

.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 two 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](#).