

Faculty of Health Professions Council

Terms of Reference

FUNCTIONS

1. Determine policy on academic matters and formulate plans for the academic and strategic direction of the Faculty of Health Professions.
2. Review and make recommendations on the composition and duties of Ad Hoc and Standing Committees (including review and administrative appointment committees). Acts as the nominating committee for the membership of certain committees, or representatives on committees external to the Faculty.
3. Receive reports from committees, take action as deemed appropriate and report such action at meetings of Full Faculty.

MEMBERSHIP

1. Dean of the Faculty (Chair)
2. Associate / Assistant Dean(s) of the Faculty
3. Two School/College Directors elected for 1 year terms by the Management Advisory Committee
4. One elected member from each School/College elected by the School/College. Elected members hold a term* of office for a minimum of two years. Members may be re-elected for 1 additional consecutive term.
5. One elected alternate member from each School/College elected by the School/College. Alternate members hold a term of office for a minimum of two years. Members may be re-elected for 1 additional consecutive term.
6. Three (3) FHP student representatives (and three (3) Alternates) for a one year term: one representative (and an alternate) is to be registered in an undergraduate program; the second (and an alternate) in an entry to practice graduate program; and the third (and an alternate) is to be registered in a non-entry-to-practice graduate program, which could include a student from the Ph.D. in Health program, the Ph.D. in Nursing program, or the Interdisciplinary Ph.D. program (supervised by a faculty member within the Faculty of Health Professions)
7. Director - Health Sciences Librarian (non-voting)
8. Faculty Secretary (non-voting)

* Term dates will be September to August

Directors of Schools/Colleges and/or delegates may participate in a non-voting capacity in the consideration of any agenda item that is of direct and immediate relevance to the School/College and that falls within the scope of the responsibilities of a School/College Director.

The Dean of the Faculty of Health Professions shall be Chair of Faculty Council. In the Dean's absence, an Associate Dean will normally chair the meeting.

Terms of Reference for Faculty Council will be reviewed every two years.

QUORUM

The quorum for all meetings of Faculty Council shall be 50% plus 1 of the voting members of Council.

AUTHORITY

The Faculty Council receives its authority from Full Faculty. As such, it is responsible for reporting to Full Faculty at each of its meetings. The Faculty Council acts on behalf of the Full Faculty and is therefore empowered with decision-making authority.

MEETINGS

Monthly meetings will be held September to June. Special meetings may be called as determined by Faculty Council and/or the Dean. *Roberts Rules of Order (Revised)* shall govern. Faculty Council meetings are open to observers who Council may invite to participate in discussions when appropriate.

AGENDA AND MINUTES

The Faculty Secretary will circulate a call for agenda items two weeks prior to the meeting. Agenda items from members of Faculty Council and/or non-member Directors must be received with relevant documentation by the Faculty Secretary eight days prior to the meeting.

A meeting agenda will be prepared by the Faculty Secretary in consultation with the Dean. The agenda, last meeting unapproved minutes and documentation will be circulated to Faculty Council members prior to the monthly meeting date. Agenda and last meeting unapproved minutes will be e-mailed to non-member Directors. Approved Faculty Council minutes (for one rolling year) will be posted on the FHP website.

Approved by Full Faculty – May 9, 2006

Minor Amendment regarding term dates approved by Faculty Council – June 22, 2006

Membership revised - approved by Faculty Council – September 27, 2007

Membership revised - approved by Faculty Council – March 26, 2009

Approved by Full Faculty – June 9, 2009

Minor revisions approved by Faculty Council – October 27, 2011

Revisions approved by Full Faculty – November 17, 2011

Revisions to member titles and student representation approved by Faculty Council – September and October 2015