



Memorandum

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TO: Senate Steering Committee
FROM: Professor Elham Emami, Dean of Dentistry
SUBJECT: Terms of Reference of the Faculty Council of the Faculty of Dentistry
DATE: November 18, 2020
DOCUMENT #: D20-20
ACTION REQUIRED: INFORMATION APPROVAL/DECISION

ISSUE	The Terms of Reference of the Faculty Council of the Faculty of Dentistry, McGill University are presented for Senate’s consideration.
BACKGROUND & RATIONALE	The Terms of Reference are brought to Senate for approval in accordance with section 7.3 of the McGill Statutes. Last approved by Senate on May 3, 2006. The document needed to be updated. The new document was inspired by the Faculties of Engineering and Medicine Terms of Reference but was tailored according to Faculty of Dentistry structure.
PRIOR CONSULTATION	The Terms of Reference of the Faculty Council of the Faculty of Dentistry, was approved by Executive Committee on January 24, 2020 and Faculty Council on April 8, 2020.
SUSTAINABILITY CONSIDERATIONS	The Terms of Reference provide a sustainable governance framework for the activities of the Faculty Council.
IMPACT OF DECISION AND NEXT STEPS	The updated Terms of Reference will be used for the purpose of conducting Faculty Council meetings.
MOTION OR RESOLUTION FOR APPROVAL	<i>Be it resolved that Senate approve the Terms of Reference of the Faculty Council of the Faculty of Dentistry, as presented in Appendix A.</i>
APPENDICES	Appendix A: Terms of Reference of the Faculty Council of the Faculty of Dentistry



Terms of Reference for the Faculty of Dentistry's Faculty Council

1. *Enacting Provisions*

- 1.1. As contemplated by the Statutes of McGill University, the Faculty of Dentistry shall have a Faculty Council.
- 1.2. 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 Dentistry
- 1.3. A meeting of the Faculty Council shall be considered to be a meeting of the Faculty of Dentistry for purposes of section 7.6 of the Statutes.

2. *Purpose:*

- 2.1. 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.
- 2.2. 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.
- 2.3. It facilitates the transfer of relevant information, communications and consultation within the Faculty of Dentistry with the broader University community, and with affiliated hospitals and key training sites, research institutes and centres, as appropriate.

3. *Composition:*

For the purposes of its meetings, The Faculty of Dentistry Council shall consist of:

3.1. *Voting members:*

- 3.1.1. All members of tenure track academics staff as defined by Article 7.2 of the University Statutes including all professors, associate professors, assistant professors, in the Faculty of Dentistry who are appointed to it by the Board of Governors.
- 3.1.2. Ten (10) members of ranked contract academics staff as defined by Article 7.2 of the University Statutes in the Faculty of Dentistry who are appointed to it by the Board of Governors , each of whom shall be elected for a term of three (3) years in accordance

with procedures to be determined by the Faculty executive committee.

3.1.3. Student representatives selected by and from the membership of all of the recognized student organizations of the Faculty of Dentistry and whose eligibility 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, as follow:

- The Presidents of the recognized student societies or delegate duly appointed by the said presidents.
- The 4 Class Presidents representing the cohorts of undergraduate dental students
- One representative from the current cohort of the faculty's graduate students in both MSc and PhD level
- One representative of the General Practice Residency program

3.2. *Ex-Officio Non-Voting members:*

- i. Principal of the University
- ii. Provost and Vice-Principal (Academic)

4. Authority and Powers

4.1.1. The Faculty Council of Dentistry shall be advisory to the Dean, and, subject to the established governance structure, authority and policy of McGill University, shall:

4.1.2. Have authority to deal with all matters which, under the University Statutes, may be properly dealt with by the Faculty of Dentistry;

4.1.3. Establish, and from time to time amend, the rules and regulations governing its own meetings and procedures for the transaction of business properly coming before it, including the determination of quorum, and these shall be appended to these Terms of Reference;

4.1.4. Consider matters related to the governance, strategic direction and management of the Faculty as may be referred to it by the Dean, Provost or Principal (Academic), or be identified by the Faculty Council, including, but not limited to strategic plans and priorities, goals and objectives, budget planning, policies and procedures, establishment and discontinuance of departments (if any), centres and institutes;

4.1.5. 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:

development and implementation of academic programs, degree requirements, curricula, courses and admission standards for recommendation to Senate/Academic Policy Committee (APC);
methods of instruction and assessment of students;
academic standing and graduation of students;
accreditation of professional programs;
selection of dental boards of examiners and the conduct of examinations;
addressing matters as may be referred by the Principal, the Provost, the Dean or Senate/APC; and
consider and advise the Dean on other matters affecting the Faculty;

4.1.6. 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.

Standing committees shall report, in writing, to Faculty Council at least once each year.

Ad hoc committees will report as defined by their terms of reference.

Without limiting the generality of the foregoing, the list of all committees of the Faculty Council should be maintained with the up-to-date membership and mandate.

4.1.7. 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.

5. *Conducting of Meeting*

5.1. Conduct and procedure of Faculty Council Meetings are set out in Appendix A to this document.

6. *Changes to these Terms of Reference*

6.1 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, and subject to final approval by the Senate.

Approved by Executive: <u>Jan 24 2020</u>	Chair's Signature: <u>[Signature]</u>
Approved by Faculty Council: <u>8 april 2020</u>	Chair's Signature: <u>[Signature]</u>
Approved by McGill University Senate: _____	

Appendix 1

Procedures of the Faculty Council of the Faculty of Dentistry, McGill University

1. Meetings of the Faculty Council will be convened as follows:
 - (a) A minimum of 3 meetings shall be convened by the Dean between September and May of the following year. Only in extraordinary circumstances shall these meetings be in the summer months of June, July, and August.
 - (b) The Dean or the Dean's delegate shall serve as Chair and shall preside at all Faculty Council meetings;
 - (c) The Faculty Council shall appoint a Secretary.
 - (d) Quorum shall consist of twenty (20%) percent of eligible voting members (excluding those on leave) plus one;
 - (e) 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 and a quorum of voting members must participate to establish the vote. 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.
 - (f) Meetings of Faculty Council shall be open for observation to members of the University community concerned with the business of the Faculty. Only the voting members in academic positions, both full time and part time, are allowed to attend and participate in the "*in camera* (i.e., confidential)" portions of meetings, as required and as established in the meeting agenda. The Chair has the authority to invite visitors to attend *in camera* portions of the meetings where such attendance is required for the transaction of the Faculty's business.
2. Meeting of the Faculty Council will be conducted as follows:
 - (a) In cases where the Faculty of Dentistry General Regulations are silent, procedures will be followed according to the most recent edition of Robert's Rules of Order.
 - (b) The agenda outlining the order of business, accompanied by a written notice of the meeting and any supporting documents, shall be prepared by the Dean and distributed to all members of Faculty Council at least three business days in advance. Shorter notice may be given where the Dean believes that exceptional circumstances require an urgent special meeting of the Council.

- (c) The order of business will typically include: (1) adoption of the agenda; (2) approval of the minutes; (3) reports from Associate and Assistant Deans of undergraduate dental education, research and graduate dental education and postgraduate dental education ; (4) motions or notices of motion by members, and (5) other business. *In camera* sessions, as required, would normally be held following conclusion of the open session.
- (d) The Chair shall recognize as speakers:
 - i. Any member of Faculty Council;
 - ii. Upon the request of a member of Faculty Council, the Chair of a committee or in his or her absence, another member of a committee of the Faculty Council for purposes of presenting a Committee report or a recommendation being considered by the Faculty Council; and
 - iii. Any person at the invitation of the Dean or the Dean's delegate who is presiding as Chair of Faculty Council.
- (e) The Secretary will ensure that draft minutes of Faculty Council meetings are distributed no later than two weeks after the conclusion of the meeting.
- (f) Faculty Council members will be asked to send regrets for attendance by email. Faculty Council members must leave their name at the registration form before leaving.