

Academics & Strategy Council
(Formerly the Executive Committee)
TERMS OF REFERENCE
Department of Pediatrics
Dalhousie University/IWK Health Centre
March 28th 2018

Purpose:

- The Academics & Strategy Council (ASC) will serve as **the Department of Pediatric's academic leadership forum**, where major strategic issues regarding research, faculty development, advocacy and education will be discussed. The ASC will provide the Department Head with direction and advice to facilitate decision making and policy development. Members of the ASC are expected to represent the best interests of the Department as a whole.

- In addition, **the ASC** (like the FMC and DHC) **will provide strategic advice** to the Head on matters of policy development and planning which impact on the Department including but not limited to:
 - Human resources including physicians and scientists,
 - AFP negotiations,
 - Oversees implementation of strategic planning and strategic plans
 - **Serves as a Disputes Resolution Committee** for non-financial matters as per the DoP 2013 Dispute Resolution Process.
 - Committee membership including standing committees and search/selection committees,
 - Governance,
 - Review the available **menu of Faculty Awards**, and possible nominations, each fall
 - Issues brought to the ASC through the Chair and/or other Committee members by Department members,
 - Other matters of significance which arise from time to time and have the potential to impact on the Department in a significant or substantial way,
 - **The ASC will recommend to the Chair semi-annual application grants from the DoP Endowment Fund.**

Membership:

- Head of Department, who will act as Chair of the ASC
- Associate Chair Research
- Associate Chair Faculty Development
- Postgraduate, and Undergraduate, Medical Education Program Directors
- Chair of the Finance Management Committee
- Chair of the Advocacy Committee
- An **elected** representative from our DoP PhD Faculty (Primary appointment of 0.5 FTE or more in Pediatrics), voted on by this same group.
- An **elected** representative from our DoP **Junior MD Faculty** (5 years or less service, **which doesn't include time for parental leave**, at first election,), voted on (ranked ballots/DoP speech) by MD Faculty with 10 years or less service standing. Eligible DoP members will have substantial resident teaching or IWK research activities.
- Two Division Heads (Chair Division Head Council and one additional representative who will normally be the Vice-Chair of the Division Head Council)
- Chief Operating Officer of the Department of Pediatrics (ex-officio, non-voting).

Members will be appointed to the ASC for the term of their office where defined terms exists, or elected for 3 year terms, renewable once. Elected terms to start April 1st of any given year.

Quorum and Decision Making:

- Attendance of at least 50 percent of the membership excluding the Chair and COO, will be considered a quorum; generally issues of major importance will not be resolved in the absence of a quorum.
- Decision making will generally be by consensus, recognizing that the ASC is advisory to the Head of the Department of Pediatrics.

Chair:

- The Head of the Department will chair ASC meetings and will be responsible for scheduling meetings, preparation of the agenda, and minutes.

Meetings:

- Agendas will be distributed prior to each meeting and all members of the ASC may add items to the agenda.
- Minutes will be distributed following each meeting to all members of the ASC, and to all Faculty.
- Meetings will be held at least monthly from September through June and on an as needed basis.

Approved by Executive Committee_ Jan 23rd 2018_____

Approved at Department of Pediatrics meeting ___Feb 21 2018_____