



**McGill University
Faculty Council
Faculty of Medicine and Health Sciences
Terms of Reference**

Approved by:

Full history appears at the end of this Policy.

Senate

April 22, 2015

Minute IIB3.2

1. Enacting Provisions

As contemplated by the Statutes of McGill University, the Faculty of Medicine and Health Sciences shall have a Faculty Council.

The Faculty Council shall have authority to deal with all matters which, under the Statutes of McGill University, may be dealt with by the Faculty of Medicine and Health Sciences.

A meeting of the Faculty Council shall be considered to be a meeting of the Faculty of Medicine and Health Sciences for purposes of section 7.6 of the Statutes.

2. Purpose:

The Faculty Council provides a collegial setting for discussion of the governance, strategic direction and general management of the Faculty, and advises or makes decisions, where required, on matters tending to enhance the academic work of the Faculty in teaching, research and service.

It considers and reports on matters within the Council's mandate and function, provides advice and makes recommendations, as appropriate, to the Dean, Provost, Principal, and Senate.

It facilitates communication and consultation within the Faculty of Medicine and Health Sciences, with the broader University community, and with affiliated hospitals and key training sites, research institutes and centres, as appropriate.

3. Composition:

A. The Faculty of Medicine and Health Sciences Council shall consist of:

Ex officio non-voting members:

i. Principal

ii. Provost

Voting members:

i. the Dean of the Faculty

- ii. five (5) representative members of the Faculty Leadership Council, one for each of the following categories: Clinical, Basic Science, Research Institutes, Schools, and Centres;
- iii. one (1) member of the tenure track academic staff from each of the clinical and basic science departments and schools of the Faculty of Medicine and Health Sciences , or other units designated by the Faculty, each of whom shall be elected for a term of three (3) years in accordance with procedures to be determined by the department/school/unit, and all of whom may be re-elected, the electorate to be all tenure track professors, associate professors, assistant professors, and full-time faculty lecturers appointed to the department by the Board of Governors;
- iv. one (1) member of the contract academic staff (CAS) holding appointment in each of the clinical and basic science departments and schools of the Faculty of Medicine and Health Sciences, or other units designated by the Faculty, each of whom shall be elected for a term of three (3) years in accordance with procedures to be determined by the department/school/unit, and all of whom may be re-elected, the electorate to be contract academic staff holding appointment in the department/school/unit or otherwise authorized by the Faculty. There should be a minimum of five (5) CAS members in the department before the department can be entitled to a CAS representative.
- v. student members, selected by and from the membership of each of the following recognized student organizations of the Faculty of Medicine and Health Sciences:
 - a. two (2) from the student organizations in the School of Physical and Occupational Therapy, one undergraduate and one graduate;
 - b. two (2) from the student organizations in the School of Nursing, one undergraduate and one graduate;
 - c. one (1) from the student organization in the School of Communications Disorders;
 - d. one (1) from the Medical Students Society;
 - e. one (1) from the Association of Residents of McGill;
 - f. one (1) graduate student from the School of Medicine;
 - g. one (1) graduate student from the School of Biomedical Sciences;
 - h. two (2) members from the Post Graduate Student Society: one for graduate, one for post-doctoral fellows

The eligibility for student members of Faculty Council shall be governed by the provisions of Articles 6.1.1.1, 6.1.1.2, 6.1.1.5 and 6.1.2.1 of the Statutes

- vi. two (2) members of the Faculty's administrative and support staff;
- vii. one (1) Director of Professional Services from the affiliated hospitals and key training sites; and
- viii. such other members as the Faculty Council of the Faculty of Medicine

and Health Sciences shall determine.

- B. The Dean or the Dean's delegate shall serve as Chair of the Faculty Council and shall preside at all meetings of Council. The Dean or delegate shall cast the deciding vote in the case of a tie on any vote taken by the Faculty Council.
- C. The Faculty Council shall appoint a Secretary.

4. Authority and Powers

The Faculty Council of Medicine and Health Sciences shall be advisory to the Dean, and, subject to the established governance structure, authority and policy of McGill University, may:

- A. Fix the time and place of its meetings and establish rules and regulations for governing its proceedings including the determination of quorum, provided that the Council shall meet at the call of the Dean, or of any ten members, and shall meet not less than four times per year;
- B. Consider matters related to the governance, strategic direction and management of the Faculty as may referred to it by the Dean, Provost or Principal, or be identified by the Council, including, but not limited to strategic plans and priorities, goals and objectives, budget planning, policies and procedures, recruitment and appointment of staff, establishment and discontinuance of departments, schools, centres and institutes;
- C. Exercise appropriate oversight of the academic work of the Faculty in line with Senate and Academic Policy Committee (APC) authority and expectations and may include:
 - i) development of academic programs, degree requirements, curricula, courses and admission standards for recommendation to Senate/Academic Policy Committee (APC);
 - ii) the methods of instruction and academic standing of students;
 - iii) arrangement of the timetable;
 - iv) selection of Boards of Examiners and the conduct of examinations;
 - v) addressing matters as may be referred by the Principal, the Provost, the Dean or Senate/APC;

D. Consider and advise the Dean on other matters affecting the Faculty;

4.1 Any decision or recommendation of the Council shall have force only upon approval in accordance with the established governance structure, authority and policy of McGill University, understanding that for academic matters this usually will mean approval by the Senate/Academic Policy Committee.

4.2 The Faculty Council may establish Standing and ad hoc committees as it deems necessary to act for it on any matter within the mandate of the Faculty Council, with membership and terms of reference as the Faculty Council shall determine.

4.3 Without limiting the generality of the foregoing, the Secretary of Faculty Council shall maintain a list of all committees of the Faculty Council with the up-to-date membership and mandate. The list shall be an appendix to these Terms of Reference.

4.4 Several key standing and ad hoc committees shall report, in writing, to Faculty Council at least once each year. A list of these select committees shall be an appendix.

5. Changes to these Terms of Reference

- A. Revisions to these Terms of Reference, as may be considered from time to time by the Faculty Council, shall be subject to approval by a two-thirds majority vote of the members of Faculty Council in attendance at a duly constituted meeting following notice of such resolution at least two weeks in advance of the meeting.

History:

Approved:

Faculty Leadership Council: February 17, 2015

Approved:

Senate: April 22, 2015 Minute IIB3.2

Approved:

Faculty Council: Approval pending May 18, 2021