DEANERY EXECUTIVE COMMITTEE
(“Deanery”)

**Mandate**
The Deanery Executive Committee represents the Dean’s Executive-level committee, acting in a decision-making and advisory capacity. It provides high-level executive review and approval of the Faculty’s policies and procedures prior to their referral to Faculty Council for final review and ratification. Deanery is also responsible for overseeing continuous quality improvement and advising the Dean on strategic directions. By bringing together high-level leaders from across the Faculty, Deanery serves as a forum to address issues of concern related to the research and education missions as well as issues related to the administration and governance of the Faculty.

**Roles and Responsibilities**
The roles and responsibilities of the Deanery Executive Committee include the following:

1. To review and approve policies and procedures with faculty-wide impact. Such approvals are then forwarded to Faculty Council for ratification, as deemed necessary.
2. To help guide the strategic direction of the Faculty.
3. To support the Dean in ensuring that all aspects of the Faculty’s activities undergo continuous quality improvement.
4. To provide advice and feedback to the Dean on a wide variety of issues brought to its attention by the Dean and other members of the Committee.
5. To review and advise the Dean on issues of concern or risk which may impact on the Faculty or the University.
6. To serve as a forum for discussion of opportunities or issues related to the educational and research missions of the Faculty of Medicine.
7. To advise the Dean on issues related to governance, administrative or financial oversight.

**Reporting Structure**
The Committee is chaired by the Vice Principal Health Affairs and Dean of Medicine.
Membership
Membership of this committee includes:
1) Vice Principal Health Affairs and Dean of Medicine
2) Associate Vice Principal Health Affairs and Vice Dean Health Affairs
3) Vice Dean Academic Affairs
4) Vice-Dean Life Sciences
5) Vice Dean Education
6) Executive Director
7) Associate Dean of Biomedical BSc, Graduate and Postdoctoral Affairs
8) Associate Dean of Continuing Professional Development
9) Associate Dean of Faculty Development
10) Associate Dean of Research
11) Associate Dean, Postgraduate Medical Education (PGME)
12) Associate Dean, Undergraduate Medical Education (UGME)
13) Associate Dean and Director, School of Physical and Occupational Therapy (SPOT)
14) Associate Dean and Director, School of Communication Sciences and Disorders (SCSD)
15) Associate Dean and Director, Ingram School of Nursing (ISON)
16) Director of Communications
17) Senior Advisor to the VP/Dean (Secretary)

Term of Office
All members are appointed for their Term of Office.

Conduct of Meetings
Meeting Frequency and Functioning
The Committee meets once every 2 months for 1.5 hours during the months of September - June. The Chair may convene additional meetings as and when necessary. In the event of unavailability for a meeting, voting members may appoint an appropriate delegate to represent her/him and vote on her/his behalf, subject to the approval of the Chair.

An agenda is provided for each meeting and minutes are recorded and distributed electronically to all members.

Voting Procedure
Voting will be required for substantive decisions or for decisions that do not reach a consensus. The Chair may propose or second a motion but will not vote, except when necessary to break a tie. Decisions will require a simple majority (50%+1) of voting members present.
An e-vote may be conducted when appropriate. A simple majority (50%+1) of all members who have voted by the established deadline is required for e-vote decisions. Should a voting member fail to vote by the established deadline, this will be counted as an abstention.

**Quorum**

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