

 <p><b>Terms of Reference: Academic Review Committee</b></p>	<p><i>Policy Sponsor:</i> Faculty Council</p>	<p><i>Approval Date:</i> MAC – Sept. 10, 2009 Faculty Council – Sept. 22, 2009</p>
	<p><i>Responsible Unit:</i> Associate Dean Academic Faculty Council</p>	<p><i>Amendments:</i> <i>Revisions approved by Faculty Council: Jan 2010, Jan 2011, Sept 2011, Apr 2012, Apr 2013, Mar 2016, Apr 2017, Jan 2018, Oct 2020, May 2021; Oct 2022</i></p>

## **RATIONALE**

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

## **FUNCTIONS**

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

## **MEMBERSHIP**

1. Associate Dean Academic serving as Chair
2. One member elected from Faculty Council for a two-year term.
3. Five full-time faculty members elected by Faculty Council for a two-year term. The committee membership should reflect an appropriate mix of faculty members from Graduate and Undergraduate Programs. Members may be re-elected for 1 additional consecutive term. Members should be from different Schools/Colleges.
4. Director representative for a two-year term, nominated by the Deans' Executive.
5. A Vice-Chair to be elected from among the above members of ARC, for one-year term, renewable for one year.
6. Representative from the Registrar's Office (non-voting)
7. Representative from the Centre for Learning & Teaching (non-voting)
8. Administrative Assistant from the Faculty of Health Dean's Office (non-voting)

## **QUORUM**

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

## **VOTING**

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

Via candid disclosure or raising of concern that potential influence or conflict of interest of the Chair does or could exist, Chair will recuse self and Vice-Chair will preside over the matter at hand.

## **VOTING VIA E-MAIL**

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

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

## **AUTHORITY & REPORTING RELATIONSHIP**

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

## **MEETINGS**

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

## **AGENDA AND MINUTES**

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

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

## **AGENDA ITEMS**

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

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

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

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

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

## **REVIEW**

The Academic Review Committee Terms of Reference will be reviewed every 3-5 years, not to coincide with the change of ADA term.

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

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

*Revisions approved by Faculty Council: Jan 2010, Jan 2011, Sept 2011, Apr 2012, Apr 2013, Mar 2016, Apr 2017, Jan 2018, Oct 2020, May 2021; Oct 2022*