



Memorandum

TO: Senate
FROM: Mr. Stephen Strople, Secretary-General
SUBJECT: Proposal to Establish a Faculty Council in the Faculty of Medicine at McGill
DATE: April 22, 2015
DOCUMENT #: D14-52
ACTION REQUIRED: INFORMATION APPROVAL/DECISION

ISSUE: Senate is asked to review a proposal to establish a faculty council in the Faculty of Medicine and recommend its approval to Senate.

BACKGROUND & RATIONALE: For a number of years, the Faculty of Medicine has been using the “town hall” model for purposes of holding meetings of the Faculty. While this model allowed the Faculty to regularly meet and review Faculty activities and initiatives, it has proven to be limited in supporting the needs and objectives of the Faculty.

The proposal to establish a Faculty Council is based on the need for the Faculty of Medicine to have a collegial setting for discussion of the governance, strategic direction and general management of the Faculty. The proposed terms of reference, presented in Appendix A, provide for a faculty council that would be based on a representative model, and composed of the faculty’s tenure track academic staff, contract academic staff, students and faculty administrators.

The proposed terms of reference arise out of a process carried out by the Faculty of Medicine with students, faculty and staff, as well as other members of the McGill community. The Dean of the Faculty of Medicine established a committee to draft the terms of reference and undertake a consultation process within the Faculty. The proposed terms have been reviewed and approved by the Deanery Executive Committee and the Faculty Leadership Council.

It should be noted that the establishment of a Faculty Council addresses a requirement of accreditation within the process currently underway.

The proposed terms of reference provide for an opportunity to review and amend the terms within two years of Senate’s initial approval. They have been reviewed and recommended for Senate’s approval by the Nominating Committee.

MOTION OR RESOLUTION FOR APPROVAL: *Be it resolved that Senate, on the recommendation of the Senate Nominating Committee, approve the proposed terms of reference for the establishment of a faculty council in the Faculty of Medicine at McGill University, as presented in Appendix A.*

PRIOR CONSULTATION: Faculty of Medicine, including the Deanery Executive Committee and the Faculty Leadership Council

NEXT STEPS: N/A.

APPENDICES: Appendix A: Proposed Terms of Reference for a Faculty Council in the Faculty of Medicine.

Proposal to Establish a Faculty Council in the Faculty of Medicine at McGill

Proposed Terms of Reference (approved by the Faculty Leadership Council on February 17, 2015) [subject to approval by Senate]

1. Enacting Provisions

As contemplated by the Statutes of McGill University, the Faculty of Medicine 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

A meeting of the Faculty Council shall be considered to be a meeting of the Faculty of Medicine 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, 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 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 (see attached Terms of Reference), 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 , 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,

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:
 - 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. two (2) from the Graduate Science Students Society in the School of Medicine;
 - g. two (2) members from the Post Graduate Student Society: one for Post-grads, one for post-docs
 - h. one (1) member from the Research Associates group

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 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 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) Within two years of Senate's initial approval of these Terms of Reference, the Faculty Council shall undertake a review and possible revision of the Terms of Reference.
- b) 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.