



# FACULTY COUNCIL STEERING COMMITTEE

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## TERMS OF REFERENCE

### **Mandate**

The Steering Committee is a Standing Committee of the Faculty Council. Its main purpose is to help develop the agenda for each Faculty Council (FC) meeting and to ensure a thorough and inclusive process for determining topics.

### **Committee Roles and Responsibilities**

The Steering Committee roles and responsibilities include the following:

- Review the Faculty Council calendar of business including any follow-up on matters arising from decisions and discussions at a Faculty Council meeting.
- Consider and report recommendations related to the development of the agenda and the Faculty Council meeting, including approval of the minutes, assignment of speaking rights, time allotted for discussion, open discussion topics, questions submitted, etc.
- Recommend the approval of the agenda upon review of the draft developed by the Secretary.
- Solicit open discussion topics from FC members at the beginning of the governance year and prior to each meeting and assist with the preparation of appropriate background materials for the open discussion.
- Solicit questions from the Faculty Council. In reviewing written questions/motions, the Steering Committee may:
  - a) Decide to include the question/motion on the agenda of the next scheduled Faculty Council meeting, or to defer the question/motion to the agenda for the next meeting;
  - b) Refer the question/motion back to the submitter(s) for revision and resubmission with such suggested changes as the Steering Committee may advise;
  - c) Determine that the question addresses a largely non-academic issue and redirect the questioner(s) to the responsible Faculty/University officer.

### **Membership/Composition**

- Chair, Vice-Principal of Health Affairs and Dean of Medicine
- Two Clinical Academic Staff (CAS) representatives

- One Professional School representative
- One Tenure Track Clinical representative
- One Basic Science representative
- One undergraduate student representative
- One graduate student representative (PGSS)
- One graduate/post graduate/post-doctoral student representative
- One medical resident representative
- Senior Advisor, to the VP Health Affairs/Dean of Medicine (ex-officio)
- Associate Director of Communications, Faculty of Medicine (ex-officio)
- Committee Secretary, from the VP/Dean’s office

Student representatives would serve one-year terms, renewable.

For academic representatives, membership would be a 3 years, renewable term. To ensure continuity, change in membership will be staggered with 1/3 rotation each year.

**Reporting Structure**

The Steering Committee is chaired by and reports to the Vice-Principal of Health Affairs and Dean of Medicine.

**Frequency and Format of Meetings**

The Steering Committee will meet at least 2 weeks before each Faculty Council meeting. Additional meetings may be convened, as deemed necessary.

An agenda will be provided for each meeting and minutes with action items will be recorded and distributed by the Steering Committee Secretary.

**Quorum**

To attain quorum, the Steering Committee must be represented by at least 50% + 1, members.

<b>History:</b>	
<i>Approved:</i>	
Faculty Council Steering Committee:	May 5, 2016
<i>Revised:</i>	