

Senior Executive Committee Terms of Reference

Purpose

This committee exists to provide advice to the Dean on key areas of business: education, research and social accountability. In addition, this committee will provide advice on use of resources. This committee also provides advice on university, provincial, national and international issues that have an impact on the Faculty of Medicine. The Senior Executive Committee (SEC) is a decision-making committee.

Relationship to Senior Management Committee

The Senior Executive Committee is the executive committee of the Senior Management Committee.

Membership

Dean (Chair)
Vice Dean, Education and Faculty Affairs
Vice Dean, Research and Graduate Studies
Representative of the Education Deans, 3 year renewable
Associate Dean, Division of BioMedical Sciences
Associate Dean, Division of Community Health and Humanities
Representative of the Clinical Chairs, 3 years renewable
Chief Operating Officer
Manager, Academic Affairs
Policy Coordinator (recording secretary)

Responsibilities of the Committee

1. Provide advice on education, research and social accountability initiatives.
2. Provide advice on the best utilization of resources including human resources, faculty resources, information technology and other aspects of infrastructure.
3. Discuss university, provincial, national and international issues which may have an impact on the Faculty of Medicine.
4. Discuss and advise on the implementation of the Faculty of Medicine strategic plan "Destination Excellence".
5. Discuss budget and budget priorities.
6. Approve Faculty of Medicine policies and procedures.
7. Discuss other topics as requested by the Dean.



Faculty of Medicine

Meetings

1. The Chair of the Senior Executive Committee will be the Dean. In the absence of the Dean, a Vice Dean will chair the meeting.
2. Dates and times of the meetings to be scheduled no later than September of the current academic year.
3. The SEC will meet monthly between September and June inclusive or at the call of the Chair.
4. The Dean will develop the agenda and circulate within one week of the meeting.
5. The Senior Executive Committee members to approve/add to agenda at the beginning of each meeting.

Approved: May 6, 2022