

 <p><b>DALHOUSIE UNIVERSITY</b> FACULTY OF HEALTH</p>	<p><i>Policy Sponsor:</i> Dean</p>	<p><i>Approval Date:</i> May 9, 2006 – Full Faculty</p>
<p><b>Terms of Reference: Faculty Council</b></p>	<p><i>Responsible Unit:</i> Faculty Council Faculty Secretary</p>	<p><i>Amendments:</i> See Revision History at end Last: January 23, 2020</p>

**FUNCTIONS**

Faculty Council is the decision-making body of the academic arm of the Faculty of Health, on behalf of Full Faculty and, as such:

1. Determines policy on academic matters and formulates plans for the academic and strategic directions of the Faculty of Health.
2. Reviews and makes 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. Receives reports from committees, takes action as deemed appropriate and reports such action at meetings of Full Faculty.

**MEMBERSHIP**

1. Dean of the Faculty (Chair)
2. Associate Dean(s) of the Faculty
3. Two School/College Directors/Assistant Deans elected for 1-year terms by Deans Executive.
4. One elected member from each School/College, elected by the School/College. Elected members hold a term<sup>1</sup> of office for a minimum of two years. Members may be re-elected for one (1) additional consecutive term.
5. Members on sabbatical or administrative leave will be replaced during their leave by the School alternate or via selection processes described above and the time served on the committee will not accumulate during the leave.
6. 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.
7. Three (3) Faculty of Health 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

---

<sup>1</sup> Term dates will be September through August each year.

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)

8. Director - Health Sciences Librarian (non-voting)
9. Faculty Secretary (non-voting)

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 is the Chair of Faculty Council. In the Dean's absence, an Associate Dean will normally chair the meeting.

### **QUORUM**

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

### **VOTING**

For decisions presented during a Faculty Council meeting and for which all materials have been shared, read and discussed, the Chair will ask Faculty Council members in attendance to show their vote by show of hands or verbally with Yea or Nay. The result of the vote will then be announced and recorded. A quorum of Faculty Council members must be in attendance in order to vote.

An electronic vote option will be made available under the following conditions:

- When a request for decision is required prior to, or immediately after a regularly scheduled Faculty Council meeting.
- When there are insufficient Faculty Council Members present at a regularly scheduled meeting to represent a quorum.
- When a decision has been presented and discussed at a regularly scheduled Faculty Council meeting that required further input from the presenter and the deadline for decision is before the next regularly scheduled Faculty Council meeting.

A quorum of Faculty Council members must submit an electronic vote in order for that vote to be considered valid.

### **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)* will govern. Faculty Council meetings are open to observers that 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.

A meeting agenda will be prepared by the Faculty Secretary in consultation with the Chair. 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 Faculty of Health website.

A consent agenda (Robert's Rules of Order, also known as a consent calendar) will be used for items considered routine and for which discussion is not anticipated. Any member of Faculty Council may request that any item on the Consent Agenda be removed and considered as an item for discussion during the Faculty Council meeting. Any such request will be honoured.

## **REVIEW AND REVISION**

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

Revision History:

- *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*
- *Revisions made and approved, September 28, 2017 - Faculty Name (from Health Professions to Health); addition of clause 5 under Membership regarding sabbatical/administrative leave; change of Director to Director/Assistant Dean throughout.*
- *Format revision March 2018, Dean's Office*
- *FC Approved, January 23, 2020 – Content changed to reflect the following:*
  - *Functions – clarity added – decision-making body of academic arm of Faculty*
  - *Agenda – added use of consent agenda*
  - *Title – changed word “Dean” to “Chair”*
  - *Added electronic voting clauses*