

MEMORIAL UNIVERSITY OF NEWFOUNDLAND

BY-LAWS OF FACULTY COUNCIL  
FACULTY OF MEDICINE

2021

## FACULTY OF MEDICINE

### BY-LAWS OF FACULTY COUNCIL

#### Preamble

The Faculty of Medicine's measures of governance includes our Faculty Council, which is representative of all faculty, students, and some staff. Faculty Council's authority is derived from the Board of Regents as recommended by the University Senate. The function of the Faculty Council is to approve, for recommendation to the Senate, all regulations, courses and programs of study in the Faculty of Medicine, and to discuss and take action upon academic matters affecting the Faculty.

#### Definitions

Dean	Dean of Medicine
Faculty	Academic Staff Members as defined in the MUNFA Collective Agreement, and Clinical Faculty
MD	Medical Doctor
MUNFA	Memorial University of Newfoundland Faculty Association
OPED	Office of Professional and Educational Development
PGME	Postgraduate Medical Education
Senior Administrative Staff	Staff from the Faculty of Medicine including but not limited to: Manager of Academic Affairs, Dean's office support, Senior Communications Advisor, Senior Development Officer, Policy Analyst
UGME	Undergraduate Medical Education
University	Memorial University of Newfoundland

#### Faculty Council

##### 1.0 Membership of Faculty Council is comprised of:

- 1.1 all full-time and part-time faculty members of the Faculty of Medicine;
- 1.2 all faculty holding joint or cross appointments with the Faculty of Medicine;
- 1.3 one (1) elected student representative from the student organizations for each student body (UGME (MD), PGME, and Graduate Studies) within the Faculty of Medicine;

- 1.4 President or delegate;
- 1.5 Provost and Vice-President (Academic) or delegate;
- 1.6 Registrar or delegate;
- 1.7 delegates and representatives from other faculties and divisions that are appointed by Faculty Council, Faculty of Medicine; and
- 1.8 senior administrative Staff including the Chief Operating Officer or other members of the University community by invitation from the Dean.

## **2.0 Chair**

- 2.1 The Chair of Faculty Council shall be the Dean of Medicine or delegate.

## **3.0 Voting members**

- 3.1 all full-time faculty of the Faculty of Medicine
- 3.2 one (1) part-time faculty representative elected from each clinical discipline
- 3.3 faculty holding joint or cross appointments with the Faculty of Medicine
- 3.4 elected student representatives as defined in 1.3.

All other members (see Section 1.0) are Non-Voting.

## **4.0 Function of Faculty Council shall be:**

- 4.1 to discuss and take action on academic matters affecting the Faculty of Medicine;
- 4.2 to consider and determine all courses of study and all matters relating to courses of study for the education programs of the Faculty of Medicine with referral for approval to the appropriate university body;
- 4.3 to discuss and where necessary approve recommendations of the committees;
- 4.4 to discuss and take action upon matters relating to the accreditation of programs, offices and centres associated with the Faculty of Medicine;
- 4.5 to receive and review reports and updates from committees as defined in 5.0;
- 4.6 to receive the candidate list for the Doctor of Medicine degree from the student promotions committee;
- 4.7 to receive items of information from within the Faculty of Medicine, the University, and other pertinent groups; and

4.8 to review Faculty Council by-laws every five (5) years.

## **5.0 Committees**

5.1 The committees of Faculty Council shall be:

5.1.1 Standing Committees, which may include but are not limited to

5.1.1.1 Admissions;

5.1.1.2 Appeals;

5.1.1.3 Student Promotions;

5.1.1.4 Principal education committees of UGME (MD), PGME, Graduate Studies, OPED.

5.1.2 Special Committees motioned and approved by Faculty Council.

5.2 Membership, mandate, and authority of all committees is in accordance with each committee's terms of reference.

## **6.0 Operations**

6.1 Meetings

6.1.1 Faculty Council shall ordinarily meet once each month during the academic year, in person or virtually.

6.1.2 Quorum shall be comprised of twenty-five (25) members (see **3.0**) present who are eligible to vote.

6.1.3 Extraordinary meetings may, upon appropriate notification, be called by the Chair and may also be called following petition by faculty from the Faculty of Medicine to the Chair.

6.1.3.1 Appropriate notification is defined as not less than fourteen (14) days prior to the meeting.

6.1.3.2 Petition for an extraordinary meeting must contain signatures from a minimum of twenty-five (25) voting members.

6.2 Agenda

6.2.1 Agenda items must normally be received by the Dean's office seven (7) days before the regularly constituted meeting of Faculty Council.

6.2.2 Items for the agenda may be brought forward to the Chair by any member of the Faculty of Medicine, as per the timeline in 6.2.1.

### 6.3 Motions

6.3.1 Notice of motion shall be provided to members not less than fourteen (14) days prior to the duly constituted meeting at which it will be considered. Notice may be provided at a previous regular meeting or by electronic distribution to the membership.

6.3.1.1 In the event of proposed changes to the Constitution, notice in writing shall be circulated not less than thirty (30) days before the Faculty Council meeting.

6.3.2 A motion will normally be voted on at a regularly constituted meeting of Faculty Council.

6.3.3 A simple majority of voting members present is required to pass all motions (including those done by electronic vote), except for changes in the Faculty of Medicine Constitution and By-laws, which require a two-thirds majority of voting members present at a regularly constituted meeting.

6.3.4 Notwithstanding 6.3.2, and at the discretion of the Chair, motions may be circulated by email for electronic vote.

6.3.4.1 As per 6.1.2, electronic voting requires at least twenty-five (25) votes, which must be received within fourteen (14) days of notification of an electronic vote.

### 6.4 Records

6.4.1 Notices of motions, motions, and minutes will be recorded by the Office of the Dean and circulated prior to the next regular meeting of Faculty Council, in accordance with Clause 6.3.1.

6.4.2 All minutes will be available on the website of the Faculty of Medicine.

### 6.5 Rules of Order

Where not otherwise specified, *Robert's Rules of Order* will be observed.