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## 1.0 FACULTY

### 1.1 MEMBERSHIP

- a) Voting Members: All faculty members whose primary academic appointment is in the Faculty of Medicine shall be voting members of Faculty.
- b) Ex-officio Non-Voting Membership: The following shall be *ex-officio* non-voting members of Faculty:
  - i. Dean, Faculty of Medicine;
  - ii. President of the University;
  - iii. Chief Executive Officers of Affiliated Health Care Centres;
  - iv. President of the Dalhousie Medical Student Society; and
  - v. President of Maritime Resident Doctors.
- c) Chair: The Chair of Faculty Council shall be Chair of Faculty. In the absence of the Chair, the Vice-Chair of Faculty Council will act as Chair.

### 1.2 MEETINGS

- a) Rules: Unless otherwise specified in these terms of reference, the Chair determines the procedures and rules of conduct for Faculty meetings.
- b) Annual Meeting: Faculty will have an annual meeting, usually in June. In addition to any other business referred to Faculty by Faculty Council, the business of the annual meeting shall be:
  - i. Election of members of Faculty Council;
  - ii. Election of members of Nominating Committee; and
  - iii. Receiving and reviewing reports from Faculty Council.
- c) Special Meetings: The Chair may call a special meeting of Faculty of their own volition, upon the request of the Dean, or upon the request of minimum of twenty members of Faculty.
- d) Notice: Notice of all meetings of Faculty shall be thirty calendar days prior to the meeting. Notice shall include a meeting agenda. Notice may be provided in printed or electronic format.
- e) Agenda: The Chair shall set the agenda. Business may be raised by Faculty from the floor during the meeting. Whenever possible, notice of motion with appropriate background documentation should be submitted to the Chair of Faculty Council twenty calendar days prior to the meeting.
- f) Quorum: The quorum for Faculty meetings shall be fifty voting members.
- g) Mandatory Attendance: Department Heads, Associate Deans, Assistant Deans or their delegates, and members of Faculty Council are expected to attend all Faculty meetings.
- h) Visitors: The Chair may invite visitors to attend any meeting of Faculty. Visitors may only speak at the invitation of the Chair.
- i) Voting: Voting shall be by voice, unless directed by the Chair or approved motion by majority vote to be by show of hands or secret ballot.
- j) Open and Closed Sessions, Confidential Material: Meetings of Faculty are generally open except for *in camera* sessions as identified by the agenda or if 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.

- k) Decisions: Decisions shall be made by a majority of those present except where a change to Faculty governance is proposed in which event two-thirds majority decision is required.
- l) Minutes: Minutes shall be prepared under the direction of the Chair and maintained by the Office of the Dean. Minutes shall be circulated to all members of Faculty within 14 calendar days of the meeting.
- m) Accessibility: Faculty meetings must be video and/or audio-conferenced to faculty members located at Dalhousie Medical Education Program in New Brunswick sites. Similar access may be extended to other sites in the discretion of the Chair.

### 1.3 ELECTION PROCEDURES FOR FACULTY COUNCIL

- a) Presentation of Nominations: At the annual meeting of Faculty, the Chair of the Nominating Committee shall present the slate of nominees to fill any vacancies on Faculty Council, together with a biographical summary for each, at least one of whom shall be a faculty member with no prior Faculty Council experience.
- b) Nominations from the Floor: Following the presentation of nominations, the Chair shall call for nominations from the floor.
- c) Uncontested election: If there are no nominations from the floor, Faculty shall vote to accept or reject the nominations to Faculty Council. In the event of a rejection of nominations, the election process for the remaining vacancies must take place at a special meeting of Faculty or by electronic vote in accordance with section 1.5 herein.
- d) Contested election: If there are nominations from the floor, there shall be a contested election. The election will then take place at a subsequent special meeting of Faculty or by electronic vote in accordance with section 1.5 herein.

### 1.4 ELECTION PROCEDURES FOR NOMINATING COMMITTEE

- a) Presentation of Nominations: At the annual meeting of Faculty, the Chair of Faculty shall present a slate of up to nine nominees to fill two vacancies on the Nominating Committee, together with a biographical summary for each. Such nominees shall have been put forward by members of Faculty to the Chair, with the consent of the nominee and their Department Head.
- b) Nominations from the Floor: Following the presentation of nominations, the Chair shall call for nominations from the floor. Such nominations can only be made with the consent of the nominee and their Department Head.
- c) Where no nominations from the floor: If there are no nominations from the floor, Faculty shall then vote for each category of vacancy.
- d) Where nominations from the floor: If there are nominations from the floor, the election will then take place at a subsequent special meeting of Faculty or by electronic vote in accordance with section 1.5 herein.

## 1.5 ELECTRONIC VOTING IN ELECTIONS

- a) Availability: In the event of a contested election or a loss of quorum at the annual meeting of Faculty, elections may take place by electronic vote.
- b) Notice and Circulation of nominations: The Chair shall circulate the slate of nominations and a biographical summary for each nominee to all members of Faculty by email, by posting a website link or other electronic tool available to all members of Faculty. This notice shall include instructions for voting, along with the date and time on which voting will close.
- c) Minimum votes required: A minimum of 100 members of Faculty must register a vote. Abstentions will be included in this calculation.
- d) Timing: Members of Faculty will have five working days from delivery of the notice to register their vote. If the minimum number of votes have not been received within this time, the Chair may extend the time in further three-day periods as required.
- e) Announcement of results: The votes will be tallied and reported to Faculty within five working days of the close of voting.

## 1.6 OTHER

It is the Chair's responsibility to ensure that members are aware of any relevant policies, procedures, regulations and/or guidelines applicable to this group's scope of responsibility (e.g., conflict of interest, etc.), and to manage the meetings accordingly. This information is available for review on the [Senate's website](#).

## 2.0 FACULTY COUNCIL

### 2.1 ROLE

Faculty Council is the governing body for the academic affairs of the Faculty of Medicine. Faculty Council determines policy on academic matters and formulates or approves plans for the academic development of the Faculty of Medicine. Faculty Council reports on its activities to Faculty, the Dean (who has overall accountability for program delivery and administration of the Faculty of Medicine) and the Senate (which is the governing body for the academic affairs of the University). Faculty Council is accountable to the University Senate through the Dean.

### 2.2 MEMBERSHIP

- a) Voting Members: Faculty Council shall comprise 12 faculty members, with no fewer than four members from each of basic science and clinical departments, including two of which must be faculty members whose primary geographic appointment is in New Brunswick and who participate in the Dalhousie Medical Education Program in New Brunswick.
- b) Election of Voting Members: Voting Members shall be elected by Faculty in accordance with procedures recommended by the Nominating Committee and approved by Faculty Council.
- c) Term of Voting Members: Voting members shall be appointed for four-year staggered terms. No member may serve more than two consecutive terms, unless an extension is necessary to permit the Chair or Vice-Chair of Faculty Council to complete their term.
- d) Ex Officio Non-Voting Membership: The *ex officio* non-voting members of Faculty Council are:
  - i. Dean, Faculty of Medicine;
  - ii. President of the University;
  - iii. President of the Dalhousie Medical Student Society;
  - iv. President of Maritime Resident Doctors;
  - v. Graduate Students Society Representative;
  - vi. Associate/Assistant Deans; and
  - vii. Other administrative officers appointed by the Chair from time to time.
- e) Vacancies/Absences: Faculty Council members who are unable to carry out their duties or whose attendance is unsatisfactory will be given the opportunity to resign and will be replaced for the balance of their term. The Nominating Committee will nominate a replacement subject to the approval of Faculty Council. The new member will be eligible to be re-elected by Faculty to Faculty Council at the end of their partial term.

### 2.3 OFFICERS

- a) Role of Officers: The Chair of Faculty Council provides oversight over the business of Faculty Council, chairs Faculty Council, chairs Faculty, and sets the agenda for Faculty and Faculty Council. The Vice-Chair of Faculty Council acts as Chair in the Chair's absence.
- b) Qualifications: The Chair and Vice-Chair must be Faculty Council members who have served on Faculty Council for a minimum of one year within the previous five years.
- c) Election: The Chair and Vice-Chair are elected by Faculty Council from among its members following the election held at the annual meeting of Faculty in the year that the vacancy arises. The outgoing Chair shall Chair the meeting.

- d) Term: The Chair and Vice-Chair shall serve for a term of two years, with their current term of membership on Faculty Council being extended if necessary.

## 2.4 RESPONSIBILITIES

In furtherance of its role, and subject to the approval of Senate where required, Faculty Council's responsibilities include, but are not limited to;

- a) Developing Faculty Governance Framework documentation, and any amendments thereto, and submitting it to Faculty for approval;
- b) Approving academic regulations and policies;
- c) Reviewing and approving academic program content;
- d) Overseeing the activities of all academic standing committees, except for those dealing with academic appointments;
- e) Reviewing and approving terms of reference for Standing Committees;
- f) Considering and approving nominations by the Nominating Committee to Standing Committees;
- g) Delegating responsibility to Standing Committees, subject to reporting back;
- h) Establishing *ad hoc* committees as required from time to time;
- i) Appointing the chair, vice chairs (2) and members to the Faculty Appeals Committee;
- j) Other tasks related to its role as requested by Senate or the Dean from time to time;
- k) Reporting annually to Faculty concerning the activities of Faculty Council and the Standing Committees, and more frequently as required; and
- l) Reporting to the Dean and to Senate as required.

## 2.5 CONDUCT OF MEETINGS

- a) Rules: Unless otherwise specified in these terms of reference, the Chair determines the procedures and rules of conduct for Faculty Council meetings.
- b) Regular Meetings: Faculty Council will meet monthly (except during July and August). A schedule for regular meetings will be approved by Faculty Council at the first meeting in September of each year and will be communicated to Faculty.
- c) Special Meetings: The Dean or Chair of Faculty Council may call a special meeting of Faculty Council at any time or upon the request of minimum of five members of Faculty Council, and on providing a minimum of 24 hours' notice.
- d) Notice: For regular meetings, the agenda and any documentation to be considered at the meeting shall be circulated no less than 48 hours before the meeting. For special meetings, the agenda and documentation to be considered shall be circulated with the notice of meeting.
- e) Quorum: Quorum for all meetings shall be a majority of the voting members.

- f) Agenda: The Chair shall propose the agenda for all meetings which will typically follow the following format:
1. Approval of consent agenda (subject to subsection g)
  2. Business arising from the minutes
  3. Dean's report
  4. Other business
- g) Consent Agenda: Items may be removed from the consent agenda at the request of one Faculty Council member to be considered later in the agenda as the Chair determines. Items not removed will be adopted by general consent without debate.
- h) Submitting Agenda Items: The Dean, any member of Faculty Council or any member of Faculty may submit an item to the Chair for inclusion in the agenda, and may ask to present the matter or motion to Faculty Council. The Chair has the discretion of determining at which regular meeting the matter shall be considered, or whether a special meeting is required. Such requests must include a succinct request of the action requested of Faculty Council together with sufficient background information for appropriate consideration.
- i) Duration: Meetings will not exceed one hour in length unless two-thirds of the members present agree to an extension.
- j) Voting: Voting shall be by show of hands unless directed by the Chair or approved motion by majority vote to be by secret ballot. No tally will be recorded in the minutes unless requested by a member. The Chair shall not vote except in the case of a tie. Vote by proxy is not permitted.
- k) Motions: All motions must be seconded, discussed by the members present and put to a vote. The presenter of a motion will normally be given ten minutes to address Faculty Council, following which the Chair will allow open discussion of the motion. The presenter has the right to address Faculty Council a second time when all those who wish to speak have done so.
- l) Open and Closed Sessions, Confidential Material: Meetings are generally open except for in camera sessions as identified by the agenda or if 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.
- m) Decisions: Decisions shall be made by a majority of those present except where a change to Faculty governance is proposed in which event two-thirds majority decision is required.
- n) Challenging Faculty Council decisions: A decision by Faculty Council may be challenged by petition of no fewer than fifty members of Faculty submitted to the Chair within 21 working days' notice of delivery of the Faculty Council meeting minutes recording the decision in issue. The petition shall clearly identify petitioner names and shall identify a contact person. The Chair and Dean will attempt to resolve the matter through the contact person, however, if the resolution remains unsatisfactory to 2/3 or more of the petitioners, the matter will be brought back to Faculty Council for consideration at a special meeting. If 2/3 of the petitioners remain unsatisfied with the outcome of the special meeting, the petitioners may forward their petition to the Chair of Senate for consideration by a committee or delegate of Senate to address the issue.
- o) Electronic voting in extraordinary circumstances: Where the Chair determines that the matter is time-sensitive and is either routine in nature or has been the subject of substantive discussion by Faculty Council in previous meetings, and where quorum for Faculty Council is lacking, the Chair may call for an electronic vote. The motion and supporting documentation together with instructions and the timelines for voting will be circulated to all Faculty Council members by email,



posting a website link or other electronic means. Members will be provided with three working days' notice to register a vote. Only votes in favour, in opposition or abstention will be considered. The outcome will be reported at the next regular meeting of Faculty Council.

- p) Minutes: Minutes of all meeting shall be prepared under the direction of the Chair and kept by the Office of the Dean. Minutes shall be circulated to all members of Faculty Council and Faculty within two weeks of their approval.

## **2.6 REPORTING**

Faculty Council shall report a minimum of once annually to Faculty, and shall report to the Dean or Senate when requested to do so.

## **2.7 OTHER**

It is the Chair's responsibility to ensure that members are aware of any relevant policies, procedures, regulations and/or guidelines applicable to this committee's scope of responsibility (e.g., conflict of interest, etc.), and to manage the meetings accordingly. This information is available for review on the [Senate's website](#).

### 3.0 STANDING COMMITTEES

#### 3.1 STANDING COMMITTEES

- a) Faculty Council's Council shall establish Standing Committees to support Faculty Council in fulfilling its role. Faculty Council shall report on Standing Committee activities to Faculty at the annual meeting of Faculty.
- b) 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.
- c) 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 (and where appropriate, Senate) 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.
- d) Delegation by Standing Committees (Sub-Committees): Subject to the approval of Faculty Council, Standing Committees may determine their own sub-committees and working groups. Terms of reference (and any subsequent changes to terms of reference), also subject to the approval of Faculty Council, must be established for sub-committees and working groups. Standing Committees may not sub-delegate their authority in any other manner without Faculty Council approval.
- e) Reports of Standing Committees: Standing Committees shall prepare annual reports for Faculty Council no later than April 30 each year.

#### 3.2 STANDING COMMITTEE MEMBERSHIP

- a) Standing Committee Membership: The majority of voting members of the following Standing Committees shall be members of Faculty: Admissions Committee, Research Advisory Committee, UGME Progress Committee, Tenure and Promotion Committee (Tenure Stream), Promotion Committee (Continuing Appointment / Clinical Stream), and Scholarships and Awards Committee.
- b) Voting and Ex Officio Members of Standing Committees: The terms of reference for each Standing Committee shall specify the committees' membership, including identifying voting, non-voting, and *ex officio* members, and the extent to which the latter group have voting privileges.
- c) Appointment to Standing Committees: The Faculty of Medicine is committed to the advancement of equity, diversity, inclusion, and accessibility. Part of how the Faculty of Medicine achieves this is by ensuring that its practices include mechanisms for meaningful participation and engagement of Equity-Deserving Groups<sup>1</sup>. All committees operating under this procedural framework will be formed under the broader umbrella of the [University's Employment Equity Policy](#), and in accordance with the [Faculty of Medicine's Diversity, Inclusion and Equity Guidelines](#), reflecting the communities which it serves, more specifically (3.6): "The Faculty

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<sup>1</sup> Dalhousie University's Equity-Deserving Groups: Indigenous persons (especially Mi'kmaq), persons of Black/African descent (especially African Nova Scotians) and members of other racialized groups, persons with disabilities, women, and persons identifying as members of 2SLGBTQ+ communities

strives to achieve diverse membership among Faculty standing and ad hoc committees, working groups, consultants, advisors, and community partners.” Therefore, when appointing members to its committees, the Faculty of Medicine will include representation from a minimum of one (and preferably two) Equity-Deserving Groups.

The Nominating Committee shall present nominations of members to fill vacancies in standing committees for approval at a regular meeting of Faculty Council in June .

- d) Chair: Unless otherwise specified in the Standing Committee terms of reference, the members of the Standing Committee shall elect the Chair from among its members who have been a voting member of the Standing Committee for a minimum of two years. The Chair shall advise the Chair of Faculty Council and the Dean of their appointment.
- e) Term of Service on Standing Committees: Unless otherwise stated in the individual terms of reference, elected members who are members of Faculty shall be appointed for three-year staggered terms. Members who are students shall be appointed for one-year terms. No elected member may serve for more than two terms consecutively unless an extension is necessary to permit the Chair of the Standing Committee to complete their term as Chair.
- f) Vacancies, Absences: Standing Committee members who are unable to carry out their duties or whose attendance is unsatisfactory will be given the opportunity to resign and will be replaced for the balance of their term. The Nominating Committee will nominate a replacement subject to the approval of Faculty Council. The new member will be eligible to be re-elected to the Standing Committee at the end of their partial term.

### 3.3 STANDING COMMITTEE MEETINGS

- a) Rules: The Chair will determine meeting procedures and rules of conduct.
- b) Meetings: Standing Committees as often as required to fulfil the responsibilities set out in the terms of reference but will meet a minimum of once annually.
- c) Alternate Chair: In the absence of the Chair at any Committee meeting, a Committee member as appointed by the Committee members shall serve as Chair.
- d) Quorum: Quorum shall be a majority of voting members (unless otherwise specified in the terms of reference).
- e) No proxies: Votes by proxy are not permitted.
- f) Open and Closed Sessions, Confidential Material: Meetings are generally open except for *in camera* sessions as identified by the agenda or if 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.
- g) Policies & Procedures: It is the Chair’s responsibility to ensure that members are aware of any relevant policies, procedures, regulations and/or guidelines applicable to the Committee’s scope of responsibility (e.g., conflict of interest, etc.), and to manage the meetings accordingly. This information is available for review on the [Senate’s website](#).

#### **4.0 AD HOC COMMITTEES**

Faculty Council may establish *Ad Hoc* Committees and their terms of reference of their own volition or at the request of the Dean or Senate. Faculty Council has responsibility for reporting on the work of the *Ad Hoc* Committees.

#### **5.0 AMENDMENTS TO FACULTY GOVERNANCE DOCUMENTS**

##### **5.1 FACULTY GOVERNANCE**

Any amendments proposed by Faculty Council to Faculty Governance documents require the approval of Faculty by 2/3 majority of those members present at an annual or special meeting of Faculty.

##### **5.2 STANDING COMMITTEE TERMS OF REFERENCE**

The creation of new Standing Committees or fundamental changes to the terms of reference of existing Standing Committees by Faculty Council require the approval of Faculty by 2/3 majority of those members present at an annual or special meeting of Faculty.

## 6.0 NOMINATING COMMITTEE

### 6.1 ROLE

The purpose of the Nominating Committee is to oversee the nomination of members of Faculty Council and members of Standing Committees.

The Nominating Committee is a Standing Committee of the Faculty of Medicine and shall operate as per the terms and conditions outlined in Section 3.0 – “Standing Committees” of the Faculty’s procedural framework, unless otherwise stated in these terms of reference. Section 3.0 provides information on the establishment of standing committees, accountability to Faculty Council, delegation to sub-committees, membership, etc. The Chair is responsible for ensuring the procedural framework is followed.

### 6.2 MEMBERSHIP

#### a) Elected Voting Members

- i) two members of Faculty with a primary appointment in a clinical department
- ii) two members of Faculty with a primary appointment in a basic science department
- iii) one member of Faculty from any department
- iv) one member of Faculty whose primary geographic appointment is in New Brunswick and who participates in the Dalhousie Medical Education Program in New Brunswick.

#### b) *Ex Officio* Voting Members

- i) Chair of Nominating Committee from previous year
- ii) Dean’s designate, who is a member of Faculty
- iii) Chair of Faculty Council’s designate, who is a member of Faculty

**Vacancies:** Vacancies occurring on the Nominating Committee will be filled by Faculty Council by the member of Faculty with the next highest votes in the annual election, if possible.

### 6.3 RESPONSIBILITIES

The Nominating Committee is responsible for the following:

- a) developing nominating procedures for Faculty Council and for Standing Committees and presenting them to Faculty Council for approval;
- b) making nominations for Faculty Council to Faculty in accordance with section 2.0 of the Faculty Governance Framework;
- c) in consultation with the standing committees regarding appropriate qualifications, making nominations for voting members who are members of Faculty of standing Committees to Faculty Council in accordance with section 3.0 of the Faculty Governance Framework;
- d) appointing members to Faculty Council and to Standing Committees when vacancies held by members of Faculty occur during the academic year; and
- e) undertaking other tasks related to its role as may be assigned by Faculty Council from time to time.

#### **6.4 REPORTING**

The Nominating Committee shall report annually to Faculty Council and shall report replacement appointments to the Chair of Faculty Council as they may be made throughout the academic year.

## 7.0 ADMISSIONS COMMITTEE

### 7.1 ROLE

The purpose of the Admissions Committee is to select individuals for admission to the MD program in accordance with University and Faculty of Medicine regulations, and to make recommendations concerning admissions regulations to Faculty Council. The Admissions Committee, subject to approval by Faculty Council, has final authority for making decisions for entry into the MD program.

The Admissions Committee is a Standing Committee of the Faculty of Medicine and shall operate as per the terms and conditions outlined in Section 3.0 – “Standing Committees” of the Faculty’s procedural framework unless otherwise stated in these terms of reference. Section 3.0 provides information on the establishment of standing committees, accountability to Faculty Council, delegation to sub-committees, membership, etc. The Chair is responsible for ensuring the procedural framework is followed.

### 7.2 MEMBERSHIP

#### a) Elected Voting Members (23 members)

- i) 16 members of Faculty, elected for a five-year term, which shall include three members of Faculty whose primary geographic appointments are in New Brunswick and who participate in the Dalhousie Medical Education Program in New Brunswick;
- ii) three second year medical students, nominated by the Dalhousie Medical Students’ Society and approved by the Assistant Dean, Admissions, and Director of Admissions, for a one-year term;
- iii) one member from a Faculty other than the Faculty of Medicine for a two-year term
- iv) three community members from outside the University, who are not members of the medical profession, for a two-year term.

The above membership should include a family physician, a psychiatrist, a research scientist, a practicing member of the legal profession, a member of the Maritime Indigenous community with priority for Mi’kmaq and Wolastoqey communities, and a member of the African Maritime community.

**b) Term of Voting Members:** Faculty of Medicine voting members shall be appointed for 5-year staggered terms, except for medical student members who will be appointed for 1 year. Non-Faculty of Medicine members will be appointed for 2 years. Except for medical student members, Committee members may be appointed for additional terms.

**c) Selection of Chair(s) of Admissions Committee:** The Chair(s) of the Admissions Committee is appointed by the Assistant Dean of Admissions and Director/Administrator of Admissions. The selected Chair must have a minimum of 2 years of experience and regular attendance on the Admissions Committee.

#### d) *Ex Officio* Voting Members

- i) Chair of the Admissions Committee from the previous year.

#### e) *Ex Officio* Non-Voting Members

- i) Assistant Dean of Admissions;
- ii) Director/ Administrator of Admissions and Student Affairs; and
- iii) University Registrar, or designate.

- iv) Chair(s) of Indigenous Admissions Sub-Committee
- v) Chair(s) of Black Learners Admissions Sub-Committee

### 7.3 RESPONSIBILITIES

The Admissions Committee is responsible for the following:

- a) Reviewing Faculty of Medicine admissions regulations annually and making recommendations for revisions to Faculty Council for approval
- b) Meeting on a weekly-biweekly basis during the Fall and Winter terms for the purpose of assessing applicant files for admission to the Dalhousie MD program in accordance with University and Faculty of Medicine regulations
- c) Making advanced standing admissions determinations
- d) Subject to the approval of Faculty Council, establishing sub-committees to assist the Admissions Committee in meeting its responsibilities
- e) Receiving reports and recommendations from sub-committees, and providing advice and assistance to them where required
- f) Undertaking other tasks related to its role as may be assigned by Faculty Council

### 7.3 CONFIDENTIALITY AND CONFLICT OF INTEREST

- a) Admissions Committee meetings are confidential. Admissions Committee members agree to sign a confidentiality agreement.
- b) The Committee will be guided by:
  - i) The Dalhousie University Conflict of Interest Policy at: [https://cdn.dal.ca/content/dam/dalhousie/pdf/dept/university\\_secretariat/policy-repository/ConflictInterestPolicy.pdf](https://cdn.dal.ca/content/dam/dalhousie/pdf/dept/university_secretariat/policy-repository/ConflictInterestPolicy.pdf) and
  - ii) Dalhousie Medicine Admissions Conflict of Interest Guideline (see appendix to this section)

### 7.4 REPORTING

The Admissions Committee shall report annually to Faculty Council and shall report the annual selection of Chair of the Admissions Committee to the Chair of Faculty Council and to the Dean.

- a) Sub-Committees
  - i) The Indigenous Admissions Pathway Sub-Committee is a sub-committee of the Admissions Committee (approved by Faculty Council December 7, 2021). It is responsible for conducting a holistic review of each application submitted under the Indigenous Admissions Pathway and for recommending for or against the admission of Indigenous applicants to the undergraduate medical education program to the Admissions Committee. The subcommittee is also responsible for developing, implementing, and reviewing regulations pertaining to the Indigenous Admissions Pathway on an ongoing basis and make recommendations concerning Indigenous admissions regulations to the Admissions Committee. The Co-Chairs of the Indigenous Admissions Sub-Committee shall submit all recommendations to the Chair(s) of the Admissions Committee and the Assistant Dean,



Admission. Updates from the Indigenous Admissions Sub-Committee will be a standing agenda item for Admissions Committee meetings.

- ii) The Black Learners Admissions Sub-Committee is a sub-committee of the Admissions Committee. The overall purpose of the Black Learners Admissions Sub-Committee (“the sub-committee”) is to support the selection and admission of African Nova Scotian and Black students into the Dalhousie undergraduate medical education program. This is in keeping with our core values and commitment to education equity aimed at providing balanced representation of Black learners in Medicine and Black physicians in our Maritime communities. This will be achieved by working alongside the Admissions Committee throughout the admissions process of all students who self-identify as African Nova Scotian or Black. These students will be processed under the Black Learners Admissions Pathway (BLAP). The Chair(s) of the Black Learners Admissions Subcommittee shall submit all recommendations to the Chair(s) of the Admissions Committee and the Assistant Dean, Admission. Updates from the Black Learners Admissions Sub-Committee will be a standing agenda item for Admissions Committee meetings.

## **APPENDIX – Guidelines for the Application of Dalhousie University’s Policy on Conflict of Interest by Members of the Faculty of Medicine Admissions & Interview Committees**

### **Purpose**

Dalhousie University’s Policy on Conflict of Interest (the “Policy”) ([https://cdn.dal.ca/content/dam/dalhousie/pdf/dept/university\\_secretariat/policy-repository/ConflictInterestPolicy.pdf](https://cdn.dal.ca/content/dam/dalhousie/pdf/dept/university_secretariat/policy-repository/ConflictInterestPolicy.pdf)) applies to the Admissions and Interview Committees of the Faculty of Medicine. The purpose of these Guidelines is to assist those Committees apply the Policy to their activities.

### **Identifying Potential and Actual Conflicts of Interest**

Under the Policy, “a conflict of interest exists where there is a potential or actual divergence between the personal interests of a university member and that member’s obligations to uphold the interests and mission of the university.”

When determining whether a potential or actual conflict of interest exists, Committee Members must consider whether an impartial observer would reasonably question whether actions or decisions by a Committee Member may be influenced by that Member’s (or a closely associated person to that Committee Member’s) personal, private, or financial interests.

#### **A. Conflicts of Interest Involving Committee Members Themselves**

The Faculty of Medicine’s Admissions Office takes the view that a conflict of interest exists, without limitation, in situations where a Committee Member is:

- related by blood, marriage, adoption or familial relation to the applicant;
- in or has been in a significant teaching or social relationship with the applicant;
- has been identified as a verifier/reference in support of the applicant’s application;
- in a significant social relationship with someone who is related to the applicant; or

- where a conflict of interest relating to the applicant and the Committee Member has been previously identified.

**B. Conflicts of Interest Involving Closely Associated Person to a Committee Member**

The Faculty of Medicine's Admissions Office takes the view that a conflict of interest may exist, without limitation, in situations where someone related to a Committee Member by blood, marriage, adoption, or common law marriage or is otherwise in an intimate personal relationship with the Committee Member is:

- related by blood, marriage, adoption or familial relation to the applicant;
- in or has been in a significant teaching or social relationship with the applicant;
- has been identified as a verifier/reference in support of the applicant's application; or
- in a significant social relationship with someone who is related to the applicant;

**Disclosing Potential or Actual Conflicts of Interest**

If a Committee Member identifies a potential or actual conflict of interest, they are required to take the following steps:

- (1) If a Committee Member is aware of an applicant who is related to them by blood, marriage, adoption or familial relation, they must withdraw from the Admissions or Interview Committees for that admissions cycle.
- (2) Except for those circumstances captured under (1) above, if a Committee Member is aware of an applicant falling within any category listed in "A. Committee Members Themselves" above, the Committee Member shall immediately disclose any actual or potential conflict of interest, including all pertinent information, to the Assistant Dean, Admissions or Director, Admissions. Unless otherwise directed by the Assistant Dean, Admissions, that Committee Member will not review that applicant's file, interview or rank that applicant, or be present when that applicant's file is discussed. In the event that the potential or actual conflict of interest is only discovered upon entering an interview room, the Committee Member must excuse themselves from the interview.
- (3) Except for those circumstances captured under (1) and (2) above, if a Committee Member is aware of an applicant falling with any category listed in "B. Individual Related to a Committee Member", the Committee Member shall immediately disclose any actual or potential conflict, including all pertinent information, to the Assistant Dean, Admissions or Director, Admissions. The Committee Member will not review that applicant's file, interview or rank that applicant, or be present when that applicant's file is discussed until such time as the Assistant Dean, Admissions has had the opportunity to determine if a conflict of interest exists and how the conflict of interest will be handled. In the event that the potential or actual conflict of interest is only discovered upon entering an interview room, the Committee Member must excuse themselves from the interview.
- (4) If a Committee Member is unsure whether a conflict of interest exists, they should discuss the situation with the Assistant Dean, Admissions or Director, Admissions or designated representative.

## 8.0 TENURE & PROMOTION COMMITTEE (Tenure Stream)

### 8.1 ROLE

The purpose of the Tenure and Promotion Committee (Tenure Stream)<sup>2</sup> is to make recommendations to the Dean regarding applications for promotion and tenure from applicants who hold tenure-stream appointments in the Faculty.

The Tenure and Promotion Committee (Tenure Stream) is a Standing Committee of the Faculty of Medicine and shall operate as per the terms and conditions outlined in Section 3.0 – “Standing Committees” of the Faculty’s procedural framework unless otherwise stated in these terms of reference. Section 3.0 provides information on the establishment of standing committees, accountability to Faculty Council, delegation to sub-committees, membership, etc. The Chair is responsible for ensuring the procedural framework is followed.

### 8.2 MEMBERSHIP

- a) **Elected Voting Members:** Six tenure-stream members from basic science or clinical departments in the Faculty, reflecting a variety across departments and professorial ranks, and which shall include at least two members with the academic rank of Full Professor, and one member of Faculty whose primary geographic appointment is in New Brunswick and who participates in the Dalhousie Medical Education Program in New Brunswick.
- b) **Term of Voting Members:** Voting members shall be appointed for four-year staggered terms.
- c) **Chair:** The Chair is appointed from a member of the Committee who has served on this Committee for a minimum of two years and is responsible for:
  - i) calling meetings of the Committee;
  - ii) ensuring that the Committee fulfills its responsibilities as outlined below; and
  - iii) providing new members with an orientation to the applicable processes prior to or at the first meeting of the academic year.

### 8.3 RESPONSIBILITIES

The Tenure and Promotion Committee is responsible for reviewing applications for promotion and tenure from the Faculty’s tenure-stream appointees and for making recommendations, through the Chair, to the Dean in accordance with the promotion and tenure regulations of the University, the Dalhousie Board of Governors-Dalhousie Faculty Association Collective Agreement, and Promotion and Tenure Guidelines for the Faculty of Medicine.

### 8.4 REPORTING

- a) The Committee shall report to the Dean by means of the written recommendation to the Dean in relation to each application for tenure and promotion; and
- b) The Committee shall provide an annual report of a summary nature to Faculty Council, ensuring to maintain confidentiality required of the tenure and promotion process, including ensuring not to disclose, directly or indirectly, the identify and outcome of individual applications.

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<sup>2</sup> See section 9.0 for Terms of Reference of the Promotion Committee for applicants from the Continuing Appointment / Clinical Stream.

## 8.5 SPECIAL PROCEDURES

- a) Committee meetings are not open. Attendance at meetings by non-members shall be at the invitation of the Chair in accordance with the regulations governing the promotion, tenure and review processes. Deliberations shall be *in camera*.
- b) Members of the Committee will absent themselves from deliberations concerning applications from any applicant with which there may be a conflict of interest (which committee members are responsible for declaring in advance, per the University's Policy on Conflict of Interest). When the Chair is required to absent themselves, another member of the Committee shall act as Chair.
- c) Committee members who are candidates for tenure or promotion in a given year must recuse themselves from the Committee for that given year.

## 9.0 PROMOTION COMMITTEE (Continuing Appointment / Clinical Stream)

### 9.1 ROLE

The purpose of the Promotion Committee (Continuing Appointment / Clinical Stream)<sup>3</sup> is to make recommendations to the Dean regarding applications for promotion from faculty members who hold continuing appointments with annual academic career development within the Faculty.

The Promotion Committee (Continuing Appointment/Clinical Stream) is a Standing Committee of the Faculty of Medicine and shall operate as per the terms and conditions outlined in Section 3.0 – “Standing Committees” of the Faculty’s procedural framework unless otherwise stated in these terms of reference. Section 3.0 provides information on the establishment of standing committees, accountability to Faculty Council, delegation to sub-committees, membership, etc. The Chair is responsible for ensuring the procedural framework is followed.

### 9.2 MEMBERSHIP

- a) **Elected Voting Members:** 12 members of Faculty from clinical departments in the Faculty, reflecting a variety across departments and professorial ranks, and which shall include one member of Faculty whose primary geographic appointment is in New Brunswick and who participates in the Dalhousie Medical Education Program in New Brunswick.
- b) **Term of Voting Members:** Voting members shall be appointed for four-year staggered terms.
- c) **Chair:** There shall be two (or more) co-Chairs who shall serve for a term of two years. The co-Chairs must be elected voting members who have served on the Continuing Appointment (Clinical) Promotion Committee for at least one year. The co-Chairs shall be responsible for:
  - i) calling meetings of the Committee;
  - ii) ensuring that the Committee fulfills its responsibilities as outlined below; and
  - iii) providing new members with an orientation to the applicable process prior to or at the first meeting of the academic year.
- d) **Ex-officio role:** The Senior Associate Dean shall serve on the Committee in a non-elected, non-voting (ex-officio) capacity. The Senior Associate Dean’s role is to provide guidance on process and matters of interpretation, but not to influence voting members’ decisions and recommendations.

### 9.3 RESPONSIBILITIES

The Promotion Committee is responsible for reviewing applications for promotion from members holding continuing appointments with annual academic career development within the Faculty’s clinical departments and for making recommendations, through the Chair, to the Dean in accordance with the promotion regulations of the University, the Faculty standards and criteria for promotion, as amended by Faculty Council from time to time.

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<sup>3</sup> See section 8.0 for Terms of Reference of the Tenure and Promotion Committee for applicants from the Tenure Stream.

#### 9.4 REPORTING

- a) The Promotion Committee shall report to the Dean by means of the written recommendation to the Dean in relation to each application; and
- b) The Promotion Committee shall provide an annual report of a summary nature to Faculty Council, ensuring to maintain confidentiality required of the promotion, review and reappointment processes, including ensuring not to disclose, directly or indirectly, the identify and outcome of individual applications.

#### 9.5 SPECIAL PROCEDURES

- a) The Promotion Committee meetings are not open. Attendance at meetings by non-members shall be at the invitation of the Chair in accordance with the regulations governing the promotion, tenure and review processes. Deliberations shall be *in camera*.
- b) Members of the Promotion Committee will recuse themselves from deliberations concerning applications for which a conflict of interest (real or perceived) has been declared. Declaring conflicts of interest is the member's responsibility, per the University's Conflict of Interest Policy.
- c) Committee members who are also candidates for promotion in a given year must recuse themselves from the Committee for that given year.

## 10.0 CURRICULUM COMMITTEE (Undergraduate Medical Education)

### 10.1 ROLE

The purpose of the Curriculum Committee is to oversee all matters pertaining to curriculum in the MD program including curriculum development and approval, review, and program evaluation. This includes objectives, course content and student assessments. The Committee provides advice and assistance to Year Committees in their functions, when necessary.

The Curriculum Committee is a Standing Committee of the Faculty of Medicine and shall operate as per the terms and conditions outlined in Section 3.0 – “Standing Committees” of the Faculty’s procedural framework unless otherwise stated in these terms of reference. Section 3.0 provides information on the establishment of standing committees, accountability to Faculty Council, delegation to sub-committees, membership, etc. The Chair is responsible for ensuring the procedural framework is followed.

### 10.2 MEMBERSHIP

#### a) Elected Voting Members

- i) Eight members of Faculty, no fewer than one each from a basic science and a clinical department, and one member of Faculty whose primary geographic appointment is in New Brunswick and who participates in the Dalhousie Medical Education Program in New Brunswick;
- ii) One student (or an alternate) from each academic year elected by the students in each cohort at the commencement of their first academic year, representatives alternating where possible between Halifax and New Brunswick sites. Students will be expected to maintain membership throughout the four years of undergraduate medical education where possible. Vacancies will be filled by a new election by students in the year in which the vacancy arises.

#### b) *Ex Officio* Voting Members

- i) Associate Dean Undergraduate Medical Education;
- ii) Associate Dean Dalhousie Medicine New Brunswick;
- iii) Vice-President Academic, Dalhousie Medical Students’ Society; and
- iv) Chair of each of the Sub-Committees established by the Curriculum Committee, unless chaired by an *Ex Officio* non-voting member under the terms of their appointment.

#### c) *Ex Officio* Non-Voting Members

- i) Chair, Progress Committee;
- ii) Director, Faculty Development;
- iii) Assistant Deans, Preclerkship (DMNB and DMNS);
- iv) Assistant Dean, Clerkship
- v) Assistant Dean, Clinical Skills
- vi) Assistant Dean of Student Affairs (or designate);
- vii) Associate Dean, Postgraduate Medical Education;
- viii) Past Vice-President Academic, Dalhousie Medical Students’ Society;
- ix) DMSS President;

- x) Student Society / Association Presidents or their designates
    - a. Indigenous Students
    - b. Black Students
  - xi) Administrators who are engaged in the development and implementation of the curriculum, as appointed by the Chair.
- d) **Chair:** The Associate Dean Undergraduate Medical Education shall be the Chair.

### 10.3 QUORUM

Quorum for the purposes of voting shall be no fewer than 9 voting members.

### 10.4 RESPONSIBILITIES

The Curriculum Committee is responsible for the following:

- a) Overall curriculum development and design, including both content and methods of teaching and learning and assessment of students;
- b) Development and review of policy regarding the curriculum;
- c) Approval of curriculum and assessment plans for each unit;
- d) Review of all units on a scheduled basis;
- e) Program evaluation;
- f) Comprehensive review of the curriculum at the conclusion of each year, measuring integrity and adherence to curriculum goals and accreditation standards;
- g) Subject to the approval of Faculty Council, establishing sub-committees (including Year committees) to assist the Curriculum Committee in meeting its responsibilities;
- h) Receiving reports and recommendations from sub-committees, and providing advice and assistance to them where required;
- i) Undertaking other tasks related to its role as may be assigned by Faculty Council from time to time;
- j) Review amendments or changes in policy and practices to the Promotion/Assessment Regulations as recommended by the Progress Committee.

### 10.5 REPORTING

The Curriculum Committee shall report annually to Faculty Council.

- a) Sub-Committees:
  - i) The Research in Medicine Governance Committee governs the operations of the Research in Medicine unit to ensure that the unit meets its established objectives.
  - ii) The Med I & II Committee advises the Curriculum Committee on the development and implementation of the Med I and Med II curriculum (preclerkship).



- iii) The Med III & IV Committee advises the Curriculum Committee on the development and implementation of the Med III and Med IV curriculum (clerkship).
- iv) The Committee on the Assessment of Student Performance (CASP) advises the Curriculum Committee on the development and implementation of student assessment guidelines, policies, and procedures, student promotion, and the appeals policy.
- v) The Program and Evaluation Committee advises the Curriculum Committee on the creation of a culture of reflection and continuous quality improvement by defining and overseeing the process of program evaluation, and the development of tools used for program evaluation.

## **10.6 SPECIAL PROCEDURES**

Voting members other than student members are expected to attend at least 70% of all meetings, and to actively participate in Committee activities and decision-making.

## 11.0 PROGRESS COMMITTEE (Undergraduate Medical Education)

### 11.1 ROLE

The purpose of the Progress Committee is to oversee the review of the academic performance of MD students, and their fitness for the study and practice of medicine as set out in the Faculty Promotion/Assessment Regulations.

The Progress Committee (Undergraduate Medical Education) is a Standing Committee of the Faculty of Medicine and shall operate as per the terms and conditions outlined in Section 3.0 – “Standing Committees” of the Faculty’s procedural framework unless otherwise stated in these terms of reference. Section 3.0 provides information on the establishment of standing committees, accountability to Faculty Council, delegation to sub-committees, membership, etc. The Chair is responsible for ensuring the procedural framework is followed.

### 11.2 MEMBERSHIP

#### a) **Elected Voting Members:**

- i) Six members of Faculty who hold the rank of Assistant Professor or higher, no fewer than two each from a basic science and a clinical department, and one member of Faculty whose primary geographic appointment is in New Brunswick and who participates in the Dalhousie Medical Education Program in New Brunswick.

#### b) **Ex Officio Voting Members**

- i) Associate Dean, Undergraduate Medical Education.
- ii) Associate Dean, Dalhousie Medical New Brunswick

#### c) **Ex Officio Non-Voting Members**

- i) Assistant Dean, Student Affairs or designate; and
- ii) Administrators who are engaged in the administration of student promotion and assessment, as appointed by the Associate Dean, Undergraduate Medical Education.

#### d) **Elected Non-Voting Members:**

- i) Two student members nominated by the Dalhousie Medical Students Society and approved by the Associate Dean Undergraduate Medical Education

- e) **Chair:** The Chair will be elected from its members who have been a voting member for a minimum of two years and who have served a one-year term as Vice Chair. The Chair will serve a three-year term after which they will serve an additional one-year term as Past Chair to allow for appropriate orientation and transition for the incoming Chair. The Chair will have a MD degree (or equivalent) and will be chosen from the clinical faculty members on the Committee, subject to the approval of the Associate Dean, UGME.

- f) **Vice Chair:** The Vice Chair will be elected from among its members who have been a voting member for a minimum of two years. After serving one year as Vice Chair, the Vice Chair will transition to Chair. The Vice Chair will have a MD degree (or equivalent) and will be chosen from the clinical faculty members on the Committee, subject to the approval of the Associate Dean, UGME.

- g) Term of Voting Members:** Voting members shall be appointed for four-year staggered terms. No member may serve more than two consecutive terms, unless an extension is necessary to permit the Chair or Vice-Chair of Progress Committee to complete their term.

### 11.3 RESPONSIBILITIES

The Progress Committee is responsible for the following:

- a) Receiving reports from each Unit Head on student standing in each unit or designated portion of the MD program;
- b) Reviewing the progress and academic performance of each MD student with respect to cognitive, affective, professional behavioral (as defined in the Professionalism Policy, the Code of conduct and Promotion/Assessment Regulations) and skill components;
- c) Imposing requirements or providing recommendations to MD students as needed to facilitate the successful completion of the curriculum's educational objectives, including, but not limited to, meeting with the Associate Dean Undergraduate Medical Education, Assistant Dean Student Affairs, and external medical professionals;
- d) Making decisions under the Promotion/Assessment Regulations, including, but not limited to, standing, promotion, supplemental work, the requirement to repeat a portion of the MD program, and the suspension or dismissal from the MD program;
- e) Regularly reviewing the Promotion/Assessment Regulations, and making recommendations regarding amendments or changes in policy and practices to the Curriculum Committee;
- f) Submitting names of approved graduands of the MD program to Senate on behalf of Faculty Council;
- g) Reviewing the terms of reference on an annual basis and recommending changes to Faculty Council; and,
- h) Undertaking other tasks related to its role as may be assigned by Faculty Council from time to time.

### 11.4 REPORTING

The Progress Committee shall report annually to Faculty Council, and shall report the annual selection of the Chair of Progress Committee to the Chair of Faculty Council and to the Dean.

### 11.5 SPECIAL PROCEDURES

All meetings of Progress Committee shall be *in camera*.

## 12.0 FACULTY AWARDS COMMITTEE

### 12.1 ROLE

The purpose of the Faculty Awards Committee is to grant awards and other forms of recognition to be awarded to members of the Faculty of Medicine where the underlying award terms of reference require the decision to be made by the Faculty of Medicine. The Faculty Awards Committee also oversees the nomination of members of the Faculty of Medicine for other (e.g. university or external) awards, at the request of the Dean.

The Faculty Awards Committee is a Standing Committee of the Faculty of Medicine and shall operate as per the terms and conditions outlined in Section 3.0 – “Standing Committees” of the Faculty’s procedural framework unless otherwise stated in these terms of reference. Section 3.0 provides information on the establishment of standing committees, accountability to Faculty Council, delegation to sub-committees, membership, etc. The Chair is responsible for ensuring the procedural framework is followed.

### 12.2 MEMBERSHIP

#### a) Elected Voting Members

- i) Four faculty members with a primary academic appointment in the Faculty of Medicine, including one member whose primary geographic appointment is in New Brunswick and who participates in the Dalhousie Medical Education Program in New Brunswick;
- ii) One medical student nominated by the Dalhousie Medical Students Society; and,
- iv) One resident nominated by Maritime Resident Doctors (MarDocs).

#### b) *Ex Officio* Non-Voting Members

- i) Associate Dean, Undergraduate Medical Education;
  - ii) Associate Dean, Postgraduate Medical Education;
  - iii) Associate Dean, Continuing Professional Development and Medical Education;
  - iv) Associate Dean, Research;
  - v) Associate Dean, Dalhousie Medicine New Brunswick;
  - vi) Associate Dean, Academic (Basic Sciences).
- c) **Terms of voting members:** Voting members shall be appointed to four-year staggered terms, with the exception of learners, who shall be appointed to one-year terms. Voting members may be reappointed to additional terms, subject to the appropriate procedures.
- d) **Chair:** The Chair shall be selected by the Dean among the non-voting (*ex officio*) members. The Chair shall only vote in the event of a tie by voting members.

### 12.3 RESPONSIBILITIES

The Faculty Awards Committee is responsible for the following:

- a) Selecting recipients for the following Faculty of Medicine awards:
  - T.J. Murray Visiting Scholar Award
  - Gold-Headed Cane Award (Dr. Gerald and Gale Archibald Award for Medical Humanities)
  - Allan Cohen Memorial Award in Community Service

- Excellence in Education Awards
  - Excellence in Clinical Practice Awards
  - Community Teacher of the Year Award
  - Program Director (PGME) of the Year Award,
  - Wayne Putnam Award, and
  - Any other award or recognition to be awarded to members of the Faculty of Medicine, where the underlying award terms of reference require the decision to be made by the Faculty of Medicine, or at the request of the Dean.
- b) In the course of exercising the responsibilities set out in paragraph a), complying with the specific award criteria and process requirements, if any, set out in the award terms of reference;
  - c) Upon request, assist departments or units with the review and selection of internal award recipients;
  - d) Timely communication of the criteria and process requirements to the broader community;
  - e) Make recommendations to the Dean and senior leaders regarding faculty nominations for national and international awards;
  - f) Reporting to Faculty Council concerning the award recipients;
  - g) Coordinating the presentation of internal awards at the Annual Faculty Meeting;
  - h) Administering any funds associated with such awards, and
  - i) Making recommendations to the Dean or Faculty Council regarding improvements to our awards processes.

#### 12.4 MEETING PROCEDURES

- a) **Meeting frequency:** The committee shall normally meet 3-4 times per year.
- b) **Quorum:** Quorum shall consist of two-thirds of the voting members (excluding those recused for conflict of interest reasons), rounded to the nearest whole. Deliberations shall not proceed without quorum, the Chair, and at least one other member among the non-voting (ex officio) group.
- c) **Administration:** Administrative support shall be provided by the Dean's Office.

#### 12.5 REPORTING

The Faculty Awards Committee (normally via the Chair) shall report annually to Faculty Council and the Dean.

## 13.0 HEALTH SCIENCES LIBRARY COMMITTEE

### 13.1 ROLE

The Health Sciences Library Committee is responsible for providing advice to the Head of the W.K. Kellogg Health Sciences Library on library issues affecting the Faculties of Dentistry, Health, and Medicine. The Health Sciences Library Committee will also act as a liaison with the libraries of the IWK Health Centre, Nova Scotia Health, and the Horizon Health Network.

The Health Sciences Library Committee is a Standing Committee of the Faculty of Medicine and shall operate as per the terms and conditions outlined in Section 3.0 – “Standing Committees” of the Faculty’s procedural framework unless otherwise stated in these terms of reference. Section 3.0 provides information on the establishment of standing committees, accountability to Faculty Council, delegation to sub-committees, membership, etc. The Chair is responsible for ensuring the procedural framework is followed.

### 13.2 MEMBERSHIP

All faculty appointments shall be for a period of three years. Student appointments will be for a one-year term with options to renew should their program be longer term.

**Chair:** A Faculty member serving in their final year in the upcoming academic year will be elected by the other members of the committee to serve as the succeeding chair.

**Secretary:** A Staff member from the Health Sciences Library.

#### a) Voting Members from Faculty of Dentistry

- i) One representative from the Academic Resources Committee
- ii) One Dentistry student representative named by the Student Society Executive
- iii) Ex Officio membership: Dean of Dentistry or designate

#### b) Voting Members from Faculty of Health

- i) Three representatives, one faculty member from Studley campus (Social Work or Health and Human Performance), two faculty members from Carleton campus (Physiotherapy, Occupational Therapy, Nursing, Pharmacy, Human Communication Disorders, Health Administration).
- ii) Three Faculty of Health students, one each named by the Student Society Presidents representing:
  - a. an undergraduate program,
  - b. an entry to practice graduate program,
  - c. a non-entry-to- practice graduate program, including a Ph.D. or interdisciplinary Ph.D. program associated with the Faculty.
- iii) Ex Officio membership: Dean of Health or designate.

#### c) Elected Voting Members from Faculty of Medicine

- i) Three representatives from the Faculty of Medicine with at least one representing the basic science departments and one the clinical departments. The Nominating Committee of the Faculty of Medicine will nominate Faculty representatives who will be elected by Faculty members for a three-year term.

- ii) Three Faculty of Medicine students, one each representing:
  - a. Undergraduate medical students
  - b. Postgraduate medical students
  - c. Faculty of Medicine graduate students
  - d. Ex Officio membership: Dean of Medicine or designate

**d) Voting Members from Libraries**

- i) Head, Health Sciences Library, Dalhousie University Libraries
- ii) Liaison Librarian, Dalhousie Medicine New Brunswick (DMNB)
- iii) IWK Health Centre Librarian
- iv) Nova Scotia Health Librarian
- v) Horizon Health Network NB Library Services Librarian
- vi) Ex Officio membership: University Librarian or designate

**e) Ex Officio Members**

- i) University Librarian or designate
- ii) Dean of Dentistry or designate
- iii) Dean of Health or designate
- iv) Dean of Medicine or designate

### **13.3 REPORTING**

The Head of the Health Sciences Library and Chair will report annually to the three Faculties.

## 14.0 RESEARCH ADVISORY COMMITTEE

### 14.1 ROLE

The purpose of the Research Advisory Committee (RAC) is to support the research mandate of the Faculty of Medicine by advising the Associate Dean Research and Faculty Council on research-related matters. With consideration of risks/benefits as appropriate, the activities of RAC result in recommendations to the Dean and/or Faculty Council.

The Research Advisory Committee is a Standing Committee of the Faculty of Medicine and shall operate as per the terms and conditions outlined in Section 3.0 – “Standing Committees” of the Faculty’s procedural framework unless otherwise stated in these terms of reference. Section 3.0 provides information on the establishment of standing committees, accountability to Faculty Council, delegation to sub-committees, membership, etc. The Chair is responsible for ensuring the procedural framework is followed.

### 14.2 MEMBERSHIP

#### a) Elected Regular Members

14 members of faculty with a balance between clinical and basic science expertise, including two members of faculty (one clinical and one basic science) whose primary geographic appointments are in New Brunswick and who participate in the Dalhousie Medical Education Program in New Brunswick.

Approximately one third of members are replaced each year.

Members are expected to:

- Regularly attend and participate in meetings
- Provide input between meetings upon request, and
- Participate in working groups as invited by the Chair.

The Associate Dean will consult with the Nominating Committee to identify a new member, should a member need to step down, or if a member is not an active/constructive committee participant.

#### b) Ex Officio Members

- i) Associate Dean, Research;
- ii) Assistant Deans of Research (incl. DMNB);
- iii) Assistant Dean, Graduate and Postdoctoral Studies;
- iv) Vice-President(s) Research appointed by NSH and/or IWK Health Centre;
- v) CIHR University delegate; and
- vi) Past Chair, Research Advisory Committee

Ex officio members are expected to:

- Regularly attend and participate in meetings (or send a delegate)
- Provide input between meetings upon request
- Bring forward issues and items relevant to the purpose of RAC, and
- Be prepared to speak to specific items as requested by the Chair.

#### c) Chair

The Vice-Chair position will be elected from Committee membership to serve a one-year term, with the Vice-Chair transitioning to Chair the following year and the Chair moving to an ex officio role as



Past Chair for an additional one-year period, subject to approved by RAC. The Chair is responsible for chairing meetings, with the Associate Chair stepping in as required. The Associate Chair and Chair participate in the planning of meetings, review agendas and minutes, and support the identification of members to participation in working groups

### 14.3 RESPONSIBILITIES

The Research Advisory Committee is responsible for the following:

- a) Supporting the development and implementation of research policy within the Faculty;
- b) Providing advice to Faculty Council and to the Dean regarding research-related issues;
- c) Encouraging and supporting the development and expansion of research and research-related activities within the Faculty of Medicine;
- d) Providing academic review in support of recommendations to the Faculty regarding programs including, but not limited to, renewal of Research Chairs and Trainee funding opportunities.

Some issues and items may require the creation of a small time-limited working group, i.e., 3-6 members primarily from within RAC, including a chair. The working group then carries out a short piece of directed time-limited work (e.g., draft policy, recommendations for new policy) to bring back to RAC for discussion and final recommendation.

### 14.4 REPORTING

The Research Advisory Committee shall report annually to Faculty Council and to the Dean.

- a) Sub-Committees:
  - i) The Research Scholarships and Awards Committee is a sub-committee of the Research Advisory Committee. The purpose of the Research Scholarships and Awards Committee is to recommend recipients for studentships, fellowships, awards and prizes that are awarded by the Faculty of Medicine (see Terms of Reference).
  - ii) The CORES Scientific Advisory Sub-Committee is a sub-committee of the Research Advisory Committee. The purpose of the CORES Scientific Advisory Sub-Committee is to ensure high quality scientific infrastructures/services and responsible allocation of Faculty of medicine resources by advising the Associate Dean Research on Faculty of Medicine CORES-related matters.

## 15.0 PROFESSIONALISM COMMITTEE

### 15.1 ROLE

In support of the Faculty of Medicine's commitment to the inclusion and promotion of professionalism of faculty, staff and students, the purpose of the Professionalism Committee is to oversee professionalism policy development and implementation, monitoring professionalism trends, and advising on practices in teaching professionalism.

The Professionalism Committee is a Standing Committee of the Faculty of Medicine and shall operate as per the terms and conditions outlined in Section 3.0 – "Standing Committees" of the Faculty's procedural framework unless otherwise stated in these terms of reference. Section 3.0 provides information on the establishment of standing committees, accountability to Faculty Council, delegation to sub-committees, membership, etc. The Chair is responsible for ensuring the procedural framework is followed.

### 15.2 MEMBERSHIP

#### a) Elected Voting Members

- i) Eight members of Faculty, no fewer than one each from a basic science and a clinical department, one from the Department of Bioethics, and one member of Faculty whose primary geographic appointment is in New Brunswick and who participates in the Dalhousie Medical Education Program in New Brunswick;
- ii) Up to three faculty members from other Faculties with expertise identified by the Chair from time to time;
- iii) One member from the community;
- iv) Three undergraduate medical student members (and alternates), one of whom will be from Dalhousie Medicine New Brunswick, nominated by the Dalhousie Medical Students Society and approved by the Associate Dean Undergraduate Medical Education;
- v) One postgraduate resident member (and an alternate) nominated by the Professional Association of Residents in the Maritime Provinces;
- vi) One graduate student enrolled in a Faculty graduate program nominated by the Faculty of Medicine Graduate Students Society;
- vii) One physician representative from a provincial licensing and regulatory body;
- viii) One allied health professional from an affiliated health care centre;
- ix) One allied health professional who works closely with medical students and would be able to identify other contexts in which medical students learn professionalism and where their professional attitudes/behaviours are being observed and evaluated;
- x) One staff member employed on a full-time basis in the Faculty nominated by the Dean;

#### b) *Ex Officio* Non-Voting Members

- i) Senior Associate Dean;

- ii) All Associate and Assistant Deans; and
- iii) Head, Division of Medical Education.

### 15.3 RESPONSIBILITIES

The Professionalism Committee is responsible for the following:

- a) Providing advice on broad policy issues or trends related to professionalism;
- b) Developing and revising the policy on professionalism for the Faculty of Medicine for approval by Faculty Council;
- c) Developing policies, procedures and guidelines on professionalism which may be unique to the undergraduate, post-graduate, graduate or continuing medical education environments;
- d) Providing advice to the Curriculum Committee on the teaching of professionalism in the MD curriculum;
- e) Providing advice to the Postgraduate Medical Education Committee on approaches and initiatives to support the projects, programs and initiatives of the Royal College of Physicians and Surgeons of Canada and the College of Family Physicians of Canada which instill professionalism as a core competency;
- f) Reviewing trends on professionalism issues and advising on education and initiatives to continually instill understanding and demonstration of professionalism actions and attitudes;
- g) Reviewing and distributing current thinking on professionalism from the literature;
- h) Providing advice to Associate Deans and Department Heads on approaches to address general professionalism issues;
- i) Promoting understanding of professionalism behaviour through information sharing and acknowledging role models from across the Faculty of Medicine; and
- j) Collaborating with individuals, interest groups or standing committees on common interests related to professionalism.

### 15.4 REPORTING

The Professionalism Committee shall report annually to Faculty Council, and shall report the annual selection of the Chair of the Professionalism Committee to the Chair of Faculty Council and the Dean.

### 15.5 SPECIAL PROCEDURES

The Professionalism Committee shall meet at least eight times during the academic year.

## **16.0 SCHOLARSHIPS & AWARDS COMMITTEE**

### **16.1 ROLE**

The purpose of the Scholarships and Awards Committee is to recommend to Faculty Council the recipients of student scholarships, merit-based awards and prizes that are awarded by the Faculty of Medicine (other than those awarded by the Research Advisory Committee.)

The Scholarships and Awards Committee is a Standing Committee of the Faculty of Medicine and shall operate as per the terms and conditions outlined in Section 3.0 – “Standing Committees” of the Faculty’s procedural framework unless otherwise stated in these terms of reference. Section 3.0 provides information on the establishment of standing committees, accountability to Faculty Council, delegation to sub-committees, membership, etc. The Chair is responsible for ensuring the procedural framework is followed.

### **16.2 MEMBERSHIP**

#### **a) Elected Voting Members**

- i) Four members (4) of Faculty, including one member of Faculty whose primary geographic appointment is in New Brunswick and who participates in the Dalhousie Medical Education Program in New Brunswick.

#### **b) *Ex Officio* Non-Voting Members**

- i) Assistant Dean, Admissions; and
- ii) Administrators who engage in the administration of evaluation and admissions, as appointed by the Assistant Dean, Admissions.

### **16.3 RESPONSIBILITIES**

The Scholarships and Awards Committee is responsible for the following:

- a) Recommending recipients for scholarships, merit-based awards and prizes that are awarded by the Faculty of Medicine (excluding entrance scholarships and other scholarships and awards administered by the Registrar’s Office, as well as loans, bursaries, and any awards or prizes granted by the Medical Research Committee); and
- b) undertaking other tasks related to its role as may be assigned by Faculty Council from time to time.

### **16.4 REPORTING**

The Scholarships and Awards Committee shall report annually to Faculty Council and the Dean and shall report the annual selection of Chair of the Faculty Awards Committee to the Chair of Faculty Council and to the Dean.

## 17.0 SOCIAL ACCOUNTABILITY COMMITTEE

### 17.1 ROLE

The World Health Organization (1995) has defined the social accountability of medical schools as "the obligation to direct their education, research and service activities towards addressing the priority health concerns of the community, region, and/or nation they have a mandate to serve. The priority health concerns are to be identified jointly by governments, health care organizations, health professionals and the public."

The Faculty of Medicine is committed to meaningfully engaging with, and being socially accountable to its diverse, internal and external stakeholders. In striving to meet its education, research, patient care, population health and advocacy mandates, the Faculty actualizes this responsibility through the integrated, practical application of the following four socially accountability lenses to its deliberations, decisions and actions:

- Equity
- Diversity, Inclusion and Cultural Responsiveness
- Community/Stakeholder Engagement and Partnering
- Justice, Fairness and Sustainability

The Committee has two key purposes:

1. To provide advice and recommendations on current and future research, education and operational needs to meet the social accountability mandate within the Faculty; and,
2. To support the implementation of the Faculty's strategic plan's work on partnering with communities for improved health outcomes. (currently Focus Area 7 in #DalMedForward).

The Social Accountability Committee is a Standing Committee of the Faculty of Medicine and shall operate as per the terms and conditions outlined in Section 3.0 – "Standing Committees" of the Faculty's procedural framework unless otherwise stated in these terms of reference. Section 3.0 provides information on the establishment of standing committees, accountability to Faculty Council, delegation to sub-committees, membership, etc. The Chair is responsible for ensuring the procedural framework is followed.

### 17.2 MEMBERSHIP

The membership of the Committee shall strive to reflect a broad diversity of members, with representation from historically under-represented faculty and staff among self-identified persons, racialized persons, women, persons with disabilities and persons who belong to sexual orientation and gender identified minority groups.

#### a) Elected Voting Members

- i) Four (4) members of Faculty: two (2) from basic science departments and two (2) from clinical departments;
- ii) One representative nominated from the Indigenous Health Working Group;
- iii) One representative nominated from the PLANS Advisory Committee;
- iv) One representative nominated from the Diversity in Leadership Working Group;
- v) One graduate student representative nominated from the Faculty of Graduate Studies Society;
- vi) One medical student representative nominated from the Dalhousie Medical Student Society;
- vii) One postgraduate resident member nominated by Maritime Resident Doctors;

- viii) One representative from the Dalhousie Professional Managerial Group (DPMG); and,
- ix) One member from the Systems Change Committee.

**b) *Ex Officio Non-Voting Members:***

- i) Two (2) Assistant/Associate Deans appointed by the Dean;
- ii) Assistant Dean, Serving & Engaging Society;
- iii) Director, Global Health Office

**c) *Term of Voting Members:*** Voting members shall be appointed for five-year staggered terms. Graduate student, medical student and resident members will serve one-year terms.

**d) *Co-Chairs:*** The Assistant Dean, Serving and Engaging Society, will co-chair with a member of the Committee. The Committee will determine who will co-chair with the Assistant Dean.

### 17.3 RESPONSIBILITIES

The Social Accountability Committee is responsible for the following:

- a) Providing advice on UGME, PGME and CPD accreditation standards related to social accountability (e.g. CACMS 1.1.1);
- b) Providing direction on the implementation of DalMedForward, with a particular emphasis on Focus Area 7 “Partnering with Communities to Improve Health Outcomes”;
- c) Supporting the development of metrics to assess and evaluate the implementation of DalMedForward Focus Area 7 (Partnering with Communities to Improve Health Outcomes) and accreditation standards;
- d) Liaising with committees within the Faculty of Medicine with a mandate that encompasses social accountability to coordinate a collective vision and implementation plan (i.e. Advisory Committees for Indigenous Health and African Nova Scotian Health, and Diversity in Leadership Working Group; Service Learning Leadership Team);
- e) Facilitating initiatives led by Dalhousie learners, faculty and staff that meet the social accountability mandate and acting as a central point of engagement to recognize the collective network of social accountability across the Faculty of Medicine;
- f) Facilitating the implementation of evaluation frameworks including the “Social Accountability Evaluation and Enhancement Framework” for the Faculty of Medicine; and,
- g) Identifying, learning from and celebrating social accountability activities and accomplishments led by communities, learners, faculty and staff.

### 17.4 REPORTING

The Social Accountability Committee shall report annually (with the Systems Change Committee) to the Dean, Faculty Council and the Council of Associate and Assistant Deans.

The Social Accountability Committee will have an annual consultation with community members and organizations with the Systems Change Committee.

The Social Accountability Committee will also hold an annual town hall meeting with learners in the Faculty of Medicine with the Systems Change Committee.

**17.5 SPECIAL PROCEDURES**

The Social Accountability Committee shall meet at least eight times during the academic year.

## **18.0 CONTINUING PROFESSIONAL DEVELOPMENT AND MEDICAL EDUCATION ADVISORY COMMITTEE**

### **18.1 ROLE**

The ability of Dalhousie Continuing Professional Development and Medical Education Research Unit to contribute to the mission of the Faculty of Medicine depends greatly on good relationships and clear communication with other faculty members, departments, divisions, and other health-related faculties. The need for a formal mechanism to facilitate these relationships has been indicated clearly to CPDME in its survey reviews, and during its strategic planning process.

The Continuing Professional Development Medical Education Advisory Committee is a Standing Committee of the Faculty of Medicine and shall operate as per the terms and conditions outlined in Section 3.0 – “Standing Committees” of the Faculty’s procedural framework unless otherwise stated in these terms of reference. Section 3.0 provides information on the establishment of standing committees, accountability to Faculty Council, delegation to sub-committees, membership, etc. The Chair is responsible for ensuring the procedural framework is followed.

### **18.2 MEMBERSHIP**

#### **a) Elected Voting Members**

- i) One member (education or faculty development representative, preferably) from each of several clinical departments (Medicine, Emergency Medicine, Surgery, Family Medicine, Pediatrics, Obstetrics & Gynecology, Urology, Psychiatry, Ophthalmology & Visual Sciences, and Pathology).
- ii) One representative from each of the following:
  - Undergraduate Medical Education
  - Postgraduate Medical Education
  - Student Affairs
  - Resident Affairs
  - Medical Sciences
  - Basic Sciences
  - Dalhousie Medicine New Brunswick
  - Library Sciences
- iii) One representative from each of the following:
  - CPDME Faculty Development
  - CPDME Research Unit
  - Global Health / Social Accountability
  - Bioethics
  - Humanities (DMNS or DMNB)

The initial appointment will be for two years, with renewal for an additional two-year term.

Some individuals may represent more than one position, if appropriate.



**b) *Ex Officio* Voting Members**

- i) Associate Dean, CPDME
- ii) Assistant Dean, Faculty Wellness
- iii) Managing Director, CPDME

**c) *Ex Officio* Non-Voting Members**

- i) Dean, Faculty of Medicine
- ii) Representative of the general public (Mini Medical School participant)
- iii) Member of the Faculty of Health
- iv) Representative of Doctors NS, PEI, NB
- v) Representative of the Nova Scotia College of Physicians and Surgeons
- vi) Medical Students (DMNS & DMNB)
- vii) Resident

**d) *Chair*:** The Associate Dean CPDME shall be the Chair.

### 18.3 RESPONSIBILITIES

To discuss, advise upon, and recommend on matters which affect members of faculty's functions as educators in the CPDME curriculum. Such matters might include but are not limited to:

- a) CPDME research considering the merits of possible research directions, enhancement of involvement of members of faculty in CPDME research, interest in Medical Education Research Scholarship and the role to be played by such research in the educational continuum;
- b) The CPDME curriculum, including individual programs, and long-term planning to ensure that a balanced and broad curriculum is available to Maritime health care providers;
- c) Sharing innovations and approaches to effective CPDME between the CPDME office and faculty members, teams, communities, and other health professionals;
- d) Faculty commitment to CPDME teaching and opportunities for faculty enhancement through faculty development, including but not limited to: leadership education, wellness education, cultural competency, mentorship, and scholarly activity;
- e) Role of CPDME teaching and collection of data related to teaching assessment and evaluation, in the consideration of academic promotion and tenure for faculty;
- f) Matters of mutual concern including honoraria, travel costs, relationships with industry and other grantors, co-sponsorship of programs and CPDME accreditation/certification for programs;
- g) Physician voting members, at the discretion of the committee, are eligible to review programs for accreditation purposes on behalf of Dalhousie CPDME;
- h) Reviewing and participating in CPDME processes related to CACME accreditation and mid-term accreditation review and feedback.

## 18.4 MEETINGS

- a) Regular meetings: the committee will meet five times per year (or more frequently as required), ideally every other month from September to May
- b) Attendance: members should identify an alternate faculty/staff member from their unit to attend meetings of the member cannot attend. Members will attend at least 50% of the meetings over the course of an academic year.
- c) Conflict of interest: members will be excused from sections of meetings when discussion or decisions have any perceived conflict of interest.
- d) Minutes: meeting minutes shall be prepared under the direction of the Chair and kept by the CPDME Office on a secure Dalhousie Sharepoint Site. These will be maintained for 7 years then deleted.
- e) Visitors: the Chair or other members via the Chair may request the presence of faculty/guests that are non-members to discuss/address specific issues from time to time.
- f) Delegation by CPDME Advisory Committee: subject to the approval of the Faculty Council, the CPDME-AC may determine its own sub-committees and working groups to assist in the advisement of curriculum.
- g) Quorum for meetings will be 50% + 1. Decisions will normally be made by consensus and without a formal vote. If a decision cannot reasonable be reached by consensus, decisions will be made by majority vote of the members present.
- h) The CPDME Office will provide reasonable administrative support for the committee.
- i) The principal work of the committee will be done through its various working groups which will report back to the committee as a whole at its regular meetings.
- j) Working groups may include faculty/staff/students who are not members of the CPDME-AC.

## 18.5 REPORTING

The Continuing Professional Development Committee shall report annually to the Education Council and Faculty Council.

1. The CPDME committee shall report annually to Education Council and Faculty Council.
2. The CPDME Operations and Planning Committee and the CPDME Directors and Assistant Deans Committee are sub-committees of the CPDME-AC and as such will report to it.

## 19.0 POSTGRADUATE MEDICAL EDUCATION COMMITTEE

### 19.1 ROLE

The purpose of the Postgraduate Medical Education Committee is to provide academic oversight and make recommendations concerning postgraduate medical education programs.

The Postgraduate Medical Education Committee is a Standing Committee of the Faculty of Medicine and shall operate as per the terms and conditions outlined in Section 3.0 – “Standing Committees” of the Faculty’s procedural framework unless otherwise stated in these terms of reference. Section 3.0 provides information on the establishment of standing committees, accountability to Faculty Council, delegation to sub-committees, membership, etc. The Chair is responsible for ensuring the procedural framework is followed.

### 19.2 MEMBERSHIP

#### a) Elected Voting Members

- i) Three residents nominated by the Maritime Resident Doctors. At least one of these representatives shall be from a Royal College of Physicians and Surgeons of Canada program, at least one shall be from the Family Medicine training program and at least one from a distributed site.

#### b) *Ex Officio* Voting Members

- i) Associate Dean, Postgraduate Medical Education;
- ii) Assistant Dean, Postgraduate Medical Education;
- iii) Associate Dean, Dalhousie Medicine New Brunswick (or delegate);
- iv) The Program Director for each Royal College of Physicians and Surgeons and College of Family Physicians residency training program;
- v) The Program Director for each RCPSC Area of Focused Competence program;
- vi) The CFPC Enhanced Skills Director/Coordinator;
- vii) The Program Directors for each CFPC Enhanced Skill Category One Program;
- viii) One Health Authority representative from each Health Authority which has an affiliation agreement for training Dalhousie Residents;
- ix) Chair of each of the Sub-Committees established by the Postgraduate Medical Education Committee;
- x) Communication Skills Lead - PGME; and
- xi) Public Representative member.

#### c) *Ex Officio* Corresponding (Non-voting) Members

- i) Site directors for each Dalhousie Family Medicine and Royal College PGME home training sites.
- ii) Program Administrators of postgraduate training programs at Dalhousie.

#### d) *Ex Officio* Non-Voting Members

- i) Dean;
- ii) Director, Postgraduate Medical Education;
- iii) Associate Dean, Undergraduate Medical Education;
- iv) Assistant Dean, Resident Affairs

- e) **Chair:** The Associate Dean Postgraduate Medical Education shall be the Chair.

### 19.3 RESPONSIBILITIES

Aligning with the RCPSC and CFPC General Standards [of Accreditation] Applicable to the University and Affiliated sites, the Postgraduate Medical Education Committee is responsible for the following:

- a) Making recommendations to Faculty Council concerning the institution of new residency programs and the continuation or cessation of existing residency programs;
- b) Establishing general policies, regulations and guidelines for residency education;
- c) Establishing and maintaining appropriate liaison with residency program directors and health care administrators of the affiliated sites;
- d) Conducting internal reviews of each residency program between regular mandated on-site surveys and as specifically mandated by the Accreditation committee of the Colleges;
- e) Ensuring appropriate distribution of resources necessary for effective education in the residency programs;
- f) Establishing and supervising policies, regulations and guidelines for the selection, assessment, promotion and dismissal of residents in all programs;
- g) Establishing and maintaining an appeal mechanism for matters related to postgraduate medical education decisions;
- h) Ensuring an educational environment free from harassment, intimidation and abuse and ensuring that mechanisms are in place to deal with such issues as they arise;
- i) Establishing resident safety policies, regulations and guidelines related to travel, patient encounters, house calls, after hours consultations and patient transfers;
- j) Establishing policies, regulations and guidelines to ensure appropriate supervision of residents to protect and preserve the best interests of the patient, the attending physicians and the residents;
- k) Ensuring that all residence programs teach and assess resident competencies as defined within the CanMEDS/CanMEDS-FM frameworks;
- l) Ensuring that there are adequate opportunities for faculty development including activities to assist in teaching, assessing and mentoring residents' competencies as defined within the CanMEDS/CanMEDS-FM frameworks.
- m) Subject to the approval of Faculty Council, establishing sub-committees to assist the Postgraduate Medical Education Committee in meeting its responsibilities;
- n) Receiving reports and recommendations from sub-committees, and providing advice and assistance to them where required;

- o) Undertaking other tasks related to its role as may be assigned by the Education Council and Faculty Council from time to time.

#### **19.4 MEETINGS**

Quorum for a meeting shall consist of 30% of the voting members of the committee. Members may attend in person or by interactive electronic means such as telephone or videoconferencing.

Decisions of the committee shall ordinarily be made by consensus. In the event of a vote, a simple majority of voting members present at the meeting shall be required to pass a motion.

The Committee will meet as often as required to fulfil the responsibilities as set out in the terms of reference but will meet a minimum of once annually.

#### **19.5 REPORTING**

The Postgraduate Medical Education Committee shall report annually to the Education Council and Faculty Council.

##### a) Sub-Committees:

- i) The PGME Policy Sub-Committee conducts a regular review of Dalhousie PGME policies to ensure that they meet current accreditation standards. It will identify gaps and make recommendations regarding policies to address the training environment.
- ii) The Continuous Quality Improvement in PGME Sub-Committee ensures the PGME enterprise and programs engage in regular, structured continuous quality improvement efforts in an effort to ensure an effective, safe, and positive learning environment for residents.
- iii) The PGME Quality Improvement and Patient Safety Advisory Committee advises on and facilitates the implementation of recommendations from the QIPS Task Force Report (January 26, 2018).
- iv) The Educational Advisory Board (EAB) assists with academic planning for residents in need and must be convened to review all remediation and probationary plans for residents in academic difficulty.
- v) The Internal Review Sub-Committee conducts internal reviews of residency programs between regular site visits by the Royal College of Physicians and Surgeons of Canada. It reviews reports to determine if there are particular areas of concerns or common themes that will need to be addressed before the next Royal College review.

## 20.0 BASIC SCIENCE CURRICULUM COMMITTEE

### 20.1 ROLE

The purpose of the Basic Science Curriculum Committee is to oversee all matters pertaining to curriculum delivered by basic science departments in the Faculty of Medicine that do not fall under the mandate of the Undergraduate Medical Education Curriculum Committee or curriculum committees of other Faculties. The Basic Science Curriculum Committee will assess curriculum development, course content and student assessment and render decisions about the suitability of new course offerings or major changes to existing courses.

The Basic Science Curriculum Committee is a Standing Committee of the Faculty of Medicine and shall operate as per the terms and conditions outlined in Section 3.0 – “Standing Committees” of the Faculty’s procedural framework unless otherwise stated in these terms of reference. Section 3.0 provides information on the establishment of standing committees, accountability to Faculty Council, delegation to sub-committees, membership, etc. The Chair is responsible for ensuring the procedural framework is followed.

### 20.2 MEMBERSHIP

#### a) Voting Members

- i) Department Heads or designates from each of the six basic science departments in the Faculty of Medicine.

#### b) Ex Officio Voting Members

- i) Assistant Dean, Bachelor of Medical Sciences.

#### c) Ex Officio Non-Voting Members

- i) Program Director, Bachelor of Medical Sciences;
- ii) Undergraduate Student;
- iii) Representative from the Dalhousie Libraries; and,
- iv) Other members as required.

#### d) Committee Business & Chair

A basic science department head, with business relevant to the committee, will call for a meeting by contacting all members. At the meeting a voting member will be selected by the committee to serve as Chair. The Chair will document in writing the decisions made by the committee.

### 20.3 RESPONSIBILITIES

- a) Review and approval of proposals for new or substantially altered courses as recommended by departmental curriculum committees.
- b) Review and approval of proposals for the cross-listing of courses as recommended by program and/or departmental curriculum committees.
- c) Development and review of policy regarding curriculum in basic science departments.
- d) Ensure that all departments and other Faculties are consulted when changes to any interdisciplinary or interdepartmental courses are proposed.

## **20.4 REPORTING**

Decisions made by the Basic Science Curriculum Committee shall be reported to the Dean by the Chair(s) and the Dean will update Faculty Council on decisions made by the Committee.

## 21.0 FACULTY APPEALS COMMITTEE

### 21.1 ROLE

The purpose of the Faculty Appeals Committee is to hear any academic or disciplinary appeal by an undergraduate student, or postgraduate trainee registered within the Faculty of Medicine in accordance with the jurisdiction and procedures approved by the Faculty of Medicine.

The Faculty Appeals Committee is a Standing Committee of the Faculty of Medicine and shall operate as per the terms and conditions outlined in Section 3.0 – “Standing Committees” of the Faculty’s procedural framework unless otherwise stated in these terms of reference. Section 3.0 provides information on the establishment of standing committees, accountability to Faculty Council, delegation to sub-committees, membership, etc. The Chair is responsible for ensuring the procedural framework is followed.

### 21.2 MEMBERSHIP

#### i. **Elected Voting Members:**

- i) Chair, appointed by Faculty Council for a three-year term (renewable once);
- ii) Two (2) Vice Chairs, appointed by Faculty Council for a three-year term (renewable once);
- iii) Five (5) faculty members, appointed for a three-year term (renewable once), who provide a broad representation of the clinical and basic science departments;
- iv) Two (2) undergraduate medical students in different years nominated by the Dalhousie Medical Student Society and approved by the Associate Dean, Undergraduate Medical Education; and,
- v) Two (2) postgraduate trainees from different training programs in different Departments nominated by Maritime Resident Doctors and approved by the Associate Dean, Postgraduate Medical Education,

#### ii. **Ex Officio Non-Voting Members:**

- i) Associate Dean, Postgraduate Medical Education (or designate); and,
- ii) Associate Dean, Undergraduate Medical Education (or designate).

iii. **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.

iv. **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. Similarly, following completion of the Chair’s term, one of the Vice Chairs will normally be appointed as Chair. In the case where neither of the Vice Chairs is able or willing to serve as Chair, then a Chair will be elected from among faculty members on the Committee with at least one year of experience.

### 21.3 RESPONSIBILITIES

The Faculty Appeal Committee is responsible for the following:

- a) Receiving appeals from any student or a trainee registered within the Faculty of Medicine, who has had a decision rendered against them that can be appealed under the UGME or PGME policies, as applicable;



- b) Appointing panels from among its members to hear and decide appeals brought by a student or trainee in accordance with these terms of reference and the UGME and the PGME Appeal Regulations, as applicable. In all cases, the Panel will include two faculty members and one student or trainee (who will have the same status (student or trainee) as the appellant);
- c) Regularly reviewing the UGME and PGME Appeal Regulations, and making recommendations regarding amendments or changes in policy and practices to Faculty Council;
- d) Meeting no less than twice annually to receive training concerning the jurisdiction and procedures established by Faculty Council for this Committee, the proper conduct of a hearing, and other relevant legal principles. Meetings can also be arranged to review the Committee's operation or to address emerging policy issues as required. Minutes of all meetings of the Faculty Appeals Committee will include the date and time of the meeting, a list of those present, and a brief summary of the discussion.
- e) Undertaking other tasks related to its role as may be assigned by Faculty Council from time to time.

#### 21.4 REPORTING

The Chair of the Faculty Appeals 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) or trainee(s) involved, and any recommendations.

#### 21.5 SPECIAL PROCEDURES

- a) **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; or (iii) a member of the same primary department (in the case of faculty members), year of study (in the case of a student), or training program (in the case of a trainee) to which the appeal relates.
- b) **Further Appeal to Senate Appeals Committee.** Decisions of the Faculty Appeals Committee are final and binding as far as the Faculty of Medicine is concerned. A student or trainee may appeal the decision of the Faculty Appeals Committee to the University's Senate Appeals Committee. To do this, the student or trainee should consult the Senate Office concerning the preparation and submission of such an appeal and the applicable deadlines.
- c) **Retention of Documents.** 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 Medicine. 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.

#### 21.6 APPEAL PROCESS

##### Submission of Appeal

- 21.6 (1) **Notice of Appeal.** A student or trainee may appeal a decision in writing to the Chair of the Committee within **30 calendar days** of the decision being sent to the student or

trainee. To appeal the decision, the student or trainee must deliver to the Chair of the Faculty Appeals Committee a Notice of Appeal. The Notice of Appeal must be signed by the student or trainee (who then becomes the appellant) and include the following information:

- a) the grounds of appeal and any supporting arguments and evidence;
- b) any other relevant considerations;
- c) supporting documentation, if applicable;
- d) the requested outcome; and
- e) the names of the advocate and/or support person who will the hearing.

### **Action by Chair of the Faculty Appeals Committee Upon Receipt of Appeal**

**21.6 (2)** Upon receipt of the student or trainee's appeal materials, the Chair of the Committee will:

- a) appoint three members of the Committee (two faculty and one student or trainee depending on the status of the appellant) to serve as the Hearing Panel for that appeal;
- b) appoint one of the faculty members of the Hearing Panel as the Hearing Chair;
- c) provide a copy of the appeal materials to the program or faculty representative whose decision is the subject of the appeal and require a written response within **14 calendar days** of sending those appeal materials (which deadline may be extended at the Chair of the Faculty Appeal Committee's discretion where exceptional circumstances exist); and
- d) inform both parties of:
  - i. the date, time, location, and format (in-person, virtual, hybrid) of the hearing;
  - ii. the names of the Hearing Panel members;
  - iii. their right to be accompanied by one advocate (including a representative from the Dalhousie Students Advocacy Service), and in the case of the student also by no more than one support person;
  - iv. their obligation to notify the Chair of the Faculty Appeals Committee no less **10 calendar days** prior to the hearing if they intend to attend with legal counsel; and
  - v. the fact that, should they decide not to attend the hearing, the Hearing Panel may proceed in their absence, and the appellant will not be entitled to any further notice of the proceedings, except for notice of the decision of the Hearing Panel.

### **Response to the Appeal from the Program or Faculty Representative**

**21.6 (3)** The written response by the program or faculty representative must include the following information:

- a) confirmation of the nature of the decision under appeal
- b) response to the grounds of appeal and any supporting arguments and evidence; and
- c) any other relevant considerations.

### **Materials for Hearing**

- 21.6 (4)** The Chair of the Faculty Council Appeals Committee will distribute, on a confidential basis, a copy of the Statement of Appeal, the Responding Statement, and all supporting documents submitted by the parties, to each member of the Hearing Panel, at least **7 calendar days** prior to the hearing. The Chair of the Committee will also ensure that the appellant and the program or faculty representative have copies of all submissions provided to the Hearing Panel.

### **Hearing of the Appeal**

- 21.6 (5)** The Chair of the Faculty Council Appeals Committee is responsible for determining any pre-hearing issues that arise, including any dispute as to scheduling or pre-hearing compliance with the guidelines in this section. Any request for such a determination will be made in writing to the Chair of the Faculty Council Appeals Committee.
- 21.6 (6)** The hearing will be chaired by the Hearing Chair. The Hearing Panel will decide any issue as to procedure or evidence at the hearing.
- 21.6 (7)** The parties to the appeal are the student or trainee bringing the appeal and the program or faculty representative. Each party has the right to be present at the hearing, hear all of the evidence presented, and challenge any evidence presented.
- 21.6 (8)** The hearing will be closed and will not be recorded without the approval of the Hearing Chair.
- 21.6 (9)** At the commencement of the hearing, the Hearing Chair will summarize the procedure for the hearing.
- 21.6 (10)** The appellant (or their advocate) will make their presentation after which the members of the Hearing Panel will be given the opportunity to ask questions of the appellant (or to their advocate).
- 21.6 (11)** The program or faculty representative (or their advocate) will then make their presentation after which the members of the Hearing Panel will be given the opportunity to ask question of the program or faculty representative.
- 21.6 (12)** The appellant (or their advocate) will be given an opportunity to reply to the presentation of the program or faculty representative. Any such reply will be limited to new matters raised during the program or faculty representative's presentation that could not have been anticipated when they made their presentation.
- 21.6 (13)** Members of the Hearing Panel will be given a final opportunity to ask questions of the appellant and of the program or faculty representative (or their respective advocates).
- 21.6 (14)** The appellant and the program or faculty representative (or their advocates) will be given the opportunity to make brief closing statements.
- 21.6 (15)** Any information gathered in any appeal, including information presented at the hearing,

is confidential except to the extent that disclosure is necessary to implement these procedures or to carry out a decision made by the Hearing Panel.

### **Deliberation and Decision of the Hearing Panel**

- 21.6 (16)** Following the hearing, the appellant and program or faculty representative (and any advocates) will leave and the Hearing Panel will deliberate in camera. The decision will be by simple majority and the Hearing Panel will prepare written reasons for that decision.
- 21.6 (17)** The Hearing Panel may make any decision that is permitted under UGME's *Promotion, Assessment, and Appeal Regulations* and PGME's *Appeal Regulations*, as applicable.
- 21.6 (18)** The Chair of the Hearing Panel will make best efforts to provide the Hearing Panel's decision, including the written reasons for the decision, to the Chair of the Appeal Committee within **10 calendar days** of the hearing. The Chair of the Committee will then provide the decision to the parties, to the Dean, and to the Associate Dean, UGME in the case of an appeal brought by a student or to the Associate Dean, PGME in the case of an appeal brought by a trainee.
- 21.6 (19)** Hearing Panel decisions will form part of a student or trainee's academic record held at the Faculty of Medicine though will not be released as part of verifications of training or transfer, except where required by law or by permission of the student or trainee.