applicant’s personal file but no further record of the proceedings will be recorded. Where a deferral is recommended by the Committee contrary to the wishes of the applicant, or where a recommendation to deny tenure is made, the Committee will advise the applicant in writing, and will specify the reasons in terms of the applicable criteria in accordance with Clause 15.18 of the Collective Agreement.


4.5.3 If the Committee decides to recommend against promotion, the Committee will advise the applicant in writing of the reasons for the negative decision, specified in terms of the applicable promotion criteria and in accordance with the provisions of Clause 16.04 of the Collective Agreement.

4.5.4 The Tenure and Promotion Committee will report its recommendations to the Dean, with supporting reasons specified in terms of the applicable criteria. Should the Dean disagree with the recommendations of the Faculty Tenure and Promotion Committee, they will meet with the Committee, and the parties will seek to reach a decision with which they both agree (CA 15.23). It is understood, however, that agreement may not always be possible.

4.5.5 The Dean will forward their recommendation, and that of the Committee, to the President in accordance with Clause 16.02 of the Collective Agreement. The Dean will clearly indicate any dissent from their recommendations at the school/college level, or by the Faculty Tenure and Promotion Committee.

4.5.6 Where a committee is recommending changes in tenure and promotion policy and/or procedures, these recommendations will be circulated to Full Faculty at least 14 days prior to a meeting at which decisions are to be taken. No changes in policy or procedure will take effect while individual applications are under consideration.

### III. Academic Review Committee Terms of Reference

 <b>DALHOUSIE UNIVERSITY</b> FACULTY OF HEALTH  <b>Academic Review Committee: Terms of Reference</b>	<i>Policy Sponsor:</i> Dean, Faculty of Health Faculty Council	<i>Approval Date:</i> October 2009
	<i>Responsible Unit:</i> Academic Review Committee	<i>Amendments:</i> <i>Revisions approved by Faculty Council:</i> <i>Jan 2010, Jan 2011, Sept 2011, Apr 2012, Apr 2013, Mar 2016, Apr 2017, Jan 2018, Oct 2020, May 2021</i>

#### RATIONALE

The Academic Review Committee (ARC) is a standing committee of Faculty Council, which reviews, facilitates and reports on undergraduate and graduate academic proposals submitted from the Schools/Colleges within the Faculty of Health. The overall purpose is to assist the Faculty in its mandate of ensuring program quality, feasibility, and academic integrity.

#### FUNCTIONS

1. Reviews academic proposals (in accordance with Senate and Faculty of Health regulations) submitted by Schools/Colleges within the Faculty of Health.
2. Prepares reports and recommendations for Faculty of Health Faculty Council and/or the Faculty of Graduate Studies.

#### MEMBERSHIP

1. Chair shall be appointed by the Dean for a three-year term with the possibility of renewal for an additional consecutive term of three years. (*Under normal circumstances the ADA does not serve as ARC Chair but in the event the Chair role is vacant, the ADA can serve as such. Seeking stability following turnover in ARC leadership and the ADA role, the Associate Dean Academic will serve as Chair for June 2020 – June 2022. This arrangement will be reviewed in January 2022, for the 2022-2023 academic year. Motion approved by Faculty Council in October 2020.*)
2. Associate Dean – Academic, as an ex officio voting member.
3. One member elected from Faculty Council for a two-year term.
4. Five full-time faculty members elected by Faculty Council for a two-year term. The committee membership should reflect an appropriate mix of faculty members from Graduate and Undergraduate Programs. Members may be re-elected for 1 additional consecutive term. Members should be from different Schools/Colleges.
5. Director representative for a two-year term, nominated by the Deans' Executive.
6. A Vice-Chair to be elected from among the above members of ARC, for one-year term, renewable for one year.
7. Representative from the Registrar's Office (non-voting)
8. Representative from the Centre for Learning & Teaching (non-voting)
9. Administrative Assistant from the Faculty of Health Dean's Office (non-voting)

## **QUORUM**

The quorum for meetings of the Academic Review Committee shall be 50% plus 1 of the voting members.

## **VOTING**

The Chair is a voting member so can be considered in quorum and will be permitted to vote only in the event of a tie.

## **VOTING VIA-MAIL**

On occasion members will be asked to vote via electronic mail. The ARC Chair via the Administrative Assistant will forward a motion to the ARC members including a summary of the request with any supporting documentation attached. Members will be asked to respond to the motion with a "YES", "NO" or "ABSTAIN" to the ARC Administrative support only.

The time frame required for a response will be at the discretion of the ARC Chair. Committee members will always be given the option to suggest the committee meet to discuss instead. The number of responses required for a motion to pass will be the same as quorum.

## **AUTHORITY & REPORTING RELATIONSHIP**

The Academic Review Committee (ARC) receives its authority from Faculty Council. As such, the Chair or their delegate is responsible for reporting to Faculty Council at each of its meetings. An annual report will be presented to Full Faculty at the Spring Full Faculty meeting.

## **MEETINGS**

Monthly meetings will be held September to June. Special meetings may be called as determined by the Chair of ARC and/or the Dean. Roberts Rules of Order (Revised) will apply. In the Chair's absence, the Vice Chair will chair the meeting.

## **AGENDA AND MINUTES**

The ARC Administrative Assistant will circulate a call for agenda items to ARC members, designated administrative contact person(s) and Directors/Assistant Deans five weeks prior to the meeting. These dates will also be available on the [ARC SharePoint site](#).

A meeting agenda will be prepared by the ARC Administrative Assistant in consultation with the ARC Chair. The agenda, last meeting minutes, and documentation for proposals will be circulated to ARC members prior to the monthly meeting date. The accepted ARC report to Faculty Council will be posted on the Faculty of Health website for one rolling year.

## **AGENDA ITEMS**

Agenda items for MINOR proposals must be received (with relevant documentation) by the ARC Administrative Assistant two weeks prior to the ARC meeting.

Agenda items for MAJOR proposals (New, Major Modification or Termination) must be received at least four weeks prior to the ARC meeting.

Due to the schedules of the membership at the end of term in December and April, only minor proposals will be reviewed at that time.

Please see the [ARC SharePoint site](#) for process map, forms, and important dates.

#### **ADMINISTRATIVE SUPPORT AT THE UNIT LEVEL**

An administrative contact person will be assigned from each School/College to ensure consistency with required documentation and meeting deadlines.

#### **REVIEW**

The Academic Review Committee Terms of Reference will be reviewed annually.


*Approved by Management Advisory Committee – September 10<sup>th</sup>, 2009*

*Approved by Faculty Council – October 22<sup>nd</sup>, 2009*

*Revisions approved by Faculty Council: Jan 2010, Jan 2011, Sept 2011, Apr 2012, Apr 2013, Mar 2016, Apr 2017, Jan 2018, Oct 2020, May 2021*



#### IV. Practice Education Committee Terms of Reference

 <b>DALHOUSIE UNIVERSITY</b> FACULTY OF HEALTH  <b>Terms of Reference:</b>  <b>Practice Education Committee (PEC)</b>	<i>Policy Sponsor:</i> Dean	<i>Approval Date:</i> Faculty Council, Nov 22, 2007
	<i>Responsible Unit:</i> Faculty Council	<i>Amendments:</i> Revisions approved January 28, 2010 Reviewed August 2011; March 2014 Formatting March 2018

The Practice Education Committee (PEC) is an interprofessional Committee that provides mutual support and information sharing related to practice education placements (also known as practicum, fieldwork, internship) of students in their programs. The members believe that interprofessional consultation among Units is both effective and efficient in advancing the professional practice education of students in the Faculty of Health. This is a standing committee of the Faculty of Health and reports to Faculty Council.

#### **ROLES and FUNCTION**

1. to enhance practice education through information sharing and problem solving; to provide a forum for further discussion and action within the respective programs.
2. to act in an advisory role to Programs and the Office of the Dean.
3. to identify needs and provide education and resources for practice educators.
4. to develop interprofessional and other practice education models for students in practice education.
5. to liaise with the Office of the Dean or delegate as necessary.
6. to work with legal counsel on all issues regarding students in clinical practice and any issues arising therein.

#### **MEMBERSHIP**

The Coordinators of practice education from each Unit in the Faculty of Health and the Interprofessional Experience Coordinator; a Unit may have more than one member. The members will take in turn the responsibilities of Chair and Secretary. Decisions and recommendations are normally reached by consensus.

Members will fulfill the following additional roles within the committee, responsible for coordinating activities or liaising with appropriate individuals:

1. Dean's Office and Faculty council (chair)
2. Legal Counsel and Risk Management (vice chair)
3. Website maintenance
4. Preceptor education
5. HSPnet

**MEETINGS**

The Committee will meet no less than six times per calendar year.

**AUTHORITY**

The Committee members are responsible and accountable to their individual Unit Directors, and to that end, copies of minutes of meetings will be circulated to Directors through the Office of the Dean. The Committee will report annually to Faculty Council and to the Office of the Dean.

## V. Research Committee Terms of Reference

 <b>DALHOUSIE UNIVERSITY</b> FACULTY OF HEALTH  <b>Terms of Reference:</b> Research Committee	<i>Policy Sponsor:</i> Faculty Council	<i>Approval Date:</i> December 2001
	<i>Responsible Unit:</i> Associate Dean Research Director of Research	<i>Amendments:</i> July 2007 October 2011 October 2014 April 29, 2021 November, 2022

### Function

1. To provide research-related advice on behalf of the Faculty to the Dean, Associate Dean – Research, the Dalhousie Research Advisory Committee, and the Vice-President Research and Innovation
2. To oversee the distribution of competitive special research grants and training awards in the Faculty
3. To recommend policy for research and to consult on research-related matters both internally and externally on behalf of the Faculty of Health
4. To provide planning advice for the Faculty of Health's research development programs (e.g. workshops)
5. To provide guidance in planning and implementation of the Faculty's strategic plan as it relates to research and the Faculty's research focus areas

### Membership

The Research Committee values and respects equity, diversity, and inclusion and therefore strives to ensure diversity in its membership. Potential members can voluntarily self-identify their belonging and/or commitment to advancing initiatives relating to equity groups. Membership to be approved by Faculty of Health Faculty Council.

- Associate Dean – Research, Faculty of Health (Chair)
- Assistant Dean – Research (Students), Faculty of Health
- Assistant Dean – Research, Faculty of Health
- Coordinator, PhD Health program
- Coordinator, PhD Nursing program
- One representative from a Faculty of Health Institute or Centre (non-voting)
- Secretariat – Director, Research (non-voting)
- Senior Grants Development and Pre-award Specialist

- Executive Director, Planning and Strategy, Faculty of Health (non-voting)
- One member from each School/College, elected by the School/College, who holds a research director/coordinator position or equivalent in that unit, or a nominated faculty member. Elected members hold a term of office for a minimum of two years. Members may be re-elected for one additional consecutive term.
  - Members on sabbatical or administrative leave will be replaced during their leave by the School alternate or via selection processes described above and the time served on the committee will not accumulate during the leave.
- One elected alternate member from each School/College, elected by the School/College. Alternate members hold a term of office for a minimum of two years. Members may be re-elected for one additional consecutive term.
- Two members from a graduate program in the Faculty of Health or Interdisciplinary PhD program (supervised by a faculty member within the Faculty of Health) or pursuing post-doctoral training with a supervisor in the Faculty of Health with knowledge of the research environment in the Faculty (e.g., sits on unit-level research committee, is a member of their respective student society and/or is a member of a student caucus<sup>1</sup>). When possible, representatives will be drawn from different programs and level of study.
- Two alternate members from graduate programs in the Faculty of Health as per the criteria described above.

## Responsibilities

Members are responsible:

- To communicate research related issues discussed at regular meetings to members of their units and inform their unit Director of these discussions. If appropriate bring perspectives from the unit to the Research Committee.
- To promote and implement principles of equity, diversity, inclusion, and accessibility in the activities of the committee and research activities in the Faculty.
- To assist in fostering an environment that considers principles of equity, diversity, inclusion, and accessibility in research activities.
- To bring unit related-research issues to the Research Committee and request if necessary that issues be placed on the agenda of Research Meetings.
- To assist in fostering a positive research environment in the Faculty of Health through communication of research activities.
- To participate in working groups on special initiatives or review panels for competitive funding opportunities available through the Faculty of Health as needed.

## Quorum

At least 40% of the membership must be present before any business is conducted. For the awarding of special Research Grant competitions and other funded awards, at least 66.6% of the membership must be present.

---

<sup>1</sup> Including, but not limited to: Indigenous Health Interest Student Group (IHIG) and BIPOC Graduate Student Advisory Council

## Voting

For decisions presented during a Research Committee meeting and for which all materials have been shared, read, and discussed, the Chair will ask Research Committee members in attendance to show their vote by show of hands or verbally with Yea or Nay. The result of the vote will then be announced and recorded. A quorum of Research Committee members must be in attendance to vote. An electronic vote option will be made available under the following conditions:

- When a request for decision is required prior to, or immediately after a regularly scheduled Research Committee meeting.
- When there are insufficient Research Committee members present at a regularly scheduled meeting to represent a quorum.
- When a decision has been presented and discussed at a regularly scheduled Research Committee meeting that requires further input from the presenter and the deadline for decision is before the next regularly scheduled Research Committee meeting.

## Authority

The Committee is a Standing Committee of the Faculty of Health Faculty Council and will report annually on its activities to Faculty Council and Full Faculty. It may receive requests from the Faculty Council or Deans Executive or may suggest policy action involving these bodies.

## Meetings

Monthly meetings will be held September to June. Special meetings to be called as determined by the Chair or the call of at least one-third of members.

*Faculty Council Approved –  
December 2001 Updated by Dean's  
Office – July 2007 Updated by Dean's  
Office – October 2011  
Updates approved by Faculty Council –  
October 2014 Updates approved by Faculty  
Council – April 2021 Updates approved by  
Faculty Council – November 2022*

## VI. IPE/SBE Advisory Committee Terms of Reference

Currently under revision (January 2024)

## VII. Faculty Council Administrative Support - Duties

*(Revised June 2023)*

- Draft and disseminate annual schedule for Faculty Council meetings using Microsoft Outlook or Teams; when an in-person meeting is required, determine and book suitable locations.
- Prepare Faculty Council agendas based on previous Faculty Council meeting minutes and with input from Faculty Council members, Chair, Vice-Chair, Associate Deans and Dean.
- Prepare and disseminate materials required for electronic voting on extraordinary items; report results back to Faculty Council members and any other parties concerned.
- Populate Faculty Council common site (Teams, Brightspace, or appropriate site) with meeting agenda, past minutes, and meeting materials, ideally at least one week in advance of scheduled meeting.
- Attend all Faculty Council meetings, take meeting minutes, and disseminate minutes to Faculty Council members and others as requested.
- Communicate Faculty Council decisions to appropriate parties; for example, if a recommendation or proposal is submitted by a sub-committee and voted on by Faculty Council, the Faculty Council Administrative Support person will inform the appropriate party of the decision after the meeting.
- Plan and coordinate Spring and Fall Full faculty meetings.
- Request monthly standing committee reports and include with meeting materials for monthly Faculty Council meetings.
- Request and collate annual reports from Faculty Council Standing committees and provide them to Faculty Council for approval at the end of the spring semester. Same reports are to be provided as written materials to faculty and staff prior to Fall Full Faculty for information.
- Request written School/College annual reports for Fall Full Faculty meeting.
- Plan and organize special workshops, events and presentations as required.

## VIII. Organizational Chart – Faculty Council and Committees – Faculty of Health

