



UNIVERSITY OF
SASKATCHEWAN

College of Medicine

Faculty Council for Academic Programs

Rules, Regulations & By-Laws

March 2012

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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, 2012.

2. Definitions

In these By-Laws and Regulations:

“**University**” means the University of Saskatchewan;

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

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

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

“**School**” means the School of Physical Therapy;

“**Council**” means the College of Medicine Faculty Council;

“**university faculty member**” means a person who is employed on a full-time or part 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, or librarian in the College;

“**community faculty member**” means a person who is appointed to the faculty of the College in accordance with policies and procedures developed and revised from time to time by the College subject to approval by the University for community faculty in the College;

“**Chair**” means the chair of the College of Medicine Faculty Council;

“**Secretary**” means the secretary of the College of Medicine Faculty Council.

“**By-Laws**” means the By-Laws and Regulations of the Faculty Council of the College of Medicine, University of Saskatchewan.

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 and the School of Physical Therapy.

4. Council

In this section:

- 4.1. **“member of a department”** means a faculty member whose primary responsibilities are within a department of the College or within the School;
- 4.2. **“student member of the College”** means a student registered in the College or the School.

PART III

5. Membership

5.1. The membership of Council is as directed by the By-Laws and Regulations (Part Three, Section V.1.A and V.1.B) of the University Council. 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 Advancement*
- (f) The Vice-Provost Teaching and Learning*
- (g) The Associate Vice-President Student and Enrolment Services*
- (h) The Associate Vice-President Information and Communications Technology*
- (i) The Dean of the College
- (j) The Dean, College of Graduate Studies and Research
- (k) The Dean, University Library or designate*
- (l) The University Secretary*
- (m) The Registrar*
- (n) Such other persons as the University Council may, from time to time, appoint in a voting or non-voting capacity
- (o) Such other persons as the Council may, from time to time, appoint in a non-voting capacity*
- (p) Associate deans of the College
- (q) Assistant deans of the College
- (r) The department head of each academic department of the College, and the Director of the School
- (s) One university faculty member of the College representing each department of the College, or the School, who is a member of that department or the School
- (t) Two community faculty members of the College representing each clinical department, or the School, who are members of that department or the School, at least one of whom will be based outside of the Saskatoon Health Region;
- (u) Twenty university faculty members of the College

(v) One medical student from each year of the undergraduate medical program; one physical therapy student from each year of the physical therapy program; four postgraduate medical students, at least one of whom must be registered in the family medicine program of the College; and two graduate students enrolled in graduate programs delivered in the College

(w) The following persons are entitled to attend and participate in meetings of Council but, unless they are members of Council, are not entitled to vote:

- i. All other directors of the College
- ii. The dean and associate deans, or designates, of all other health science colleges at the University
- iii. The dean and vice-deans of academic programs. humanities and fine arts, social sciences, and science, or designates, of the College of Arts and Science at the University
- iv. The head of the health sciences library
- v. The Registrar or designate, of the College of Physicians and Surgeons of Saskatchewan
- vi. The Chief Executive Officer or designate, of the Saskatchewan Medical Association
- vii. The Chief Executive Officer or designate, of each health region in the Province of Saskatchewan
- viii. The presidents, academic vice-presidents, and Phase representatives of the undergraduate medical student society, the postgraduate medical student society, the physical therapy student society, and the College of Medicine graduate student society.

6. Appointment and Election of Members

6.1 Secretary

The Council will elect one of their number 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).

6.2 Chair

- (a) The Chair and Vice-Chair will be elected from the members of Council for a term of 2 years as hereinafter provided.
- (b) An election will be held by March 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 Chair are being requested and will provide a nomination form for this purpose.
- (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. The nomination form will contain a brief description of the nominee stating the nominee's qualifications for the position of Chair.
- (e) Ten days prior to the date of the election, the Secretary will provide to all members of the Council a 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 returned to the Secretary 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 determine whether an irregular ballot will be counted and the effect of any other 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 nominee who receives the second highest number of votes, or the nominee referred to in (g) who is not chosen as Chair, will be the Vice-Chair. If there are two or more such nominees with the same number of votes, the Chair of the Nominations Committee will select the Vice-Chair by lot.
 - (i) The Chair and 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.
 - (j) 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 Bylaws Committee.

Elections

- 6.3 The Secretary shall oversee the election of members of the Council mentioned in 5. (s), 5. (t), and 5. (u).
- 6.4 The academic vice president, or other member designated by the relevant student association executive, shall oversee the election of Council members for undergraduate medical students, postgraduate medical students, physical therapy students and graduate students as mentioned in 5. (v).
- 6.5 Nominations will be made using the form provided by the Secretary. A nomination will be endorsed by the nominee and will confirm her or his eligibility and willingness to stand for election.
- 6.6 Once the deadline for nominations has passed, the Secretary will conduct elections by making ballots available to all eligible voters for positions referenced in 5 s, t, u and v.

In the event that insufficient nominations are received to fill the vacant positions, then those nominated by the deadline will be considered elected by acclamation, and a second call for nominations will be sent.

7. Term of Office

- 7.1 Elected Council members who are university or community faculty members will hold office for a term of three years.
- 7.2 Elected Council members who are students will hold office for a term of two years unless the candidate is in the final year of a program in which case the term will be for one year.

8. Vacancies

- 8.1. If a vacancy occurs among the university or the community faculty members of Council, on or before the end of the 27 month following the month of election, the body that elected the member shall elect another person to fill the vacancy.
- 8.2. 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.
- 8.3. An election pursuant to this section must be held within 90 days of the vacancy.
- 8.4. A person elected to fill the vacancy of a member, holds office for the remainder of the term of the member who vacated his or her office.

MEETINGS OF THE COUNCIL

9. Quorum

- 9.1. 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.
- 9.2. In the event that a properly constituted meeting fails of a quorum, the meeting shall be rescheduled for the same time one week hence. At that meeting, the quorum shall be the number of members attending.
- 9.3. In selecting dates for Council meetings, the Secretary will ensure that 11.2. can be followed.

10. Meetings

- 10.1. Council shall meet at least five times during the academic year (September-June). The Chair may call meetings at other times.
- 10.2. Council meetings shall be open except when Council decides to have them closed.
- 10.3. Special meetings of Council can be called by the Chair or by petition of 10% of the membership of Council.
- 10.4. The meetings of Council shall be conducted in accordance with the following rules:

- 10.4.1 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).
 - 10.4.2 Except as hereinafter provided, the powers and duties of the Chair are those expressly or implicitly contained in the rules referred to in 10.4.1.
 - 10.4.3 The Chair shall set the agenda for each meeting of Council and shall present the draft agenda to the meeting for approval.
 - 10.4.4 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.
 - 10.4.5 The Chair has no vote except when there has been an equality of votes.
- 10.5. The following conflict of interest rules shall apply to members of the Council and members of committees of the Council:
- (a) It is necessary to distinguish between the roles of the "representative" members of the Council on the one hand, and the "at-large" and *ex officio* members, on the other, with respect to their obligations to bring pertinent information to the Council or to committees of the Council and to report back to their constituents. However, there is no distinction with respect to the exercise of judgment and decision-making in Council meetings and in deliberations of a committee of the Council. Members of the Council and members of committees of the Council will have as their principal concern the welfare of the College community. They will exercise independent judgment and may not act as agents of any person or organization.
 - (b) There are no restrictions on the rights of a Council member to participate in debate and to vote on any matter that comes before Council. However, a Council member who has a conflict of interest with respect to a matter that comes before Council will disclose the conflict when speaking on the matter in Council proceedings.
 - (c) A member of a committee of Council will conduct herself or himself so as to avoid conflict of interest or the appearance of conflict of interest.
 - (d) A member of a committee will disclose and identify a conflict of interest or perceived conflict of interest affecting that member.
 - (e) A member of a committee will abstain from voting in committee proceedings on matters on which he or she has a conflict of interest. When appropriate, the member will withdraw from all committee deliberations with respect to the matter.
 - (f) The chair or a member of a committee will be entitled to raise the question whether another member has a conflict of interest or perceived conflict of interest on a matter before the committee.
 - (g) The 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.

(h) If a request referred to in (g) 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.

10.6. Conflict of Interest Defined

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:

(a) 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

(b) 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 College to the interests of the organization when dealing with the matter.

RESPONSIBILITIES AND POWERS OF THE COUNCIL

11. 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 1995, the Bylaws of the University Council, and the general control of the University Council, shall have charge of matters of scholarship and discipline within the College.

12. Powers of the Council

A. Among other duties delegated by the University Council to the 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 and other awards and honours;
- (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.

B. 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.

C. 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.

D. 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.

13. Decisions of the Council

- 13.1. 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.
- 13.2. 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.
- 13.3. 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:
 - 13.3.1 a decision to change academic and other qualifications required for admission as a student in the College;
 - 13.3.2 a decision to change the number of undergraduate students who may be admitted to a program of study in the College;
 - 13.3.3 a decision concerning addition, deletion or modification of courses and programs of study, and concerning the requirements for successful completion of such programs;
 - 13.3.4. a decision to authorize the establishment of any department, school, division, chair, institute or endowed chair;
 - 13.3.5 a decision to authorize the disestablishment of any department, school, division, chair, institute or endowed chair;
 - 13.3.6 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

14. General Rules

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

- 14.1. Council has the power to establish committees to facilitate its work. There is no requirement that these committees be composed entirely of Council members. Council is also empowered to appoint members to committees dealing with matters affecting scholarship within the College.
- 14.2. The committees specified in this section of the Bylaws are created as standing committees.
- 14.3. The Bylaws Committee will nominate to Council the members and the chair of the Nominations Committee.
- 14.4. The Nominations Committee will nominate the members and the chairs of Council committees. Normally, the chair of a Council committee will be a member of Council.
- 14.5. The Nominations Committee will present its nominations to the Council at the May meeting and otherwise as required when vacancies occur.

It is the responsibility of the Nominations Committee of Council to present a slate of candidates for all committee positions except the Nominations Committee itself. The Committee will take into consideration the abilities and experience of the proposed nominees and the balance of representation from the various sectors of the College.

- 14.6. 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. The 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.
- 14.7. 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.
- 14.8. Terms of office for Council committee members will begin July 1 unless otherwise provided by the Nominations Committee.
- 14.9. The term of office on a standing committee is normally three years for faculty members and two years for undergraduate, postgraduate, and graduate students.

Faculty members may be reappointed. Student members may serve one term only, with the exception of the Admissions Committee, where students may be reappointed as long as they are medical students.

- 14.10. When a committee member is appointed as a member of Council, the term of such person will be completed even if the person ceases to be a member of Council provided the member is and remains a faculty member of the College.
- 14.11. Administrative officers, i.e., the Dean, associate deans and assistant deans, as members of standing committees will remain on these committees while they hold office, and will have voting privileges.
- 14.12. No faculty or student should be on more than two standing committees.
- 14.13. Unless otherwise specified, meetings of standing committees of Council shall be held at the call of the chair as often as required to conduct the business of the committee during each academic year.
- 14.14. The quorum for standing committee meetings is a majority of the voting members. The quorum for the Nominations Committee is two-thirds of the voting members.
- 14.15. The procedural guidelines for meetings of a standing committee shall be identical to those for Council meetings.
- 14.16. All of the standing committees must report to Council at least once per year.
- 14.17. Unless the chair of a standing committee is listed as being assigned to a specific individual or office, the chair shall be named by the Nominations Committee as part of their annual list of appointments.

15. Academic Appeals Committee

15.1. Membership (3 members)

Chair

One faculty member from the College.

One student member, 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 also be a final year student.

- 15.1.1. Other than the chair, the two members will be appointed on an ad- hoc basis by the Dean or designate.
- 15.1.2. The appellant will be notified of the membership of the committee, and may inform the Dean of any member believed to be prejudiced.
- 15.1.3. The following shall be excluded from membership:
 - 15.1.3.1. members of the Undergraduate Education Committee;
 - 15.1.3.2. members of the Phase Committee appropriate to the appellant's student year;
 - 15.1.3.3. the Dean, or any associate or assistant dean of the College; and

- 15.1.3.4. the course chair, instructor, coordinator, or department head whose evaluation is under appeal.

15.2. Terms of Reference

- 15.2.1. The Academic Appeals Committee shall hear and decide upon student appeals concerning promotion or graduation.
- 15.2.2. The chair of the Undergraduate Education Committee shall provide the chair of the Academic Appeals Committee and the appellant student with a written summary of the reasons for the unfavorable recommendation.
- 15.2.3. 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 Undergraduate Education Committee reconsider the matter.
- 15.2.4. Recommendations by the Academic Appeals Committee shall be of the same nature as those made by the Undergraduate Education Committee, 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 Undergraduate Education Committee unless otherwise stated.
- 15.2.5. 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.
- 15.2.6. Decisions shall be by a simple majority vote.
- 15.2.7. The Academic Appeals Committee shall report its findings to the Council and the appellant.

16. Admissions Committee

16.1. Membership

Chair

The Dean or designate

The Director of Admissions and Student Affairs

Six members of faculty

Four undergraduate medical students

One member from Arts & Science, University of Regina (to be given Associate status in the College)

Two lay representatives (candidates to be recommended to the Nominations Committee).

Aboriginal Coordinator

Resource personnel and administrative support:

a representative from Student Record Services and Registrar of the University

the Administrative Coordinator, Undergraduate Medical Education

the Administrative Coordinator, Admissions

16.2. Terms of Reference

16.2.1 To process all applications for admission to the undergraduate medical student category in the College of Medicine and to recommend to Council, students for admission to first year medicine.

16.2.2 To study ways and means of improving the selection process.

17. Budget, Planning, and Priorities Committee

17.1. Membership
Chair

The Dean or designate

All associate and assistant deans of the College

The Director of the School

Six members of the College, at least 4 of whom shall be elected members of Council, and at least one of whom will be a community faculty member

The Vice-President Academic, Student Medical Society

One graduate student

One medical postgraduate student

Resource Personnel and Administrative Support:

the Director of Administration and Finance

the Associate Director of Administration and Finance

17.2. Terms of Reference

17.2.1 To consider the main elements of the operating budget and to advise the Dean and inform the Council, on budgetary policies and decisions.

17.2.2 To consider long-term budgetary matters and to advise the Dean and inform the Council, on measures to ensure the long-term fiscal integrity of the College.

- 17.2.3 To make recommendations to Council regarding the priorities of the College.
- 17.2.4 This committee will be responsible for College-wide planning activities and studies.
- 17.2.5 To receive and advise the Council on proposals from all academic units, the School, and all standing committees, regarding new programs and initiatives, major revisions to existing programs, recommendations for program deletion and recommendations on the number of students who may be enrolled.
- 17.2.6 To comment specifically on the budgetary implications of such initiatives referred to it by the committees of Council.
- 17.2.7 This committee is responsible for integrating recommendations referred to it from other Council committees, taking into account academic, fiscal, and other factors in forming recommendations to Council.

18. By-laws Committee

18.1. Membership

The Vice Chair of Council (chair)

Three members of the College, of whom at least one will be an elected member of Council, and one will be a community faculty member of the College.

18.2. Terms of Reference

- 18.2.1 To review the By-Laws of Council and to recommend to Council revisions to the Bylaws.
- 18.2.2 To review the membership, powers and duties of committees of Council and recommend to Council revisions to the membership, powers and duties of committees.
- 18.2.3 To monitor the activities of Council to ensure that Council acts in accord with its By-Laws, and in accord with its responsibilities and powers under the University Council Bylaws and Regulations and under the University of Saskatchewan Act 1995.
- 18.2.4 To nominate members of the Nominations Committee.

19. Continuing Professional Learning Committee

19.1. Membership

Chair

The Dean or designate

The Assistant Dean, Continuing Professional Learning

The Director, Continuing Nursing Education

Two university faculty members
One community faculty member
One representative from the Saskatchewan Medical Association

19.2. Terms of Reference

19.2.1. To advise the Assistant Dean of Continuing Professional Learning with respect to directions for research into the needs of Saskatchewan physicians relative to Continuing Professional Learning.

19.2.2. To provide guidelines to the Assistant of Continuing Professional Learning for program planning, delivery and evaluation.

19.3. Meetings

At least four meetings will be held during the academic year

20. Curriculum Committee

20.1. Membership

Chair

The Dean or designate

Associate Dean, Medical Education

Assistant Dean, Undergraduate Medical Education

Director, College of Medicine Information Technology

Head, Health Sciences Library

Chairs of the sub-committees established by the Curriculum Committee

Members-at-large to ensure that there are at least two (2) faculty members from each of the following departments/areas: medical, surgical, generalist, basic science

The Vice President Academic, Student Medical Society of Saskatchewan

Two (2) student representatives appointed by the Student Curriculum Review Committee

Administrative support:

Administrative Coordinator, Undergraduate Medical Education
Administrative Coordinator, Curriculum Integration and Assessment

20.2 Terms of Reference

20.2.1 The Curriculum Committee shall be responsible for the overall program objectives, design and evaluation of the undergraduate medical curriculum.

This shall include:

20.2.1.1 maintaining the educational integrity of the curriculum, including working with the Assistant Dean Undergraduate Medical Education and the Budget, Planning and Priorities Committee, to define overall resource requirements;

20.2.1.2 providing guidance on medical educational practice;

20.2.1.3 providing liaison with students to address their issues

20.2.1.4 monitoring the implementation of the curriculum through robust program evaluation;

20.2.1.5 promoting curriculum renewal so that the curriculum meets or exceeds LCME/CACMS accreditation standards; and

20.2.1.6 recommending and facilitating initiatives and directions for the program.

20.2.2 Matters of dispute relevant to the mandate of the Curriculum Committee shall be considered and arbitrated by the Curriculum Committee.

21. Medical Education Steering Committee

- 21.1 Membership
- Chair
 - The Dean or designate
 - The Associate Dean, Medical Education
 - The Associate Dean, Regina
 - The Associate Dean, Saskatoon
 - The Associate Dean, Rural and Northern Medical Education
 - The Associate Dean, Postgraduate Medical Education Training Programs
 - The Assistant Dean, Undergraduate Medical Education
 - The Assistant Dean, Continuing Professional Learning
 - The Director, Admissions and Student Affairs
 - The Director, Educational Support and Development
 - One faculty member of Council
 - Six faculty members of the College
 - The Registrar of the College of Physicians and Surgeons, or designate
 - The Chief Executive Officer of the Saskatoon Health Region, or designate
 - The Chief Executive Officer of Regina Qu'Appelle Health Region, or designate
 - Representatives of Primary Health, Rural Health, Aboriginal Health initiatives
 - The Head of the Health Sciences Library
 - Four undergraduate students (one from each year for a one year term)
 - Two postgraduate students
 - One from the Family Practice Program
 - One from another Royal College Program
 - One lay representative
- 21.2. Terms of Reference
- 21.2.1 To ensure effective communication and coordination between the offices responsible for undergraduate, postgraduate and continuing professional learning.

- 21.2.2 To advise the Dean on educational issues strategic to the College.
- 21.2.3 To advise and recommend to the Dean the educational priorities of the College.
- 21.2.4 To function as a resource to the Budget, Planning and Priorities Committee.
- 21.2.5 To monitor the quality of all medical teaching programs within the College through student and peer evaluation.
- 21.2.6 To ensure that all medical teaching programs within the College meet national and international accreditation standards.
- 21.2.7 The committee shall meet four times yearly, and at the call of the chair.
- 21.2.8 The Medical Education Steering Committee will make liaison with:
 - the School
 - the College of Dentistry
 - the College of Graduate Studies and Research
 - the Health Sciences Computer Laboratory
 - the Saskatchewan Academic Health Sciences Network
 - the Saskatchewan Medical Association
 - other appropriate intramural and extramural groups, as required.

22. Nominations Committee

22.1 Membership

The past Chair of Council (chair)

Seven members to be appointed by the Bylaws Committee as follows

At least three university faculty members

At least one community faculty member

One undergraduate medical student

22.2 Terms of Reference

22.2.1 To make recommendations for the members and the chairs of all standing committees of Council and committees of the Dean (where appropriate) at the last Council meeting in each academic year. In recommending membership to standing committees of Council, the Nominations Committee will consider the membership described under each committee as a guideline rather than an absolute rule.

- 22.2.2 In those standing committees where undergraduate medical student representation is indicated, the selection shall be made on the following basis:
- 22.2.2.1 where more than one student is indicated, the students are to be from different years
 - 22.2.2.2 a slate of elected candidates is to be presented to the Nominations Committee by the Student Medical Society.
- 22.2.3. In those standing committees where graduate student representation is indicated, the selection shall be made on the following basis:
- 22.2.3.1 where more than one student is indicated, the students are to be from different departments.
 - 22.2.3.2 a slate of elected candidates is to be presented to the Nominations Committee by the Graduate Student Society.
- 22.2.4. Recommendations from the Nominations Committee regarding the membership of standing committees of Council may be augmented by further nominations from the floor at a duly constituted meeting of Council, provided such nominations do not conflict with the required composition of the membership of a committee as contained in its terms of reference. Substitute nominations from the floor will be similarly entertained on the same basis. In either instance, the membership will be decided by a majority vote of Council. However, this mechanism will not apply to undergraduate or graduate student membership, where the nominations will be confined to the original slate as determined in 22.2.2. and 22.2.3.

23. Postgraduate Medical Education Committee

23.1. Membership

All members of this committee will be *ex officio*. All members will have voting privileges unless otherwise noted.

The Associate Dean Postgraduate Medical Education Training Programs
(chair)

The Dean or designate

The Associate Dean, Medical Education

The Program Director(s) in each approved specialty program of the Royal College of Physicians and Surgeons of Canada

Program Director, General Internal Medicine

Program Director, Clinical Investigator Program

The Program Director(s) in the approved programs of the College of Family Physicians of Canada

Residency Training Coordinator, Family Medicine (Rural)

The Core Program Director, Surgery

Community Faculty Member (recommended by the Regina Education Committee)

Two postgraduate medical students

The Director, Administration and Finance, College of Medicine (or delegate), non-voting

Administrative Assistant, Postgraduate Medical Education (Secretary), non-voting

The Vice-President, Medical, Saskatoon Health Region (or delegate), non-voting

The Vice-President, Medical, Regina Qu'Appelle Health Region (or delegate), non-voting

The Registrar of the College of Physicians and Surgeons of Saskatchewan, non-voting

A representative of the Student Medical Society of Saskatchewan, non-voting

The Chair, Saskatchewan Medical Association's Council on Medical Education, non-voting

A representative from the Department of Health, non-voting

23.2. Term of Office

The rules for the term of office of standing committee members will not apply to this committee

23.3. Terms of Reference

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 accrediting 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 College of Family Physicians of Canada administrative guidelines and rules for the operation of postgraduate medical training programs.

- 23.3.2. To advise the Assistant Dean, Postgraduate Clinical Education on the allocation of training positions to the various approved programs.
- 23.3.3. To facilitate appropriate agreements between the University of Saskatchewan and the appropriate district health boards.
- 23.3.4. To assist in the accreditation process for approved programs.
- 23.3.5. To deal with other postgraduate medical education matters that arise from time to time which are related to the College of Medicine, University of Saskatchewan.
- 23.3.6. To facilitate licensure and practice opportunities for graduates of our postgraduate medical programs.

24. Postgraduate Medical Education Appeals Committee

24.1. Membership:

Two faculty members of the College will be appointed as Co-chairs of the Postgraduate Medical Education Appeals Committee.

A sufficient number of faculty of the College shall be appointed for three (3) year terms to the Postgraduate Medical Education Appeals Committee to ensure that members of the Appeal Adjudication Board can be selected from this pool who have not been/will not be involved in the clinical supervision or assessment of the appellant.

Faculty terms may be less or more than three years to permit staggered turnover of faculty representatives.

Faculty members will include current and former program directors.

Faculty appointments to the Postgraduate Medical Education Appeals Committee will be recommended to the Nominations Committee by the Postgraduate Medical Education Committee.

Residents representing PAIRS will be selected by PAIRS for a minimum one-year term and may be re-appointed on an annual basis

24.2. Terms of reference and mandate of the committee:

Postgraduate Medical Education Training Program appeals will be heard by an Appeal Adjudication Board constituted from members of the Postgraduate Medical Education Appeals Committee.

The Co-chairs of the Postgraduate Medical Education Appeals Committee will review the resident's notice of appeal and grounds for the appeal.

If the appeal is not based on permissible grounds, the Co-chairs will inform the Associate Dean, Postgraduate Medical Education Training Programs who will inform the resident.

If the appeal is based on permissible grounds, the Co-chairs of the Standing Committee for Appeals will ask the Dean, or designate, to appoint as members of the Appeal Adjudication Board, two (2) faculty members, at least one of whom is a current or former program director, one resident, and one of the Co-chairs of the Postgraduate Medical Education Appeals Committee as chair. The chair of the Appeal Adjudication Board does not have a vote.

25. Research and Graduate Studies Committee

25.1. Membership

Chair

The Dean or designate

The Associate Dean Biomedical Sciences and Graduate Studies

The Associate Dean Research

The Dean or designate

The University Coordinator of Health Research

Seven faculty members of the College, 2 of whom shall be members of Council, but exclusive of any faculty member who is the director of a research group

One graduate student

One medical student

One postgraduate student

25.2. Terms of Reference

25.2.1. To develop a strategic and integrated research plan for the College, including recommendations for resource allocation for designated research needs.

25.2.2. To develop and implement guidelines for the formation and evaluation of research groups within the College.

25.2.3. To develop and recommend guidelines for space allocation for research groups as well as other designated research needs within the College.

25.2.4. To adjudicate all awards programs related to research and graduate studies offered through the College.

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

25.2.6. To oversee the ethics of research carried out in the College and to ensure that stated requirements are being met.

25.2.7. To develop and implement strategies for communicating with all faculty on issues related to writing and submitting grants-in-aid of

research, the nature and operation of granting agencies, and related opportunities for funding of research projects.

25.2.8. To develop and oversee common academic graduate programs in the Basic Sciences and in the Clinical Sciences in the College.

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

26. Rural and Northern Medical Education Committee

26.1 Membership

Chair

The Dean or designate

The Associate Dean, Rural

The Associate Dean, Interdisciplinary Programs

The Associate Dean, Postgraduate Medical Education and Training Programs

Assistant Dean, Undergraduate Medical Education

Assistant Dean, Continuing Professional Learning

Director, Northern Medical Services

Family Medicine Residency Training Program Director

Residency Training Coordinators from the Rural Family Medicine Program

Two Regional representatives, one each from Prince Albert and Swift Current

One Northern Site Family Medicine Teaching Coordinator from Keewatin Yatthe, Mamawetan Churchill River, or Athabasca

Two rural family physicians, one from Prairie North, Prince Albert, Parkland, Kelsey Trail, Heartland or Saskatoon, and one from Cypress, Five Hills, Sun Country, Sunrise or Regina Qu'Appelle

Family Medicine Undergraduate Director

Rural Regional Family Medicine Director

A representative from the Community Faculty Engagement Committee

Two undergraduate medical students, one with an interest in Family Medicine and the other with an interest in a generalist specialty program

One postgraduate medical student from Family Medicine Rural Program

A representative from the Committee on Rural and Regional Practice of the Saskatchewan Medical Association

A representative from the College of Physicians & Surgeons

Administrative support and resource personnel

Evaluation and research personnel

Information Technology/Distance Education personnel

26.2. Terms of Reference

- 26.2.1 To strengthen and enhance the relationships between rural/regional communities and urban tertiary teaching institutions.
- 26.2.2 To coordinate and communicate between the Saskatoon campus and the satellite, rural and distributed medical education sites in Saskatchewan.
- 26.2.3 To develop the rural undergraduate medical education curriculum (through research and study of existing programs) for presentation to the Curriculum Committee.
- 26.2.4 To make recommendations and report to the Medical Education Steering Committee and the Curriculum Committee.
- 26.2.5 To develop a work plan to implement the undergraduate rural medical education program in Saskatchewan.
- 26.2.6 To manage implementation of policies developed by the Rural and Northern Medical Education Committee.
- 26.2.7 To facilitate delivery of the curriculum in the rural environment.
- 26.2.8 To develop evaluation tools to assess the program.
- 26.2.9 To observe the impact on the urban undergraduate training stream.
- 26.2.10 To further develop distance education strategies, technology and capacity in undergraduate medical education.
- 26.2.11 To develop new rural academic medical career paths for present rural physicians.

27. Social Accountability Committee

27.1 Membership

Chair

The Dean or designate

Coordinator of Social Accountability

One to three faculty members (university and/or community faculty)

Two to four student members

One to three resident members

One to three Administrative members

Additional members-at-large representing specific subcommittees such as Aboriginal Health, Internationalization, Immigration, Eco-health, and others

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 and the implementation of curriculum designed to educate undergraduate, graduate, and postgraduate students and continuing professional learners about priority health needs and the professional responsibility to help address these needs.

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

27.2.4. To support 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.

28. Undergraduate Education Committee

28.1. Membership

The Dean or designate

The Assistant Dean, Undergraduate Medical Education (chair)

The Chair, Phase "A"

The Chair, Phase "B"

The Chair, Phase "C"

The Chair, Phase "D"

The Director, Admissions and Student Affairs

Four faculty members of the College, at least one of whom is from Regina

Undergraduate medical students as follows:

the Vice President Academic, Student Medical Society

one student from Year I for a 2 year term

one student from Year III for a 2 year term

One representative from the College of Dentistry

Administrative Support and Resource Personnel:

the Director of Educational Support and Development

the Administrative Coordinator, Undergraduate Medical Education

28.2. Terms of Reference

28.2.1. To approve, on behalf of Council, the dates of the academic year.

28.2.2. To recommend student promotions, supplementary examinations, and students for degrees. Unless otherwise directed by Council, the committee may make such recommendations directly to the University Council on behalf of Council.

28.2.2.1. A student may, in anticipation of an unfavorable recommendation from the Undergraduate Education Committee concerning his/her promotion or graduation, present to the Undergraduate Education Committee any information the student deems relevant to such a decision, either in person, in writing, or both. The student shall notify the chair of the Undergraduate Education Committee of such intention at least twenty-four (24) hours in advance of the meeting scheduled to deal with the matter. Exercise of this right shall not prejudice the students' right of subsequent appeal to the Academic Appeals Committee, should this become necessary.

28.2.3. To award scholarships.

28.2.4. After acceptance into the College, to evaluate and approve or deny applications from students for advanced standing.

28.2.5. To decide on applications for reinstatement from students who have discontinued their study of medicine in the College for whatever reason.

28.2.6. To recognize outstanding contributions by individual teachers to the educational program of the College by forwarding recommendations to department heads for their consideration in respect to merit increments and promotion.

29. Undergraduate Basic Sciences Program Committee

29.1. Membership

The Dean or designate

The Associate Dean, Biomedical Sciences and Graduate Studies

The Associate Dean, Research

One member from each of the five basic science departments (Anatomy and Cell Biology, Biochemistry, Microbiology and Immunology, Pharmacology, and Physiology)

Resource Personnel and Administrative Support as required

29.2 Terms of Reference

- 29.2.1 To coordinate and recommend course offerings in the basic medical science disciplines administered outside the College, following the approval of the Budget, Planning and Priorities Committee, of any new courses with financial implications for the College.
- 29.2.2 To make recommendations to Council regarding other matters relating to the basic science programs.

PART V

Non-Council College Committees with Council Participation

30. Award Nomination Committee

- 30.1. Membership
The Dean or designate
The Associate Dean, Regina
The Associate Dean, Faculty Affairs
Associate Dean, Medical Education
Associate Dean, Research
Associate Dean, Physical Therapy and Rehabilitation Sciences
Associate Dean, Biomedical Sciences and Graduate Studies
Two faculty members of the College
Administrative Coordinator for Faculty Affairs
Communications Officer

For this committee, quorum is 2/3 of members (including the chair)

- 30.2. Term of Office
Determined by position

- 30.3. Terms of Reference
The Committee considers all matters related to the nomination of faculty for awards including those of provincial, national and international scope. Awards considered should reflect the strategic direction and long-term goals of the College and the University. These would include:
- 30.3.1. the development and maintenance of policies and procedures for award nomination by all departments and units in College.
 - 30.3.2. the development and maintenance of strategies, policies and procedures for communication with and engagement of College and University faculty and staff community about award activity.
 - 30.3.3. the recommendation of these policies and procedures to Council.

31. College Review Committee

- 31.1. Membership
The Dean or designate
The Associate Dean, Faculty Affairs

A minimum of six and a maximum of nine faculty members of the College in the approximate ratio of:

three professors

three associate professors

three assistant professors

All faculty members must have tenure or permanent status

31.2. Term of Office

Faculty members will serve for a single three year term.

31.3. Terms of Reference

Terms of reference are identified in the Collective Agreement with the University of Saskatchewan Faculty Association.

32. Community Faculty Review Committee

32.1. Membership

The Dean or designate

The Associate Dean, Faculty Affairs

Eight faculty members (four university faculty and four community faculty).

The distribution of these members should *approximate* a desired ratio of:

three professors

three associate professors

two assistant professors

The quorum would be 2/3 of members (including the chair)

32.2. Term of Office

Faculty members will serve for a single three year term.

32.3. Terms of Reference

The Committee is to consider all matters related to the appointment and promotion of community faculty in the College. These would include:

32.3.1. development and maintenance of policies and procedures for appointment of community faculty;

32.3.2. development and maintenance of policies and procedures for promotion of community faculty;

32.3.3. development and maintenance of policies and procedures for termination of community faculty;

32.3.4. development and maintenance of policies and procedures for reimbursement of community faculty; and

32.3.5. to serve as the Promotion Committee for community faculty.

The Committee makes recommendations regarding policies and procedures to Council. These would include appeal mechanisms.

The Committee makes recommendations regarding promotion directly to the Dean and, through the Dean, to the Academic Vice President of the University.

33. Fundraising Advisory Committee (Committee of the Dean)

33.1. Membership

The Dean (chair)

The Associate Dean, Regina, or designate

The Associate Dean, Faculty Affairs

The Associate Dean, Medical Education

The Associate Dean, Research

The Associate Dean, Interdisciplinary Programs

The Associate Dean, Biomedical Sciences and Graduate Studies

The Development Officer

The Alumni/Communications Officer

The quorum would be 2/3 of members (including the chair)

33.2. Term of Office

Determined by position

33.3. Terms of Reference

The Committee considers all matters related to the growth, stewardship, and administration of trust funds and donations in general in the College. These would include:

33.3.1. development and maintenance of policies and procedures for stewardship of trust funds and donations by all departments and units in College;

33.3.2. development and maintenance of strategies, policies and procedures (based on emerging best practices) for significant expansion of trust funds;

- 33.3.3. development and maintenance of policies and procedures around acceptance of gifts from the corporate sector; and
- 33.3.4. development and maintenance of strategies, policies and procedures for communication with and engagement of College and University community about fundraising.

The Committee makes recommendations regarding policies and procedures to Council.

34. Gender and Equity Committee (Committee of the Dean)

34.1. Membership

Chair

The Dean or designate

Two clinicians, tenure track or continuing status

One clinician, continuing status

Two basic scientists, tenure track

One university faculty representative from the School

One part-time faculty representative

One A.S.P.A. representative

One C.U.P.E. representative

One undergraduate medical student

One physical therapy student

One postgraduate medical student

One graduate student

34.2. Terms of Reference

32.2.1 To address gender and equity issues in the College.

32.2.2 To assist in making the College attractive and competitive for all designated groups.

32.2.3 To recommend policy changes to ensure that these goals are met.

32.2.4 To make liaison with other College committees where appropriate.