

MEMORIAL UNIVERSITY OF NEWFOUNDLAND

**BY-LAWS OF FACULTY COUNCIL
FACULTY OF MEDICINE**

2017

FACULTY OF MEDICINE
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Definitions:

Dean	Dean of Medicine
faculty	MUNFA faculty, clinical faculty, and Librarians
MD	Medical Doctor
MUNFA	Memorial University of Newfoundland Faculty Association
OPD	Office of Professional 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 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

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 the annual report from the Student Promotions Committee indicating the candidates for the degree of Doctor of Medicine;

4.6 to receive items of information from within the Faculty of Medicine, the University, and other pertinent groups; and;

4.7 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 Principle education committees of UGME (MD), PGME, Graduate

Studies, OPD.

5.1.2 Ad Hoc Committees as recommended by Faculty Council and appointed by the Chair, 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 The Faculty Council shall ordinarily meet once each month during the academic year.

6.1.2 Quorum shall be comprised of twenty-five (25) voting members (see 3.0) present.

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 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.

6.3 Motions

6.3.1 A notice of all motions must have been given at a previous meeting of Faculty Council or circulated to its members not less than fourteen (14) days prior to the meeting at which it will be presented.

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.

6.3.2.1 Electronic voting shall be permitted, at the discretion of the Chair.

6.3.2.1.1 At least twenty-five (25) votes must be received within fourteen (14) days of notification of an electronic vote.

6.3.3 A simple majority 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 at a regularly constituted meeting.

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 Faculty Affairs web site of the Faculty of Medicine.

6.5 Rules of Order

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