

REQUEST FOR DECISION

Committee Name: Governance Committee, University Council

Date: October 23, 2025

Presented by: Susan Detmer, Chair, Governance Committee

Subject: College of Medicine Faculty Council Bylaws Revisions

MOTION

It is recommended by the Governance Committee that Council approve the changes to the College of Medicine Faculty Council Bylaws, effective immediately.

CONTEXT AND BACKGROUND

At the September meeting of University Council, the Governance Committee presented a notice of motion to amend the College of Medicine Faculty Council Bylaws in accordance with the requirement for a 30-day notice period for any bylaw amendments.

At the time of this notice of motion, two concerns were raised at the Council meeting:

- 1) The Dean of the College of Graduate and Postdoctoral Studies was no longer listed as a voting member of this faculty council, and
- 2) The ability of medical faculty members (as defined in the Medical Faculty Policy) to serve on faculty councils, given that they are not members of the General Academic Assembly.

Since the time of the notice of motion and the posting of this report, no other concerns or questions were raised to the committee or the Governance Office.

On the first point, the exclusion of the Dean of the College of Graduate and Postdoctoral Studies was an oversight. As per Part 3, section VI, clause 1(j) of the *Council Bylaws and Regulations*, this dean (or their designate) is a voting member of all faculty councils. This has been amended in the document that is attached to this report.

For the second point, the Governance Committee reconvened on October 14, 2025 to discuss this matter. The discussion of this centered on 1) the power of University Council to determine the membership of faculty councils, and 2) the context of the College of Medicine's request to enable medical faculty to serve as voting members.

Authority of Council

The composition of faculty council is determined by University Council and they are granted certain delegated authorities by Council through the Council bylaws. In this way, they operate very similar to a committee of Council.

The University of Saskatchewan Act, 1995 defines the composition of University Council and says that the two representatives for each college (ss 53(2)(b-c)) and the 54 faculty members at large (ss 53(2)(i)) must be members of the General Academic Assembly (GAA). The GAA is defined to include, among others, all faculty members, and faculty members are further defined to be "a person who is employed on a full-time basis by the university or an affiliated or federated college and who serves as a professor, associate professor, assistant professor, lecturer, full-time special lecturer, full-time instructor, librarian or extension specialist" (ss 2(h)). However, the *Act* does not make mention of any requirements for serving on a faculty council, and is actually

silent on anything relating to faculty councils. Instead, these bodies are defined and created under Part 3, section VI of the *Council Bylaws and Regulations*.

Currently, there are people that certain colleges/schools, with the consent of University Council, have opted to have on their faculty councils who are not members of the GAA, such as students and other stakeholders. This is because, while there are statutory restrictions for the membership of University Council, similar restrictions do not exist for faculty councils, and as such a range of memberships exists across the faculty councils.

Context of Request from the College of Medicine

The Governance Committee also used their meeting on October 14 as an opportunity to discuss this matter with Dr. John Gordon, Chair of the College of Medicine Faculty Council. This discussion highlighted, among other elements, the following matters:

- 1) Medical faculty members currently sit on the College of Medicine Faculty Council, and—although specific nomenclature and governing arrangement may differ—other medical schools in Canada operate with their equivalents on equivalent decision-making bodies.
- 2) Medical faculty members are integral to the provision of medical education and, as per the *Medical Faculty Policy*, hold university academic appointments with academic rights, freedoms, and responsibilities similar to those held by other university faculty members. They contribute to curriculum development, supervise graduate students, conduct independent research, and must meet the same standards for promotion as other faculty members.
- 3) Not having medical faculty members able to participate in the governance and decision making of the College of Medicine poses a significant risk to the accreditation of the medical education program.

Due to the foregoing reasons, the Governance Committee is supportive of the bylaws going forward as previously submitted.

Additional Background

As described in the cover report to Council that supplemented the notice of motion in September, the College of Medicine indicated a desire to change their bylaws due to three different reasons:

1. *Adoption of the 'One Faculty' Model:* The current/old bylaws do not incorporate the One Faculty model adopted by the College of Medicine, and instead had distinctions between university employees and medical faculty members (formerly community faculty members).
2. *Accreditation Requirements:* Certain changes were required to align with the latest Canadian Colleges of Medicine accreditation standards and regulations.
3. *General Governance Improvements:* Certain modifications were made to the organizational structure to improve governance and decision-making processes.

ATTACHMENTS

1. College of Medicine Revised Bylaws

College of Medicine

Faculty Council for Academic Programs

Rules, Regulations & Bylaws

Approved by Faculty Council, May 28, 2025



UNIVERSITY OF SASKATCHEWAN

College of Medicine

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PART I

1. Short Title

These By-Laws and Regulations may be cited as ‘The By-Laws of the Faculty Council of the College of Medicine, 2025’.

2. Definitions

In these By-Laws and Regulations:

“College” means the College of Medicine, University of Saskatchewan;

“Council” means the College of Medicine Faculty Council;

“CPSS” means the College of Physicians and Surgeons of Saskatchewan;

“Dean” means the Dean of the College of Medicine, University of Saskatchewan;

“Department” means a department of the College of Medicine;

“Division” means a division of the College of Medicine;

“PGME” means the College of Medicine’s Postgraduate Medical Education;

“RDoS” means the Resident Doctors of Saskatchewan;

“Rural” means a community with a population of under 20,000;

“School” means the School of Rehabilitation Science;

“SHA” means the Saskatchewan Health Authority;

“SMA” means the Saskatchewan Medical Association;

“SMSS” means the College of Medicine’s Student Medical Society of Saskatchewan;

“UGME” means the College of Medicine’s Undergraduate Medical Education;

“University” means the University of Saskatchewan;

“University faculty member” means a person who is employed by the University, or an affiliated or federated college, and who serves as a professor, associate professor, assistant professor, lecturer, full time special lecturer, full time instructor, or librarian or extension specialist in the College;

“Medical Faculty member” means medical faculty, or medical faculty appointees, who are licensed Saskatchewan physicians (MD or equivalent) or Clinical PhDs, holding clinical appointments within the Saskatchewan Health Authority (SHA) as well as academic appointments* in departments or divisions within the College of Medicine, University of Saskatchewan

**Academic appointment does not imply being a university faculty member or employment by the university.*

“Faculty” refers to either a university faculty member or a medical faculty member, as defined above.

“Elected member of Council” refers to both university and medical faculty members elected by their department or by Council;

“Chair” means the elected chair of the Council;

“Secretary” means the elected secretary of the Council.

“By-Laws” means the By-Laws and Regulations of the Council

“Year” means the academic year of the University.

PART II

3. College

It is recognized that the College is subject to The University of Saskatchewan Act, 1995 and to all rules, regulations, policies, and procedures that are prescribed from time to time by the Board of Governors, Senate and Council of the University of Saskatchewan with respect to the provision of post-secondary instruction and research in the College of Medicine.

4. Council

In this section:

4.1 “member of a department” means a University or Medical faculty member whose primary University responsibilities are within a Department

4.2 “student member of the College” means a student registered in the College

PART III

5. Membership

5.1. The membership of Council is as directed by the By-Laws and Regulations of the University Council (Part Three, Section V.1.A and V.1.B) In general, Faculty Council should include members of the University of Saskatchewan and the University of Regina as well as members from College distributed sites and campuses across the province. Council is composed of the following persons: (**denotes non-voting members*):

- a) The President of the University*
- b) The Provost and Vice-President Academic *
- c) The Vice-President Research*
- d) The Vice-President Finance and Resources*
- e) The Vice-President University Relations*
- f) The Vice-Provost Students and Learning*
- g) The Vice-Provost Indigenous Engagement*
- h) The Vice-Provost Faculty Relations*
- i) The Associate Provost Health*
- j) Chief Information Officer and Associate Vice-president Information and Communications Technology*
- k) The Dean, College of Graduate and Postdoctoral Studies
- l) The Dean, University Library or designate*
- m) The University Secretary or designate*
- n) The University Registrar or designate*
- o) Such other persons as the University Council may, from time to time, appoint in a voting or non-voting capacity

- p) Such other persons as the Council may, from time to time, appoint in a non-voting capacity*
- q) The Dean of the College
- r) Vice-Deans of the College
- s) Associate Deans of the College
- t) Assistant Deans of the college,
- u) Directors of academic programs in the college (including: Master of Physician Assistant Program (MPAS), Undergraduate Medical Education (UGME), Faculty & Learning Environment, Quality & Accreditation, Admissions, Student Services, Faculty Development, Northern Medical Services (NMS))
- v) All Department Heads of academic departments, the Director of the School and the Provincial Department Heads of clinical Departments or their respective designates.
- w) A faculty representative from each department and a faculty representative from the School.
- x) Ten elected faculty members at large.
- y) One undergraduate medical and one biomedical sciences student; one student member from the rehabilitation science program; one postgraduate medical student; and one graduate student or post doctorate fellow from the College.
- z) Other members of the College and the public are welcome to attend as observers.

6. Officers of Faculty Council

The officers of the Faculty Council are the Chair, Vice-Chair and the Secretary.

6.1 Chair

- a) The Chair shall preside at all meetings of Faculty Council, preserve order and decorum, and, subject to appeal, decide all questions of order and other questions as provided in these bylaws.

- b) In consultation with the Dean and Secretary, prepare a draft agenda for each meeting of Faculty Council and present it for approval.
- c) In accordance with the University Council bylaws, transmit to University Council for consideration and review all matters which belong to the care of University Council or which, by their nature, concern more than one college or school.
- d) Ensure that an archive of Faculty Council proceedings, including all approved minutes, is maintained. The Dean shall provide administrative support for this task.
- e) Act as the spokesperson for Faculty Council and explain its decisions, activities, and procedures.
- f) Encourage and facilitate broad participation of Council members in the business of Faculty Council.
- g) Monitor the work of Faculty Council committees and ensure that decisions are made in accordance with Faculty Council bylaws and procedures.
- h) Seek the guidance and assistance of the Dean, and the University Secretary, or the Bylaws Committee with respect to matters of Faculty Council procedure.

6.2 Vice-Chair

- a) Chair the Bylaws Committee.
- b) The Vice-Chair shall perform the duties of the Chair when the Chair is absent, unavailable, or declares a conflict of interest.
- c) Serve until the Chair resumes duties or until an election or appointment is made in accordance with these bylaws.

6.3 Secretary

- a) The Secretary shall represent the University Secretary and keep Faculty Council informed of policies and procedures as set out in University Council bylaws.
- b) Serve as parliamentarian for Faculty Council meetings.

- c) Facilitate the election of the Chair and the members of the Nominations and Bylaws Committees.
- d) Oversee the election of Faculty Council members as described in Section 5 - v, w, x.
- e) Facilitate the appointment of Faculty Council members in accordance with these bylaws.

7. Appointment and Election of Members

7.1 *It is important that members of the Council and each Standing Committee reflect whenever possible the diversity of the College, not only in roles, geography, disciplines, and academic ranks, but also in line with the four federally-defined equity-seeking groups (women, racialized people, Indigenous persons, and persons with a disability), as well as those who may experience disadvantages under the prohibited grounds of the Saskatchewan Human Rights Code (including religion, creed, marital status, family status [including parent-child relationship and pregnancy], sex, sexual orientation, physical or mental disability, age [18 or more], colour, ancestry, nationality, place of origin, race or perceived race, receipt of public assistance, and gender identity). The College of Medicine believes equity, diversity, inclusion, and a sense of belonging strengthen the community and enhance excellence, innovation, and creativity in all domains.*

7.2 Secretary

The Council will elect one of their members as Secretary for a term of three years. The Chair will inform University Council that this person is the assigned deputy referred to in the University Council By-Laws (Part Three, Section V.1.C).

7.3 Chair

- a) The Chair will be elected from among members of Council for a term of 2 years as hereinafter provided.

- b) An election will be held no later than May 31st of the year that the incumbent chair's term expires. Term of office will begin July 1st of the year of the member's election.
- c) Thirty days prior to the deadline for receipt of nominations, the Secretary will inform all members of Council that nominations for the position of Chair are being requested and will provide a nomination form for this purpose. The nomination form will request a brief description of the nominee stating the nominee's qualifications for the position of Chair.
- d) A Council member is nominated for the position of Chair when the nomination form referred to in (c) containing the consent of the nominee, is endorsed by three members of the Council and returned to the Secretary on or before the date specified by the Secretary
- e) Ten working days prior to the date of the election, the Secretary will provide to all members of the Council an electronic ballot setting out the names of the nominees and a brief description of each nominee referred to in (d). Information accompanying the ballot will indicate that the ballot is to be completed electronically on or before the specified date.
- f) All ballots received by the Secretary on or before the date referred to in (e) will be counted and reported by the Secretary to the next meeting of the Council. The Chair of the Nominations Committee will adjudicate any election irregularities. The decision of the Chair of the Nominations Committee will be final.
- g) In the event that the two or more nominees with the most votes receive the same number of votes, the Chair of the Nominations Committee will select the Chair by lot.
- h) The Chair will normally hold office for a period of 2 years unless removed by a vote of 2/3 of the members of the Council.

- i) If the Chair is absent or is incapable of acting for any reason, the Vice-Chair will perform the duties of the Chairperson. The Vice-Chair will also chair the Governance Committee.
- j) The Chair of Council will be a non-voting, ex officio member of all Standing Committees of Council.

7.4 Vice-Chair

- a) The Vice-Chair will be elected from among members of Council for a term of 2 years as hereinafter provided.
- b) An election will be held by May 31st. Term of office will begin July 1st of the year of the member's election.
- c) Thirty days prior to the deadline for receipt of nominations, the Secretary will inform all members of Council that nominations for the position of Vice-Chair are being requested and will provide a nomination form for this purpose. The nomination form will request a brief description of the nominee stating the nominee's qualifications for the position of Vice-Chair.
- d) A Council member is nominated for the position of Vice-Chair when the nomination form referred to in (c) containing the consent of the nominee, is endorsed by three members of the Council and returned to the Secretary on or before the date specified by the Secretary.
- e) Ten working days prior to the date of the election, the Secretary will provide to all members of the Council an electronic ballot setting out the names of the nominees and a brief description of each nominee referred to in (d). Information accompanying the ballot will indicate that the ballot is to be completed electronically on or before the specified date.
- f) All ballots received by the Secretary on or before the date referred to in (e) will be counted and reported by the Secretary to the next meeting of the Council. The Chair of the Nominations Committee will adjudicate any election irregularities. The decision of the Chair of the Nominations Committee will be final.

- g) In the event that the two or more nominees with the most votes receive the same number of votes, the Chair of the Nominations Committee will select the Vice-Chair by lot.
- h) The Vice-Chair will normally hold office for a period of 2 years unless removed by a vote of 2/3 of the members of the Council.

Elections

- 7.5** The Secretary shall oversee the election of members of the Council.
- 7.6** Nominations will be made using the electronic form provided by the Secretary, who will confirm the eligibility and willingness of the nominee to stand for election.
- 7.7** Once the deadline for nominations has passed, the Secretary will conduct elections by making voting available to all eligible voters of Council.
- 7.8** The election of student and post-doctoral Council members will be overseen by the relevant student association (s) designate.
- 7.9** If insufficient numbers of nominations are received to fill the vacant positions, those nominated by the deadline will be considered elected by acclamation, and a second call for nominations will be sent out for any remaining vacant positions.

8. Term of Office

- 8.1** Elected Council members who are faculty will hold office for a term of three years (36 months).
- 8.2** Elected Council members who are students, graduate students or post-doctoral fellows will hold office for a term of one year (12 months).

9. Vacancies

- 9.1** If a vacancy occurs among the elected faculty members of Council, on or before the end of the 27th month following the month of election, the body that elected the member shall elect another person to fill the vacancy.
- 9.2** If a vacancy occurs due to an approved leave (e.g., sabbatical), the body that elected the member shall elect another person to fill the vacancy for the duration of the leave.
- 9.3** If a vacancy occurs among student members of Council on or before the end of 90 days following the date of election, the body that elected the member shall elect another person to fill the vacancy.
- 9.4** An election pursuant to this section must be held within 90 days of the vacancy.
- 9.5** A person elected to fill the vacancy of a member, holds office for the remainder of the term of the member who vacated their office.

MEETINGS OF THE COUNCIL

10. Quorum

- 10.1.** The quorum of Council shall be 30% of the voting members of the Council as identified in Section 5. In calculating this number, only voting members will be counted.
- 10.2.** If quorum is not reached at a properly constituted (bi-monthly) meeting, the meeting shall be rescheduled for the same time, one week hence. At that meeting the quorum shall be the number of members attending.

- 10.3.** In selecting dates for Council meetings, the Secretary will ensure that 10.2. can be followed.

11. Meetings

- 11.1** Council shall meet at least five times during the academic year (September-June). Meetings are usually held on the last Wednesday of September, November, January, March, and May. The Chair may call meetings at other times.
- 11.2** Council meetings shall be open to the public except when Council decides to restrict the meeting to only members of council.
- 11.3** Special meetings of Council can be called by the Chair or by petition of 30% of the membership of Council. The meeting should be held within 3 weeks.
- 11.4** The meetings of Council shall be conducted in accordance with the following rules:
- 11.4.1** Rules of order to be used at meetings of Council and of all committees of Council, shall be those contained in *Procedures for Meetings and Organizations*. (Third Edition by Kerr and King).
- 11.4.2** Except as hereinafter provided, the powers and duties of the Chair are those expressly or implicitly contained in the rules referred to in 11.4.1.
- 11.4.3** The Chair shall set the agenda for each meeting of Council and shall present the draft agenda to the meeting for approval.
- 11.4.4** The Chair shall preside over all meetings of the Council. The Chair's duty is to preserve order and decorum and, subject to appeal, to decide all questions of order. The chair reserves the right to limit discussions in a reasonable matter.
- 11.4.5** The Chair has no vote except when there has been an equality of votes.

11.5. Conflict of Interest

A conflict of interest exists for a member of Council or a member of a Council committee when, with respect to a matter being considered by Council or the committee:

The decision being made is such that the member could not reasonably be expected to exercise independent judgment because of the effect the decision would have, or would be likely to have, on the member or a person closely related to or closely associated with the member; or as a result of occupying a position or holding an office in an organization, the person is legally obligated to subordinate the interests of the University to the interests of the organization when dealing with the matter

11.6. The following conflict of interest rules shall apply to members of the Council and members of committees of the Council:

11.6.1 Conflict of interest at Faculty Council Level:

- a) Members of Council will exercise independent judgment and may not act as agents of any person or organization. A member of Council will conduct themselves so as to avoid a conflict of interest or the appearance of a conflict of interest.
- b) There are no restrictions on the rights of a council member to participate in a debate on any matter that comes before council. However, a Council member who has a conflict of interest will disclose the conflict when speaking on the matter in council proceedings. A member with a conflict of interest shall abstain from voting.

11.6.2 Conflict of interest at Standing Committee Level:

- a) The Committee chair or a member of a committee is entitled to address concerns regarding a perceived conflict of interest of any member who serves on the committee.

- b) The Committee chair or a member of a committee is entitled to ask another member who has or is perceived to have a conflict of interest to withdraw from the deliberations of the committee or to refrain from voting on a matter before the committee.
- c) A standing committee member will abstain from voting on matters which they have a conflict of interest. When appropriate, the member will withdraw from all committee deliberations with respect to the matter.

If a request referred to in (b) to withdraw from the deliberations of the committee or to refrain from voting on a matter before the committee is denied by the member to whom the request is directed, the fact that the request was made and was denied will be recorded in that portion of the committee's report relating to the matter.

RESPONSIBILITIES AND POWERS OF THE COUNCIL

12. Responsibilities of the Council

As indicated in the University Council By-Laws and Regulations (March 2012) Part 3 Section V. 2. A., the Faculty Council of the College of Medicine, subject to the provisions of the University Act of 1995, the Bylaws of the University Council, and the general control of the University Council, shall have charge of matters of research, scholarship and discipline within the College.

13. Powers of the Council:

- 13.1** Among other duties delegated by the University Council to Faculty Council are the following:
 - a) To make recommendations to the University Council concerning the requirements for admission to programs offered by the College or the School;

- b) To establish and report to the University Council the number of students who may be admitted to the College or program of study, and to report to the University Council the number of students admitted each year;
- c) To make recommendations to the University Council concerning the addition, deletion or modification of courses and programs of study, and concerning the requirements for successful completion of such programs;
- d) To establish and publish rules and methods for the progression and graduation of students and for their suspension or requirement to withdraw permanently for failure to meet the requirements for progression;
- e) Subject to the University Council's examination regulations, to establish and publish rules and standards with respect to the assessment and examination of students in courses and programs offered by the College or the School;
- f) To make decisions concerning the progression of students, and concerning their suspension or requirement to withdraw, in accordance with the rules approved by the Council, and to hear appeals of such decisions;
- g) To approve candidates for degrees, diplomas and certificates;
- h) To approve candidates for scholarships, prizes, other awards and honors;
- i) To establish a mechanism for appointing hearing boards to hear allegations of academic misconduct as provided for under the University Council's regulations governing academic misconduct;
- j) To consider appeals from students in accordance with the University Council's regulations governing student appeals in academic matters.

Any of the above duties may be delegated by Council to the appropriate standing committee.

13.2 The Chair or the Secretary shall transmit to the University Council for consideration and review all matters which belong to the care of the University Council or which from their nature concern more than one college or school.

- 13.3** The Council shall establish bylaws for the purpose of regulating the conduct of its meetings and proceedings and may establish standing committees and their terms of reference. Authority that has been delegated by the University Council to the Council, either in accordance with the University Council Bylaws or through policies approved by University Council, may not be further delegated without the permission of the University Council.
- 13.4** The Council shall keep a record of its proceedings, and this record shall be open to any member of the faculty of the College. A copy of the proceedings shall, upon request, be furnished by the Secretary to the Chair of the University Council and/or to the President.

14. Decisions of the Council

- 14.1** Within 10 working days of every meeting of Council, the Secretary shall provide to the Council, by the means normally used by Council to distribute information to its members, an electronic copy of the minutes of that meeting.
- 14.2** At the same time, an electronic copy of the minutes will be made available to all student and faculty members of the College by the means normally used by the College to distribute information.
- 14.3** Notwithstanding any other provision of these By-Laws and Regulations, the following decisions of Council are not to be implemented until they are approved by University Council or until 12 months have passed following the end of the University fiscal year in which the decision was made:
- 14.3.1** a decision to change academic and other qualifications required for admission as a student in the College;
 - 14.3.2** a decision to change the number of undergraduate students who may be admitted to a program of study in the College;
 - 14.3.3** a decision concerning addition, deletion or modification of courses and programs of study, and concerning the requirements for successful completion of such programs;

- 14.3.4** a decision to authorize the establishment of any department, school, division, chair, institute or endowed chair;
- 14.3.5** a decision to authorize the disestablishment of any department, school, division, chair, institute or endowed chair;
- 14.3.6** a decision to authorize any educational affiliation or federation; and a decision to authorize the dissolution of any educational affiliation or federation.

PART IV

Standing Committees of Council

15. General Rules

The following general rules will apply to all standing committees of Council:

- 15.1.** Council has the power to establish committees to facilitate its work. There is no requirement that these committees be composed entirely of Council members. All voting faculty members of Council committees must be Faculty in the College of Medicine. Faculty Council Standing Committees ideally should have broad representation from College distributed sites and campuses. All voting student members of Council and/or Council committees must be students of the College of Medicine or the College of Graduate Studies.
- 15.2.** The committees specified in this section of the Bylaws are created as standing committees.
- 15.3.** The Governance Committee will nominate to Council the members and the chair of the Nominations Committee.
- 15.4.** The Nominations Committee will nominate the members and the chairs of Council committees as part of their annual list of appointments, with the exception of those committees where the incumbent of a specific office is

assigned the chair position. The term of a committee chair nominated by the nominations committee is up to two years, renewable once.

- 15.5.** The Nominations Committee will present its nominations to the Council at the May meeting and otherwise as required when vacancies occur, as per the terms of reference of the Nominations Committee.
- 15.6.** The Nominations Committee will present the slate to Council with sufficient names to fill the available positions. The Chair of Council will call for any further nominations from the floor. If there are none, the slate will be elected. If there are nominations from the floor, an election will be held within two weeks for only those committees that have received nominations exceeding the available positions. A ballot will be prepared and distributed by the Secretary. The ballots will include the names of the slate presented by the Nominations Committee and of the nominations from the floor indicating the Council status of each. It will indicate the positions to be filled and the eligibility requirements for the positions. Voters will indicate choices up to the number of positions available. Eligible candidates with the greatest number of votes will be declared elected.
- 15.7.** Resource personnel and offices providing administrative support are non-voting members of the committees and are not counted when determining the quorum of a committee meeting. Each committee has the power to recruit non-voting resource members as deemed necessary.
- 15.8.** Terms of office for Council committee members will begin July 1 unless otherwise provided by the Nominations Committee.
- 15.9.** The term of office on a standing committee is normally three years for faculty members and two years for undergraduate, postgraduate, and graduate students. Generally, faculty members may be reappointed but cannot serve more than two consecutive terms. Student members may serve one term only except where indicated. No faculty or student should normally be on more than two standing committees. Student members must be in current good academic

standing in their program. The college considers a student to be in good academic standing if they:

1. are registered in a University program;
2. are not experiencing academic difficulty in their course work; and
3. have not had any major professionalism or academic misconduct concerns.

15.10. Administrative officers (i.e., the Dean, vice deans, associate deans, assistant deans and directors) will remain on standing committees where their membership is required while they hold office.

15.11. Unless otherwise specified, meetings of standing committees of Council shall be held at the call of the Committee chair as often as required to conduct the business of the committee during each academic year.

15.12. Standing committees should meet at least twice per year unless otherwise specified.

15.13. Unless otherwise stated the quorum for standing committee meetings is a majority of the voting members (50% + 1). The quorum for Bylaws and Nominations Committee is two-thirds of the voting members.

15.14. The procedural guidelines for meetings of a standing committee shall be identical to those for Council meetings unless otherwise specified in the committee's terms of reference.

15.15 All committees of Council must report to Council through their chairs on the recommendations and outcomes of committee decisions, at least once per year.

15.16 Members of standing committees are expected to commit to attend meetings to ensure that the work of the committee can proceed and that quorum requirements are met. Members who miss three consecutive meetings may be requested to resign by the Chair of the committee after consultation with the Chair of Council.

15.17 Proxy votes or alternate members are not allowed on any committee or sub-committee of council.

15.18 Sub-Committees may be created with the understanding that membership must include at least two committee members.

STANDING COMMITTEES TERMS OF REFERENCE

16. Undergraduate Academic Appeals Committee

The purpose of the Academic Appeals Committee is to hear and decide upon biomedical or medical undergraduate student appeals concerning all academic matters.

16.1 Membership

- Committee chair
- One faculty member from the College.
- One student member from the same program (Medical or Biomedical), who shall be in a higher year than the student appealing, except in the case of a final year student, where the student member shall be from a different year or program.

16.1.1. Other than the Committee chair, the two members will be appointed on an ad-hoc basis by the Dean or designate.

The appellant will be notified of the membership of the committee and may inform the Dean of any member believed to be in conflict.

16.1.2. The following shall be excluded from committee membership:

- Members of the Student Academic Management Committee;
- Members of the Phase Committee appropriate to the appellant's student year;

- The Dean, or any Vice, Associate, Assistant Dean or Director of the College; and
- The course chair, instructor, coordinator, or department head whose evaluation is under appeal.

16.2. Terms of Reference

- 16.2.1.** The Academic Appeals Committee shall hear and decide upon biomedical or medical undergraduate student appeals concerning all academic matters.
- 16.2.2.** The chair of the Student Academic Management Committee or Undergraduate Biomedical Sciences Committee as appropriate, shall provide the chair of the Academic Appeals Committee and the appellant student with a written summary of the reasons for the unfavorable recommendation.
- 16.2.3.** Appeal action shall be initiated within 30 days from the date that a final decision by the Student Academic Management Committee or Undergraduate Biomedical Sciences Committee as appropriate, has been communicated to the student.
- 16.2.4.** Members of the Academic Appeals Committee shall be guided by the University document ‘Procedures for Student Appeals in Academic Matters’ and also make that document available to all appellants.
- 16.2.5.** In reaching its decision, the Academic Appeals Committee shall limit itself to consideration of the information available at the time of the decision under appeal. However, should new information, which the Academic Appeals Committee deems relevant, emerge during the course of the appeal, the Academic Appeals Committee may recommend that the Student Academic Management Committee or Undergraduate Biomedical Sciences Committee as appropriate, reconsider the matter.

- 16.2.6.** Recommendations by the Academic Appeals Committee shall be of the same nature as those made by the Student Academic Management Committee or Undergraduate Biomedical Sciences Committee as appropriate, ranging from unconditional promotion to dismissal and including the requirement to pursue remedial study. If remedial study is recommended, then such study should be administered through the Student Academic Management Committee or Undergraduate Biomedical Sciences Committee as appropriate, unless otherwise stated.
- 16.2.7.** In recognition that the timing of decisions may be a consideration, the Academic Appeals Committee shall make reasonable effort to accommodate the University and College schedule, but not to the detriment of a fair judgment.
- 16.2.8.** Decisions shall be by a simple majority vote.
- 16.2.9.** The Academic Appeals Committee shall report its findings to the appellant, the Dean, and the chair of the Student Academic Management Committee or Undergraduate Biomedical Sciences Committee as appropriate, in writing.
- 16.2.10.** The Academic Appeals Committee will note the number of appeals and their outcomes in their annual report to Faculty Council, ensuring that student anonymity is maintained.

17. Admissions Committee

The purpose of the Admissions Committee (AC) is to oversee all aspects of, and to recommend policies and procedures regarding, the admission of students to the Undergraduate Medical Education (UGME) program, leading to the Medical Doctor (MD) degree in the College of Medicine.

17.1 Membership

a) Voting members:

- Committee chair, Director of Admissions
- The Dean or designate
- Director of Northern Medical Services
- Site Director from a Distributed Campus
- Rural Physician Representative
- Seven College of Medicine Faculty (including at least one from Regina)
- University of Regina Faculty of Science Representative
- Senior Lead, Indigenous Initiatives and Programming
- Three undergraduate medical students
- Saskatchewan Associate of Rural Municipalities (SARM) Director
- Saskatchewan Urban Municipalities (SUMA) Director

b) Ex-Officio/Non-Voting Members:

- UGME Manager
- Student Enrolment Services Division Designate
- Admissions Coordinator
- The Chairperson may invite non-AC members (staff, student, faculty, community, expert) to address specific issues, or act as a resource as required.

17.2 Terms of Reference

- 17.2.1.** The AC is responsible to develop criteria for student selection and to develop and implement effective policies and procedures, and make decisions about medical student application, selection and admission.

- 17.2.2.** Using the admission requirements and selection criteria approved by the Faculty Council of the College, the AC will independently select students to offer admission to the MD program.
- 17.2.3.** The AC will regularly evaluate the admission process and outcomes for students in the program to ensure success and to eliminate real and potential barriers to the admission process, to ensure that the strategic goals of the College, USask and the needs of the diverse resident population of the province of Saskatchewan are being addressed.
- 17.2.4.** The AC is responsible to make informed and data driven recommendations for admission requirements to Faculty Council of the College.
- 17.2.5.** Final approval of any policy changes concerning admission requirements is the responsibility of Faculty Council.
- 17.2.6.** The AC will perform an annual review and update of the Applicant Information document (*Admission Policy*) and present to the Faculty Council of the College for approval prior to July 1st of each year.

18. Budget, Planning, and Priorities Committee

The purpose of this committee is to coordinate recommendations referred to it from committees of Council, taking into account academic, fiscal, and other factors in forming recommendations to Council.

18.1 Membership

a) Voting members:

- Committee chair – An elected University Faculty member of Council
- The Dean (or designate)
- Three University Faculty Members of the College, at least 2 of whom shall be elected members of Council

- Three Medical Faculty Members
- One Undergraduate Student (Medical or Biomedical Sciences)
- One Graduate Student or Postdoctoral fellow
- One Post-Graduate resident trainee (PGME trainee)

b) Ex-Officio/Non-Voting Members:

- Others at the discretion of the Committee chair

18.2. Terms of Reference

- 18.2.1.** To consider the main elements of the operating budget and to make recommendations to the Dean and inform Council, on budgetary policies and decisions.
- 18.2.2.** To consider long-term budgetary matters and to advise the Dean and inform Council, on measures to ensure the long-term fiscal integrity of the College.
- 18.2.3.** To consider long-term budgetary matters and to advise the Dean and inform Council, on measures to ensure the long-term fiscal integrity of the College.
- 18.2.4.** To make recommendations to the Dean regarding the priorities of the College and to inform Council of those recommendations.
- 18.2.5.** To make recommendations to the Dean for College-wide planning activities and studies and to inform Council of those recommendations.
- 18.2.6.** To integrate recommendations referred to it from other Council committees, taking into account academic, fiscal, and other factors in forming recommendations to Council.
- 18.2.7.** This committee shall meet at least four times per year.

19. Governance Committee

The purpose of the Governance Committee is to review the Bylaws of Council and to

provide recommendations to Council of revisions to the Bylaws and other governance issues/aspects.

19.1 Membership

a) Voting members:

- Committee Chair – (Vice Chair of Council)
- Five members of the College, of whom at least, one will be an elected member of Council: two members from biomedical sciences: and at least one medical faculty member of the College.

19.2 Terms of Reference

19.2.1. To review the Bylaws of Council and recommend to Council revisions to the Bylaws and other governance aspects within the College; to review the membership, powers and duties of committees of Council and to recommend to Council revisions to the membership, powers and duties of committees.

19.2.2. To ensure the activities of Council and its committees are in accord with its Bylaws, and in accord with its responsibilities and powers under the University Council Bylaws and Regulations and under the University of Saskatchewan Act 1995.

19.2.3. To nominate members of the Nominations Committee.

20. Continuing Medical Education Committee

The purpose of this committee is to provide advice to the Associate Dean, Continuing Medical Education for program planning, delivery and evaluation of the Continuing Medical Education Program

20.1 Membership

a) Voting members:

- Committee chair (Associate Dean, Continuing Medical Education)
- The Dean (or designate)
- Continuing Education Lead, Rehabilitation Sciences
- Three faculty members

b) Ex-Officio/Non-Voting Members:

- Patient Family Partner
- Indigenous Representative

20.2 Terms of Reference

20.2.1. To advise the Associate Dean of Continuing Medical Education with respect to the needs of Saskatchewan physicians relative to Continuing Professional Learning.

20.2.2. To provide guidelines to the Associate Dean of Continuing Medical Education for program planning, delivery and evaluation.

21. Curriculum Committee

The purpose of the Curriculum Committee is to oversee the medical education program as a whole and to be responsible for the overall design, management, integration, evaluation, and enhancement of a coherent and coordinated medical curriculum.

21.1 Membership

a) Voting Members:

- Committee chair (Assistant Dean, Curriculum)
- The Dean (or designate)
- Associate Dean, Undergraduate Medical Education

- Director, Academic UGME
- Chairs of the UGME Years 1 and 2 Committees (One voting member per year)
- Co-Chairs of Clerkship Committees (Year 3 and Year 4/5 Chairs; one voting member each)
- The Senior Vice-President Academic, Student Medical Society of Saskatchewan
- The Junior Vice-President Academic, Student Medical Society of Saskatchewan
- One (1) student representative appointed by the Student Curriculum Review Committee

Members-at-large: Up to 7 additional faculty members to ensure the curriculum committee voting membership includes: 1 member each of generalist, medical and surgical disciplines; and 1 member from the biomedical sciences faculty; 2 members from Regina; and, one 1 representative from another distributed site

b) Elected Members:

- A Curriculum Committee Vice-Chair and a Secretary will be elected by majority vote of the committee membership, for a two-year term, renewable once.

c) Ex-Officio/Non-Voting Members:

- ICT Manager, College of Medicine Information Systems
- Clinical Medicine Liaison, Health Sciences Library Manager, Undergraduate Medical Education
- Assessment Specialist(s)
- Curriculum Specialist(s)
- Academic Support Specialist
- Representative, Indigenous Health Committee
- Representative from the Academic Support Team

- Other identified administrative support personnel as determined by consensuses of the committee

21.2 Terms of Reference

This committee will provide reports and/or advice related to the UGME Curriculum to Faculty Council. This Committee's functions and responsibilities are to:

- 21.2.1.** Ensure that the UGME curriculum uses formally adopted medical education program objectives to guide the selection of curriculum content, to review and revise the curriculum, and to establish the basis for evaluating programmatic effectiveness. The learning objectives of each required course and clerkship are linked to medical education program objectives;
- 21.2.2.** Be responsible for the detailed development, design, and implementation of all components of the medical education program, including the medical education program objectives, the learning objectives for each required curricular segment, instructional and assessment methods appropriate for the achievement of those objectives, content and content sequencing, ongoing review and updating of content, and evaluation of course, clerkship, and teacher quality;
- 21.2.3.** Provide ongoing monitoring, review and revision of the program objectives, learning objectives, content, and instructional and assessment methods to ensure that the curriculum functions effectively as a whole to achieve medical education program objectives;
- 21.2.4.** Use a variety of outcome data, including national norms of accomplishment, to demonstrate the extent to which medical students are achieving medical education program objectives and to enhance

medical education program quality. These data are collected during program enrolment and after program completion;

21.2.5. Monitor and ensure completion by all medical students of required clinical experiences in the medical education program and identify remedies for any existing shortcomings; and

21.2.6. Ensure that the medical curriculum includes comparable educational experiences and equivalent methods of assessment across all locations within a given course and clerkship to ensure that all medical students achieve the same medical education program objectives.

21.2.7. In conjunction with the College administration and leadership, ensure the development and implementation of effective policies and procedures regarding the amount of time medical students spend in required activities, including the total number of hours medical students are required to spend in clinical and educational activities during clerkships.

22. Nominations Committee

The purpose of the Nominations Committee is to make recommendations to Faculty Council for the members and the chairs of all standing committees of Council and committees of the Dean.

22.1 Membership

a) Voting Members:

- Committee chair (Normally the past chair of Faculty Council)
- Seven Faculty Members to be appointed by the Governance Committee

22.2 Terms of Reference

22.2.1 To make recommendations to Faculty Council for the members and the chairs of all standing committees of Council and members of

committees of the Dean at the last Council meeting in each academic year.

22.2.2 In those standing committees where student/trainee representation is indicated, the selection shall be made on the following basis:

22.2.2.1. Where more than one trainee is indicated, they are to be from different programs unless otherwise noted in the committee's membership.

22.2.2.2 Candidates are normally suggested to the Nominations Committee by their respective student/trainee society/association.

23. Postgraduate Medical Education Committee

The purpose of the Postgraduate Medical Education (PGME) Committee is to support the Postgraduate Associate Dean and PGME office in planning, organizing, and evaluating all aspects of residency education to meet accreditation standards and continuous quality improvement, as per the national accreditation standards for PGME (Std 1.3.2)

23.1 Membership

(a) Voting Members

- Committee chair (Associate Dean, PGME)
- Dean (or designate)
- All Program Directors, but at least one designated Director from each of the following groups, ideally chosen to have representation from across the province
- Medical Specialties (Internal Medicine, General Internal Medicine, Nephrology, Rheumatology, Respiriology, Cardiology and Medical Oncology)

- Surgical Specialties (General Surgery, Neurosurgery, Orthopedic Surgery and Surgical Foundations)
- Family Medicine overall program director (or one of the Site representatives)
- Psychiatry Subspecialties (Psychiatry, Child & Adolescent Psychiatry and Forensic Psychiatry)
- Any other 5 program directors
- Anesthesiology, Clinician Investigator Program, Dermatology, Diagnostic Radiology, Emergency Medicine, Obstetrics & Gynecology, Ophthalmology, Neurology, Diagnostic & Clinical Pathology, Pediatrics, Physical Medicine and Rehabilitation, Public Health and Preventative Medicine and Area of focused Competence Program Director(s)
- Residents (two RDoS representatives)

b) Ex-Officio/Non-Voting Members:

- Associate Dean, Continuing Medical Education
- SMSS Representative (Normally the President of SMSS)
- Regina Faculty Member
- SMA representative
- Ministry of Health representative
- CPSS Registrar or Delegate
- SMA representative eg. Ministry of Health (x2)
- Public Member
- Program Administrator
- Resource Personnel
- HR Manager, College of Medicine
- Director, Administration and Finance or Delegate
- Administrative support

23.3 Terms of Reference

The terms of reference for this committee will be subject to the accreditation policies and criteria of the Royal College of Physicians and Surgeons of Canada, and of the College of Family Physicians of Canada. Consequently, the terms of reference for this committee are subject to the general requirements issued from time to time by the respective accreditation bodies.

- 23.3.1** To maintain, review and promulgate, where necessary, the requirements of the Royal College of Physicians and Surgeons of Canada, and the administrative guidelines and rules for the operation of postgraduate medical training programs introduced by the College of Family Physicians of Canada.
- 23.3.2** To advise the PGME Office on the allocation of training positions to the approved PGME programs.
- 23.3.3** To facilitate appropriate agreements between the USask and the appropriate district health boards.
- 23.3.4** To assist in the accreditation process for the approved PGME programs.
- 23.3.5** To deal with other postgraduate medical education matters that arise from time to time which are related to the College.
- 23.3.6** To facilitate licensure and practice opportunities for graduates of our postgraduate medical programs.

24. Postgraduate Appeals Adjudication Committee (PAAC)`

The Associated Dean PGME will establish a standing larger pool (Appeal Adjudication Pool; AAP) of PGME Program Directors, Faculty and Residents from which can be drawn 4-person PGME Appeals Adjudication Boards (AAB), each selected as needed to hear appeals launched by aggrieved individuals within the College's PGME programs.

24.1 Membership:

- Two (2) Co-Chairs: The Associate Dean PGME will appoint two University faculty members of the College as Co-Chairs to the PAAC. One Co-Chair must be a Family Medicine faculty member and the other a Royal College faculty member.

24.2 Appeal Adjudication Pool (AAP) Membership:

- All current PGME Program Directors
- 5 College of Medicine Faculty members. Term of three years.
- 5 Residents representing Resident Doctors of Saskatchewan (RDoS) from different programs will be selected by RDoS. Minimum one-year term, maximum of three years.
- An AAP member may only serve on one AAB per year

24.3 Appeals Adjudication Board (AAB) Membership:

- Committee chair (non-voting): One of the two Co-Chairs of the PAAC, selected by the Associate Dean PGME as having no conflict of interest with respect to the appeal.
- Two (2) faculty members: including one of whom is a program director and one who is not.
- One (1) resident
- To avoid conflict of interest, members selected to serve on an AAB may not be based in the same residency training program as the appellant.

24.4 Terms of Reference

24.4.1 Upon receipt of the notice of appeal, the PGME Office will notify the Co-Chairs of the PAAC of the notice of appeal.

24.4.2 The Co-Chair of the PAAC selected to hear the appeal shall independently constitute the AAB for each appeal to avoid a conflict of interest.

24.4.3 Postgraduate appeals will be heard by the AAB.

24.4.4 Members of the PAAC and all convened AABs shall be guided by the PGME policy, 'Resident Appeals'.

25. Research Committee

The purpose of this committee is to provide council with input into the strategic research plans and priorities of the college.

25.1 Membership

a) Voting members:

- Committee chair
- The Dean (or designate)
- Assistant Dean Graduate Studies
- Six faculty members of the College, at least 3 of whom shall be University Faculty
- One graduate student
- One postdoctoral fellow
- One UGME program student representative
- One PGME program representative

b) Ex-Officio/Non-Voting Members:

- Others at the discretion of the Committee chair

25.2 Terms of Reference

25.2.1 To work in coordination with the Office of the Vice Dean Research (OVDR) to generate a strategic and integrated plan for developing research programs and priorities for the College.

25.2.2 To recommend resource allocation for designated research needs to Faculty Council and the Budget Planning and Priorities Committee of Council.

25.2.3 To recommend communication strategies for research initiatives within and outside the College.

25.2.4 To examine proposals for the establishment of any research institute or core facility, or similar unit, in the College, and to make appropriate recommendations to Faculty Council and the Budget, Planning and Priorities Committee of Council.

26. Graduate and Postdoctoral Studies Committee

The purpose of this committee is to review and make recommendations on processes related to graduate and postdoctoral matters within the College of Medicine.

26.1 Membership

a) Voting Members:

- Committee chair (Assistant Dean, Graduate Studies)
- Chairs (or where appropriate a representative) of all Graduate Programs
- One postdoctoral fellow
- Two graduate students

b) Ex-Officio/Non-Voting Members:

- Grad Program Coordinator

26.2 Terms of Reference

- 26.2.1** Devise a graduate education and postdoctoral strategy to guide the College in expanding graduate education and postdoctoral productivity.
- 26.2.2** Align the College's graduate education and postdoctoral strategy policies and procedures with USask policies for graduate and postdoctoral studies.
- 26.2.3** Develop graduate education and postdoctoral studies processes that contribute to the mandate of the College.
- 26.2.4** Review and approve recommendations for internal College graduate awards and scholarships.
- 26.2.5** Ensure timely and robust graduate education and postdoctoral communications (activities and impacts) – internally with the College and externally with various College stakeholders.
- 26.2.6** Advise College Senior Leadership regarding the resource needs of the College's Graduate Education and Postdoctoral portfolio.

27 Social Accountability Committee

The purpose of this committee is to assist the College in addressing health disparities among underserved and disadvantaged groups and advising the College in directing educational, research and service activities toward priority health concerns of individuals, communities, and regions.

27.1 Membership

a) Voting members:

- Committee chair
- The Dean (or designate)
- Department Head, Community Health and Epidemiology
- Division of Social Accountability Designate (Relevant Physician Lead or other representative)

- At least three faculty members
 - At least one student member
 - At least one resident member
- b) Ex-Officio/Non-Voting Members:
- Additional members-at-large representing specific relevant College subcommittees
 - OVDIH Administrative Coordinator
 - One to three Division of Social Accountability Staff Members

27.2. Terms of Reference

27.2.1. To advocate for and promote social accountability within the College of Medicine.

27.2.2 To advise on and support the development of social accountability curricula for undergraduate, graduate, and postgraduate students and continuing professional learners.

27.2.3 To support and encourage students and faculty in understanding and applying social accountability principles and practice in their education, research, and service undertakings.

27.2.4 To support and advocate for the participation and engagement of communities in the initiatives of the College in a manner that is respectful and mutually beneficial.

27.2.5. To promote strategies to ensure equitable access to the educational programs of the College, and to direct the College's education, research and service activities towards unmet health concerns.

27.2.6. To share information and to obtain feedback about the College's social accountability initiatives through communication with key stakeholders.

27.2.7 Participate in the development and endorsement of a social accountability strategic plan.

27.2.8 Help in meeting accreditation requirements of the College related to social accountability.

27.2.9 Monitor and report on social accountability metrics within the College.

28 Student Academic Management Committee

The purpose of this committee is to make decisions on UGME student progress, promotions, supplementary examinations, and graduation within the MD program; on non-curricular program policies; and on student awards.

28.1 Membership

a) Voting Members:

- Committee chair (Director, Academic UGME)
- Associate Dean, UGME
- Chairs, UGME Years 1 – 4
- Site Coordinators, UGME Years 1-4
- Director, Student Services
- Assistant Dean, Curriculum
- Vice President Academic, Student Medical Society of Saskatchewan (SMSS)
- One student appointed by the SMSS in Year 1 for a 2-year term
- One student appointed by the SMSS in Year 3 for a 2-year term
- Up to three faculty members of the College, normally chosen to ensure geographic representation of major program sites.

b) Ex-Officio/Non-Voting Members:

- Manager, Undergraduate Medical Education
- Assessment Specialist
- Others at the discretion of the Committee chair
- One representative from the College of Dentistry (typically the Associate Dean, College of Dentistry)

28.2 Terms of Reference

- 28.2.1** To make decisions on student promotions, supplementary examinations, and graduation within the MD program, in accordance with the promotion standards of the undergraduate program, and to provide information on student promotion and graduation to the University via the Teaching, Learning and Student Experience
- 28.2.2** To make decisions on requests for leave of absence and withdrawal from the MD program, and decisions related to re-entry to the MD program for students who have been on leave or away from the program after withdrawal or any other reason.
- 28.2.3** In the context of urgent need(s), to avoid unnecessary delays in a student's academic program, the Committee grants the Academic Director, in consultation with the appropriate Year Chair/Site Coordinator and the Associate Dean UGME, the authority to approve student leaves, withdrawals, and student requests for re-entry into the program after brief absences or leaves.
- 28.2.4** To approve program policies directly related to management and operation of the undergraduate program. Policies which may impact curricular content or processes would need to be approved by the Curriculum Committee.
- 28.2.5** When uncertainty exists regarding whether a policy should be approved by the Student Academic Management Committee or the Curriculum Committee, the Associate Dean, UGME shall determine the appropriate Committee to approve the policy.
- 28.2.6** To award scholarships. Unless otherwise directed by the Committee, decisions on awarding scholarships will be delegated to the Undergraduate Awards Committee which will report to the Student Academic Management Committee.

28.2.7 To make decisions about applications from students for advanced standing.

28.2.8 To review and put forward the Technical Standards for the MD Program

29. Biomedical Sciences Committee

To report updates regarding undergraduate courses and programs offered by the Biomedical Sciences through the College of Arts and Sciences.

29.1. Membership

a) Voting Members:

- Committee chair (A faculty member from one of the biomedical sciences departments)
- Dean (or designate)
- Department Head, Department of Biochemistry, Microbiology and Immunology
- Department Head, Department of Anatomy, Physiology and Pharmacology
- Undergraduate Chair, Department of Biochemistry, Microbiology and Immunology
- Undergraduate Chair, Department of Anatomy, Physiology and Pharmacology
- One faculty member from each of the biomedical science departments

29.2 Terms of Reference

29.2.1 To report new, and revisions to, undergraduate course offerings and programs offered by the Biomedical Sciences through the College of Arts and Sciences.

30. Professional Conduct Committee

The Professional Conduct Committee shall provide advice to the Associate Dean

UGME and the Director, School of Rehabilitation Sciences, regarding concerns with medical or School of Rehabilitation Sciences student professional behavior.

30.1. Membership

a) Voting members:

- Two physician faculty, ideally with at least one having experience in the assessment of professionalism through prior or current participation in relevant activities of the College of Physicians and Surgeons of Saskatchewan or similar regulatory bodies or through educational program leadership.
- One Biomedical Science faculty member and Director (or designate) Master of Physician Assistant Program (MPAS) from the College of Medicine.
- Two representatives from the School of Rehabilitation Sciences ()
- The chair shall be selected from among the Committee membership with input from the Associate Dean UGME and the Director (or designate), School of Rehabilitation Sciences.

30.2. Terms of Reference

30.2.1. The Professional Conduct Committee shall provide advice and recommendations to the Associate Dean UGME and the Director School of Rehabilitation Sciences, regarding concerns with medical or School of Rehabilitation Sciences students professional behavior.

30.2.2. The Professional Conduct Committee functions and responsibilities shall be to:

30.2.2.1 Review instances of alleged unprofessional behavior by medical students as described in the *Procedures for Concerns with Medical Student Professional Behavior* and by School of Rehabilitation Science students as described in the Procedure

for Concerns with Rehabilitation Sciences Student Professional Behaviour.

30.2.2.2 Determine whether a formal hearing of the Professional Conduct Committee is required when there are allegations of unprofessional behavior by a student.

30.2.2.3 Where required convene a formal Professionalism Hearing Board to adjudicate concerns of alleged unprofessional behavior by medical or School of Rehabilitation Science students and recommend remediation if unprofessional behavior is determined.

30.2.2.4 In cases where a critical incident of academic misconduct is reported, the Professional Conduct Committee shall serve as the College's Professionalism Hearing Board as designated by the Dean.

PART V

Non-Council College Committees with Council Participation

The Nominations Committee will nominate individuals for memberships on Non-Council College Committees.

31. Faculty and Staff Award Nomination Committee

The Committee considers all matters related to the nomination of faculty and staff awards.

31.1 Membership

(a) Voting Members:

- Committee chair (Dean or designate)

- Five to seven members of the College with faculty that shall represent a distribution of rank and discipline.

(b) Ex-Officio/Non-Voting:

- Others at the discretion of the Committee chair

31.2 Terms of Reference

The Committee considers all matters related to the nomination of faculty and staff for awards including those of College, University, provincial, national and international scope.

32. College Review Committee

To consider all matters related to faculty tenure, promotion, merit awards and other matters specifically assigned to this committee as outlined within the University of Saskatchewan Faculty Association (USFA) Collective Agreement

31.1 Membership

- Committee chair: Dean (or designate)
- A minimum of six and a maximum of twelve tenured University faculty with current appointments in the College: The faculty shall represent a distribution of rank and discipline.

31.2 Term of Office

Faculty will serve a maximum of a three-year term, with an understanding that faculty may serve again after a three-year absence.

31.3 Terms of Reference

Terms of reference and of quorum are identified in the current Collective Agreement between USask and USFA, in the article entitled 'Tenure'.