



UNIVERSITY OF TORONTO
FACULTY OF DENTISTRY

FACULTY COUNCIL

Meeting of March 6, 2017

5:15 p.m.
Room 170

A G E N D A

SPECIAL MEETING OF FACULTY COUNCIL TO DISCUSS PROPOSED REVISIONS TO THE FACULTY OF DENTISTRY CONSTITUTION AND BY-LAWS

RECOMMENDATION:

The Constitution and Nominations Committee recommends that the proposed revised drafts of the Constitution and By-Laws be discussed by Faculty Council.

Attachments:

- Current Faculty of Dentistry Constitution
- Current Faculty of Dentistry By-Laws
- Draft revision of Faculty of Dentistry Constitution
- Draft revision of Faculty of Dentistry By-Laws
- Summary of key changes

NEXT MEETING: March 30, 2017

Regrets to: Cathie Thompson, Executive Assistant, Office of the Dean
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**UNIVERSITY OF TORONTO
THE FACULTY OF DENTISTRY
CONSTITUTION**

March 29, 2012

I.	Derivation of Authority from the U of T Act
	The Council of the Faculty of Dentistry exercises its powers and duties under the provisions of the <i>University of Toronto Act, 1971</i> , as amended.
II.	Definitions
	In this Constitution and the accompanying By-laws:
II-1	“Faculty” means the Faculty of Dentistry and “Council” means the properly composed Council of the Faculty of Dentistry of the University of Toronto.
II-2	“Teaching Staff” means a member of the Faculty of Dentistry who holds an academic appointment of 50% or more in the Faculty of Dentistry and who holds the rank of Professor, Associate Professor, Assistant Professor, Assistant Professor (conditional), Senior Lecturer, Lecturer, Senior Tutor, or Tutor.
II-3	“Other Academic Appointments” means a current University employee whose primary appointment is academic and outside the Faculty of Dentistry and who directs an Undergraduate Dental course, or who is an Associate in Dentistry.
II-4	“External Stakeholder” means a representative of the Royal College of Dental Surgeons of Ontario.
II-5	“Administrative Staff” means an appointed staff member of the Faculty of Dentistry who is not a member of the teaching staff and who holds an appointment of 50% or more.
II-6	“Undergraduate Student” means any student registered in a program of study leading to a degree, post-secondary diploma, or certificate in the Faculty of Dentistry who is not registered in the School of Graduate Studies.
II-7	“Graduate Student” means any student registered in the School of Graduate Studies in a program of study leading to a degree, post-

	secondary diploma, or certificate in the Faculty of Dentistry.
II-8	“Alumni” means anyone who has received a degree, post-secondary diploma, or certificate from the Faculty, or who has completed one year of full-time studies or equivalent while registered in the Faculty, who is no longer registered as a student and who is not a member of the teaching or administrative staff of the University.
III.	Council’s General Powers and Duties
	Subject to the provisions of the <i>University of Toronto Act, 1971</i> , as amended, and the approval, as required or as appropriate, of the Governing Council of the University, Council shall have the following powers and duties.
III-1	Council shall determine its composition, and the number, composition and authority of its committees.
III-2 <i>Academic policies</i>	Council recommends for approval to the appropriate body of Governing Council amendments to divisional academic policies. Academic policy sets out the principles for, the general directions of, and/or priorities for the teaching and research activities of the Faculty.
III-3 <i>Advisory role</i>	Council plays an advisory role, tendering advice to the divisional administration.

IV.	Council’s Specific Powers and Duties
	The specific powers and duties of Council are the following:
IV-1 <i>Determine its rules and regulations</i>	Council shall determine the rules and regulations for governing its procedures and its decisions shall be made by resolutions passed at its meetings.
IV-2 <i>By-Laws</i>	Council shall pass by-laws regulating the exercise of its powers, the calling and conduct of its meetings, and the method of appointment or election of its members.

<p>IV-3 <i>Establish committees</i></p>	<p>Council shall have the power to establish, alter, or disband its committees as deemed necessary and to determine their composition, authority, quorum, and method of appointment of their members and chairs. Council has authority over recommendations brought forward by such committees, be that in its decision-making capacity or in its advisory role.</p>
<p>IV-4 <i>Admissions</i></p>	<p>Council shall determine the standards of admission of students to the Faculty. New admissions policies and practices or amendments to existing ones which affect the whole Faculty are recommended to the appropriate body of Governing Council for approval.</p>
<p>IV-5 <i>Awards</i></p>	<p>Council shall award scholarships, bursaries, prizes and other awards in the gift of the Faculty and may delegate this responsibility to committees or officers of the Faculty.</p>
<p>IV-6 <i>Petitions and appeals</i></p>	<p>Council shall establish policies and procedures with respect to petitions and appeals by undergraduate students in connection with the application of academic rules and regulations by officers of the Faculty or by instructors in connection with academic standing in the Faculty. A Committee of Council shall make rulings on all such appeals and such rulings shall be final and binding, subject to an appeal to the Governing Council. Procedures for academic appeals by graduate students are determined by the School of Graduate Studies in accordance with the <i>Policy on Academic Appeals within Divisions</i>.</p>

<p>IV-7 <i>Academic programs</i></p>	<p>Council shall consider the content, quality, and requirements of the academic programs and courses of study that lead to degrees, diplomas, certificates, credit and non-credit courses over which the Faculty has authority; it shall consider proposals for the closure of any such programs or courses of study; and it shall monitor the quality and standards of the programs and courses of study.</p> <p>Council shall recommend for approval to the appropriate body of Governing Council proposals for new academic programs.</p> <p>Council shall have delegated authority to approve proposals for major and minor modifications to existing academic programs¹. All major modifications shall be reported annually for information to the appropriate body of Governing Council.</p> <p>Council shall have delegated authority to approve proposals for the modification of existing diploma and certificate programs, pursuant to the University's <i>Policy on Diploma and Certificate Programs</i>. An annual report on such actions as required by the <i>Policy</i> shall be provided for information to the appropriate body of Governing Council.</p>
<p>IV-8 <i>Delegation of authority</i></p>	<p>Subject to the provisions of the above, Council may delegate its authority for the approval of minor modifications to academic programs to various committees. All such changes shall be reported for information to Council. The decision of whether a matter is major or minor may be made by the Committee Chair in consultation with the Chair of Council, and/or the Dean or his/her designate, and/or the Vice-President and Provost or his/her designate.</p>
<p>IV-9 <i>Academic and Interdisciplinary units</i></p>	<p>Council shall consider and recommend for approval to the Governing Council proposals concerning academic units. Council shall also review and approve or recommend for approval to the Governing Council proposals concerning Extra-Departmental Units in the Faculty, pursuant to the <i>Policy on Interdisciplinary Education and Research Planning</i>.</p>
<p>IV-10 <i>Review of academic programs and units</i></p>	<p>Council may be one venue in which consideration and discussion of a review report of an academic program and/or unit may occur, consistent with the protocol outlined in the <i>University of Toronto Quality Assurance Process</i>.</p>

¹ Definitions of major modifications of existing programs, minor modifications, and new academic programs are provided in the *University of Toronto Quality Assurance Process* and are subject to change. Guidance from the Office of the Vice-Provost, Academic Programs, should be sought prior to the development of any such proposal.

<p>IV-11 <i>Transcript notations</i></p>	<p>Council shall have delegated authority to approve transcript notations within existing degree programs, in accordance with University policy. An annual report on such actions, as required by policy, shall be provided for information to the appropriate body of Governing Council.</p>
<p>V.</p>	<p>Powers, Duties and Responsibilities of the Dean</p>
<p>V-1</p>	<p>Council recognizes that the Dean exercises powers under the authority of the “<i>Policy on Appointment of Academic Administrators</i>” which states that “the Dean of the Faculty is the chief executive officer of the Faculty and reports directly to the Vice-President and Provost.”</p>
<p>V-2</p>	<p>While the Dean may delegate authority to other academic administrators in the Faculty, the Dean retains responsibility for the overall direction of the Faculty and, in particular, for authority over the budget and other financial matters, personnel matters, including appointments and promotions, and extra-Faculty relationships. In this respect, Council recognizes that the Dean has ultimate authority for the allocation and management of the Faculty’s resources.</p>
<p>V-3</p>	<p>The Dean shall consult with members of the Faculty on matters of policy and practice but is ultimately responsible for all administrative decisions that are within his/her jurisdiction and authority.</p>
<p>V-4</p>	<p>The Dean shall advise Council of the resource implications of proposed academic policies.</p>
<p>V-5</p>	<p>The Dean may consult with Council on administrative proposals that may have a significant impact on the academic programs of the Faculty.</p>

VI.	Membership of Council
VI-1 <i>elected/appointed members</i>	<p>Elected or appointed members (voting, unless otherwise noted):</p> <ul style="list-style-type: none"> i) All Teaching Staff as defined in II-2; ii) Other Academic Appointments; Current university employees whose primary appointment is academic and outside the Faculty of Dentistry and who direct an Undergraduate Dental course – all Associates in Dentistry - 10 iii) 4 Administrative Staff; iv) 17 Undergraduate Students; v) 4 Graduate Students; vi) 2 Alumni; vii) 2 External Stakeholders; viii) Directors/Chairs of collaborative programs - 2
VI-2 <i>ex-officio members</i>	<p>Ex-officio members (voting, unless otherwise noted)</p> <p>The President of the University, or designate The Vice-President and Provost, or designate The Dean of the School of Graduate Studies, or designate The Dean of the Faculty Vice Provost (Relations with Health Care Institutions), or designate The University Librarian, or designate Librarian of the Faculty Director of Clinics The Registrar of the Faculty The President of the Dental Students’ Society The President of the Graduate and Postgraduate Dental Students’ Society The President of the Dental Alumni Association The Assistant Dean (Administration) who serves as Secretary of the Faculty and is a non-voting member of Council.</p>
VII.	Term and Quorum of Council
VII-1	The term of office of members of Council and its Committees shall be from September 1 to August 31.
VII-2	The quorum for a meeting of Council shall be 20 voting members.

VIII.	Officers
VIII-1 <i>Chair Vice-Chair</i>	The Council normally shall elect at its final meeting of the year, by and from among its members for that year, a Chair and a Vice-Chair for the succeeding year.
VIII-2 <i>Presiding Officer</i>	The Chair shall preside at all meetings of Council. In the absence of the Chair, the Vice-Chair shall preside. In the absence of both the Chair and the Vice-Chair, the Dean or the Dean's nominee shall preside.
VIII-3 <i>Duties of the Chair</i>	At all meetings of the Council of the Faculty of Dentistry, the Chair shall in addition to his/her duties as a member of Council, maintain order and decorum and exercise such authority as may be necessary to conduct the meeting in conformity with the By-Laws of Council.
VIII-4 <i>Chair may take part in debate</i>	The Chair of the meeting may take part in a debate on any subject. The Vice-Chair, the Dean or the Dean's nominee will then preside over the meeting until the matter has been completed.
VIII-5 <i>Term of Chair and Vice-Chair</i>	The terms of the Chair and Vice-Chair are set at two years each and are each renewable once. The Chair shall be a non-voting member of Council.
VIII-6 <i>Secretary</i>	The Secretary of Council is also the Assistant Dean (Administration) of the Faculty of Dentistry. The Secretary shall be a non-voting <i>ex officio</i> member of Council.
IX.	Meetings
IX-1 <i>Regular meetings</i>	There shall normally be at least 5 regular meetings of Council in each academic year. Notice of each meeting, including a proposed agenda, shall be given to members at least one week in advance of the meeting.
IX-2 <i>Special Meeting</i>	A special meeting may be called by the Chair of the Council, the Dean of the Faculty, or upon the written request of 15 members of the Council, and shall be convened within 21 days to consider the matter(s) requiring the meeting. Notice of such a meeting shall be given at least one week prior to the meeting.

IX-3 <i>Voting</i>	Each voting member of Council has one vote on any question. Motions pass with a simple majority unless otherwise stated in the rules of procedure of the Council. In the case of a tie vote, the Chair may cast a deciding vote or redirect the question for further consideration.
IX-4	Meetings of Council shall be open to the public except when matters of a confidential nature may be discussed. The Faculty Council will then move <i>in camera</i> .
X.	By-Laws
X-1 <i>Procedures</i>	The procedures of Council will be set forth in the By-Laws of Council.
X-2 <i>Committees</i>	The composition, powers, duties, and procedures of Standing and Special Committees shall be set forth in the By-Laws of Council.
XI.	Parliamentary Authority
	The rules contained in the most recent edition of Bourinot's Rule of Order, shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with the By-Laws and any special rules of order the Council may adopt.
XII.	Amendment of the Constitution and By-Laws
XII-1 <i>Constitution</i>	The Constitution of the Council may only be amended with the approval of the Council and the appropriate body of the Governing Council of the University of Toronto. Voting shall take place at a regularly constituted meeting to which there has been four weeks' notice of the proposed amendment. An affirmative vote to amend the Constitution is required by two-thirds of the members of Council present and voting. Following approval of the recommended amendment by Council, the amendment is forwarded to the appropriate body of the Governing Council for approval.
XII-2 <i>By-Laws</i>	The By-Laws of the Council may amended at a regularly constituted meeting to which there has been four weeks' notice of the proposed amendment. An affirmative vote to amend the By-Laws is required by two-thirds of the members of Council present and voting.

Amended and approved by the Faculty Council of Dentistry on March 29, 1012 and approved by the Executive Committee of the Governing Council on May 7, 2012.

**THE FACULTY OF DENTISTRY
BY-LAWS OF COUNCIL**

March 29, 2012

I.	Rules of Procedure for the Election and Appointment of Members to Council
I-1.	Elections and appointments for all constituencies will be completed and reported to the Secretary of Council by the end of September of each year.
I-2. <i>Election/Appointment Procedures</i>	<p>Undergraduate student representatives will be nominated and elected by The Dental Students' Society by and from among the undergraduate students.</p> <p>Graduate student representatives will be nominated and elected by the Graduate and Postgraduate Students' Society by and from among the graduate students.</p> <p>Administrative staff representatives will be nominated and elected by and from among the administrative staff. The Assistant Dean (Administration) is responsible for the conduct of an election as required.</p> <p>Alumni representatives will be appointed by the Dental Alumni Association.</p> <p>Other Academic appointees who are Associates in Dentistry will be elected proportionally from each of the departments of Clinical Sciences and Biological and Diagnostic Sciences. The Associate Dean of each department will be responsible for the conduct of such elections.</p> <p>The names of external stakeholders from the Royal College of Dental Surgeons of Ontario will be provided to the Faculty Secretary by the President of the RCDSO.</p>
1.3 <i>Length of Terms</i>	The length of term for Associates in Dentistry and administrative staff representatives will be two years. The length of term for student members, alumni and Royal College of Dental Surgeons of Ontario representatives will be one year. Members may be acclaimed or elected to consecutive terms. Members may not serve more than two consecutive terms.
1.4 <i>Vacancies</i>	In the case of ineligibility, retirement, resignation or death of any elected member of Council, the person responsible for the conduct of the election in the member's constituency will name a <i>pro tem</i> representative for the remainder of the electoral year and a replacement will be elected for the next year.

1.5 <i>Alternates</i>	No Alternate is permitted to substitute for a member who is absent for a meeting of Council.
II.	Committees of Council
II.1. <i>Standing Committees</i>	<p>The Standing Committees of Council are:</p> <ul style="list-style-type: none"> Constitution and Nominations Committee Executive Committee Graduate and Postgraduate Committee Hospital Relations Committee Research Committee Undergraduate Admission Committee Undergraduate Appeals Committee Undergraduate Education Committee Undergraduate Grading Practices Committee
II.2. <i>Special Committees</i>	<p>From time to time Council may find it useful to establish Special Committees to consider particular issues. Special Committees are normally formed on the recommendation of the Executive Committee, when one or more of the following conditions exist:</p> <ul style="list-style-type: none"> a) An issue cannot be accommodated easily within a Standing Committee’s schedule – either intense scrutiny is required in a relatively short time or thorough examination of complex issues is necessary over a relatively long period of time; b) An issue does not fall readily under an existing Standing Committee; or c) There is need for the participation of experts not represented on the relevant committee. <p>A recommendation from the Executive Committee to establish a Special Committee shall include terms of reference, an outline of membership, the anticipated reporting date, and the proposed date of disestablishment.</p>
II.3.	General Procedures for Committees of Council
II.3.1	Rules and regulations that guide Council shall also apply to committees of Council, unless specified otherwise.
II.3.2.	Council shall elect members to all standing committees at its final meeting in

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	an academic year for the following year. Membership on a standing committee thus will extend for a period of one year from the beginning of the Fall term, except for the student members of the Undergraduate Grading Practices Committee, whose membership will extend from June 1 to May 31 each year. The Chair of each standing committee shall also be elected at the final meeting of Council.
II.3.3.	The term of membership of all Standing Committees shall be a maximum of 5 consecutive years unless otherwise stated.
II.3.4.	Council may fill vacancies on standing committees at any of its regular meetings.
II.3.5.	Standing committees shall be empowered to form subcommittees, co-opt additional non-voting members and to liaise with other committees as necessary.
II.3.6.	In the absence of the Chair, one of the other members shall be elected by the members present to preside at the specific meeting, except where otherwise provided.
II.3.7.	The rules of debate in Council shall be observed in standing committees except that: <ul style="list-style-type: none"> • No motion shall require to be seconded. • Members may remain seated while speaking. • The number of times a member may speak shall not be limited.
II.3.8.	The Chairs of all Standing Committees who are not otherwise members of Council shall become <i>ex officio</i> , voting members of Council.
II.3.9.	The Dean and the Assistant Dean (Administration) are, <i>ex officio</i> , members of all Standing Committees except the Undergraduate Appeals Committee.
II.3.10.	All members of all committees, including <i>ex officio</i> members, have voting privileges.
II.3.11.	All Standing Committees shall report to Council on their deliberations, recommendations, and decisions.

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II.3.12.	Records of all Standing Committees shall be maintained by the Faculty Secretary.
II.3.13.	Each Standing Committee shall meet at the call of its Chair.
II.3.14.	A simple majority of members constituting any standing committee shall constitute a quorum for committees.
II.3.15.	Members of standing committees who are unable to attend a meeting are not permitted to send an alternate except as noted in II.3.16.
II.3.16.	Certain standing committees include student members. For each such standing committee, except the Undergraduate Appeals Committee, the appropriate student society may nominate one alternate who may attend meetings, with full membership privileges, when one or more of the regular student members are absent.
II.3.17	All Committees meet in closed session unless stated otherwise.

II.4.	Constitution and Nominations Committee
II.4.1.	<p><u>Membership</u></p> <p>Council shall approve the membership of the Constitution and Nominations Committee composed of the following:</p> <p>4 Teaching Staff members of Council</p> <p><i>Ex-officio</i> members:</p> <p>The Dean (Chair) The Assistant Dean (Administration)</p>
II.4.2.	<p><u>Function</u></p> <p>To nominate members for all standing committees of Council, a chair and a vice-chair for Council and chairs for all standing committees where appropriate, in accordance with the rules and regulations of the Faculty.</p>
	<p>To prepare rules and regulations governing Council, the standing committees of Council and all associate subcommittees and ad hoc committees, and to recommend revision whenever necessary to these rules and regulations.</p>
	<p>To consider recommendations received from other standing committees regarding rules and regulations.</p>
	<p>To report to Council its nominations for the following year, normally at the final meeting of Council in an academic year but at such other times as special circumstances may dictate.</p>
	<p>To review and advise Council on all proposed Constitution and By-Law changes, whether these be brought to Council or initiated by Council.</p>
	<p>At periodic intervals of not more than five years, to establish a review of the Constitution and By-Laws and recommend to Council any changes deemed appropriate.</p>
	<p>To report to Council on its deliberations, recommendations, and decisions.</p>

II.5.	Executive Committee
II.5.1.	<p><u>Membership</u></p> <p>Council shall approve the membership of the Executive Committee composed of the following:</p> <p>2 Heads of Academic Disciplines, one from each of the two departments, elected by the Discipline Heads Subcommittee.</p> <p>1 Undergraduate Student appointed by the Dental Students' Society</p> <p>1 Graduate Student appointed by the Graduate and Postgraduate Dental Students' Society.</p> <p><i>Ex- officio</i> members: The Dean (Chair) The Associate Dean, Biological and Diagnostics Sciences The Associate Dean, Clinical Sciences The Associate Dean, Graduate and Postgraduate Studies The Associate Dean, Research The Assistant Dean (Administration) The Director of Clinics</p> <p>Note: The term of office of elected members shall not exceed 2 consecutive years.</p>
II.5.2.	<p><u>Function</u></p> <p>To develop recommendations to Council pertaining to the governance, direction and management of the Faculty and the affairs and business thereof.</p>
	<p>During the summer months (i.e. following the last meeting of Council of one academic year and until the first meeting in the subsequent academic year), to have authority to make decisions on behalf of Council on matters of urgency which do not permit their deferral until the next regular meeting of Council.</p>
	<p>To act with respect to matters of academic continuity in the event of disruption, as outlined in University policy, providing such action shall be reported to Council at its next meeting.</p>
	<p>To strike a Discipline Heads Subcommittee co-chaired by the Associate Deans of Clinical Sciences and Biological and Diagnostic Sciences to ensure input and flow of information between the discipline heads, the senior administration and Faculty Council.</p>

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	To receive written reports annually from the Director of Continuing Education, the Director of Advancement and the Librarian of the Faculty.
	To report to Council on its deliberations, recommendations, and decisions.

II.6.	Graduate and Postgraduate Committee
II.6.1.	<p><u>Membership</u></p> <p>Council shall approve the membership of the Graduate and Postgraduate Committee composed of the following:</p> <p>Chair: Associate Dean, Graduate and Postgraduate Studies</p> <p>4 Teaching Staff members of Council, one of whom is also a member the Graduate Department of Dentistry, 2 of whom are directors of specialty programs or their designates, and one of whom is a Chief of Dentistry at an affiliated teaching hospital with a dental internship program</p> <p>1 Teaching Staff member of a graduate Department other than Dentistry</p> <p>2 Graduate Students elected by the Graduate and Postgraduate Dental Students' Society, at least one of whom should be in a specialty program</p> <p>1 resident from one of the hospital dental residencies.</p> <p><i>Ex- officio</i> members: The Dean The Associate Dean, Research The Coordinator of the Graduate Department of Dentistry The Assistant Dean (Administration) The Faculty Registrar</p> <p>Note: The term of office of elected members shall not exceed 3 consecutive years.</p>
II.6.2.	<u>Function</u>
	(It is recognized that all the programs under the jurisdiction of this Committee, where applicable, are subject to the direction of external professional accreditation bodies.)
	To receive on behalf of Council reports once every 3 years from each graduate specialty program outlining the extent to which the goals and objectives are being met in the delivery of the courses of study, the program content, the grading and evaluation system, and the requirements for graduation.
	To be responsible for the educational content of the postgraduate programs for dental interns.

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	To ensure the implementation of the requirements of the graduate programs in dental specialties within the Faculty.
	To make recommendations to Council on all matters of graduate curriculum policy.
	To review and recommend to Council for approval, subject to the approval of the appropriate body of Governing Council, proposals for new graduate academic programs, proposals for the closure of any graduate academic programs, and proposals for major modifications to existing graduate academic programs ¹ .
	To review and approve, on behalf of Council, proposals for minor modifications to graduate academic programs. All such approvals shall be reported for information to Council.
	To deal with requests to donate, amend or withdraw graduate scholarships and other awards in accordance with current University procedure.
	To be responsible for the implementation of the regulations of the School of Graduate Studies within this Faculty.
	To give advice and recommend policies on graduate educational matters.
	To report to Council on its deliberations, recommendations, and decisions.

¹ Definitions of major modifications of existing programs, minor modifications, and new academic programs are provided in the University of Toronto Quality Assurance Process and are subject to change. Guidance from the Office of the Vice-Provost, Academic Programs, should be sought prior to the development of any such proposal.

II.7.	Hospital Relations Committee
II.7.1.	<p><u>Membership</u></p> <p>Council shall approve the membership of the Hospital Relations Committee composed of the following:</p> <p>Chair: Elected by the Committee and from the Dentists-in-Chief of the six fully-affiliated University of Toronto teaching hospitals listed below.</p> <p>1 representative elected by and from the residents in Oral and Maxillofacial Surgery (OMFS) and Oral Pathology and Oral Medicine (OP/OM)</p> <p>1 representative elected by and from the dental residents in the University of Toronto teaching hospitals</p> <p>1 representative elected by and from the DDS 4 students.</p> <p><i>Ex-officio</i> members:</p> <p>The Dean The Associate Dean Graduate/Postgraduate Studies The Assistant Dean (Administration) The Dentists-in-Chief of the six fully affiliated University of Toronto teaching hospitals:</p> <ul style="list-style-type: none"> (a) Sunnybrook Health Science Centre (b) Holland Bloorview Children’s Rehabilitation Hospital (c) Princess Margaret Hospital (University Health Network) (d) Hospital for Sick Children (e) Mount Sinai Hospital (f) Toronto Rehabilitation Institute <p>The Director of Clinics The Faculty Registrar The Directors of the graduate programs in OMFS and OP/OM The Course Director of the hospital dental residents’ seminar program</p>
II.7.2.	<p><u>Function</u></p> <p>To give advice and recommend policies on academic matters related to the teaching hospitals.</p>
	<p>To monitor, on behalf of the Faculty, the Joint University/Hospital Agreements and make recommendations for the Faculty as necessary.</p>

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	To advise other committees of the Faculty concerning Faculty programs in hospital dentistry.
	To oversee hospital rotations for dental students and any Faculty programs in the teaching hospitals.
	To seek out and consider educational innovations taking place in other dental and health science institutions.
	To report to Council on its deliberations, recommendations, and decisions.

II.8.	Research Committee
II.8.1.	<p><u>Membership</u></p> <p>Council shall approve the membership of the Research Committee composed of the following:</p> <p>Chair: Associate Dean, Research or Research Coordinator</p> <p>3 Teaching Staff involved in research, at least one of whom is involved in clinical research using human subjects</p> <p>1 Graduate Student nominated by the Graduate and Postgraduate Dental Students' Society</p> <p><i>Ex-officio</i> members:</p> <p>The Dean The Assistant Dean (Administration) The Research Coordinator</p> <p>Note: The term of office of the 3 Teaching Staff shall not exceed 3 consecutive years and the term of office of the student representative shall not exceed 1 year.</p>
II.8.2.	<p><u>Function</u></p> <p>To advise the Dean and Council upon matters relative to research.</p>
	<p>To consider and recommend to Council policies concerning research in the Faculty.</p>
	<p>To advise on the disposition of the Faculty's general research funds and monies.</p>
	<p>To review internal grant applications for scientific merit and/or funding from monies available to this Committee.</p>
	<p>To make recommendations concerning the management of and policies for the Faculty's animal care facilities.</p>
	<p>To make recommendations concerning the management of and policies for the Faculty's Clinical Sciences Unit, i.e. the Research Clinic.</p>

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	To advise concerning the Summer Student Research Program.
	To report to Council its deliberations, recommendations, and decisions.

II.9.	Undergraduate Admissions Committee
II.9.1.	<p><u>Membership</u></p> <p>Council shall approve the membership of the Undergraduate Admissions Committee composed of the following:</p> <p>Chair: Faculty member appointed by the Dean</p> <p>5 Teaching Staff</p> <p>1 Student Member appointed by the Dental Students’ Society</p> <p>1 Alumni Representative appointed by the Dental Alumni Association</p> <p>1 Representative of the Royal College of Dental Surgeons of Ontario</p> <p>1 Member of the Public appointed by the Dean</p> <p><i>Ex-officio</i> members:</p> <p>The Dean or designate The Assistant Dean (Administration) The Faculty Registrar The University Registrar and Director of Admissions and Awards or designate</p>
II.9.2.	<u>Function</u>
	To review admission requirements and make recommendations to Council for changes.
	To consider the performance of the Faculty’s undergraduate students in relation to the admission requirements and make recommendations accordingly.
	To report to Council concerning the selection and admission of applicants to the undergraduate programs.
	To report to Council its deliberations, recommendations, and decisions.

II.10.	Undergraduate Appeals Committee
II.10.1.	<p><u>Membership</u></p> <p>Council shall approve the membership of the Undergraduate Appeals Committee composed of the following:</p> <p>Chair: Appointed by Council or interim Chair appointed by the Dean</p> <p>The composition of an Appeals Committee shall be 5 persons including the Chair. There shall be at least 2 members of the teaching staff and at least 2 students - undergraduate or graduate. Three of the 5 shall be members of Council.</p> <p>Since appeals are normally heard in the Summer months, Council authorises the Faculty Registrar to establish Appeals Committees as necessary. The Chair will ensure that none of the members has a conflict of interest in the particular case. The membership of the Appeals Committee may be different for each appeal.</p>
II.10.2.	<u>Function</u>
	To hear appeals on academic matters of undergraduate student of the Faculty against decisions of an instructor or officer of the Faculty or a Standing Committee of Council and to make rulings on such appeals that are binding and final, subject to an appeal to the Governing Council.
	To report its decisions in writing to the persons involved.
	To advise of a further right of appeal to the Academic Appeals Committee of the Academic Board of Governing Council.
	To develop recommendations to Council on appeals procedures and all matters related to them.
	To report to the Council annually on its decisions.
II.10.3.	<u>Procedures</u>
	The Committee shall meet <i>in camera</i> .
	<p>In hearing appeals the Committee may:</p> <p style="text-align: center;">Uphold an appeal in whole or in part;</p>

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	Reject an appeal; or Refer the case back to the body concerned.
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II.11.	Undergraduate Education Committee
II.11.1.	<p><u>Membership</u></p> <p>Council shall approve the membership of the Undergraduate Education Committee composed of the following:</p> <p>Chair: selected from the 3 Teaching Staff referred to below</p> <p>3 Teaching Staff, one of whom shall be a Chief of Dentistry at an affiliated teaching hospital.</p> <p>4 Undergraduate Student members elected by the Dental Students' Society with one member from each of the 4 DDS years</p> <p>1 Representative of the Royal College of Dental Surgeons of Ontario</p> <p><i>Ex-officio</i> members:</p> <p>The Dean The Associate Dean, Biological and Diagnostic Sciences The Associate Dean, Clinical Sciences The Assistant Dean (Administration) The Director of Clinics The Director of the Comprehensive Care Program The Faculty Registrar The Interprofessional Education Committee Representative</p>
II.11.2.	<p><u>Function</u></p> <p>(It is recognized that all the programs under the jurisdiction of this Committee, where applicable, are subject to the direction of external professional accreditation bodies.)</p>
	<p>To make recommendations to Council on all matters of undergraduate curriculum policy.</p>
	<p>To review and recommend to Council for approval, subject to the approval of the appropriate body of Governing Council, proposals for new academic programs, proposals for the closure of any academic programs, and proposals for major modifications to existing academic programs².</p>

² Definitions of major modifications of existing programs, minor modifications, and new academic programs are provided in the University of Toronto Quality Assurance Process and are subject to change. Guidance from the

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	To review and approve, on behalf of Council, proposals for minor modifications to academic programs. All such approvals shall be reported for information to Council.
	To assure the quality and standards of the Faculty's undergraduate dental programs.
	To plan the curriculum in terms of the knowledge and competencies needed for graduates of the undergraduate programs.
	To determine which courses in the undergraduate curricula shall be required for standing in the undergraduate dental programs, and make recommendations to Council.
	To monitor and integrate the curriculum.
	To give advice and recommend policies on undergraduate educational matters pertaining to clinic operations and patient care.
	To seek out and consider educational innovations taking place in other dental and health science institutions.
	To foster the development and application of innovative education methods in the undergraduate dental programs, including appropriate faculty training.
	To foster the development and use of valid and reliable measures for assessing the outcomes of the Faculty's educational programs.
	To form ad hoc Working Group(s) as may be necessary from time to time and report to the Committee.
	To report to Council its deliberations, recommendations and decisions.

II.12.	Undergraduate Grading Practices Committee
II.12.1.	<p><u>Membership</u></p> <p>Council shall approve the membership of the Undergraduate Grading Practices Committee composed of the following:</p> <p>Chair: Dean or one of the Associate Deans in the Dean’s absence</p> <p>1 Undergraduate Student member elected by the Dental Students’ Society</p> <p>3 Teaching Staff</p> <p><i>Ex-officio</i> members:</p> <p>The Dean The Associate Dean, Biological and Diagnostic Sciences The Associate Dean, Clinical Sciences The Assistant Dean (Administration) The Faculty Registrar</p> <p>Note: Instructors whose course grades are under review are invited to attend the meetings at which their submitted grades are being discussed.</p>
II.12.2.	<u>Function</u>
	To administer the implementation of all University policies related to grading and grading practices for the undergraduate dental programs and to oversee the general consistency of grading procedures.
	To review the methods by which undergraduate courses are evaluated and recommend to Council necessary revision.
	To receive, review, approve and when necessary, adjust course grades.
	To receive reports on the dispositions of student petitions dealt with by the Faculty Registrar.
	To decide upon petitions referred to the Committee by the Faculty Registrar.
	To deal with requests to donate, amend or withdraw undergraduate scholarships and other awards in accordance with current University procedure.

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	To make recommendations concerning undergraduate awards and prizes.
	To review policies and procedures for the conduct of examinations.
	To report to Council its deliberations, recommendations and decisions.
II.12.3.	<u>Procedures</u>
	The Committee shall meet <i>in camera</i> .
III.	History of Amendments
	Amendments approved by Faculty Council on March 29, 2012.

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UNIVERSITY OF TORONTO
THE FACULTY OF DENTISTRY CONSTITUTION

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I.	Derivation of Authority from the U of T Act
	The Council of the Faculty of Dentistry exercises its powers and duties under the provisions of the <i>University of Toronto Act, 1971</i> , as amended.
II.	Definitions
	In this Constitution and the accompanying By-laws:
II-1	“Faculty” means the Faculty of Dentistry and “Council” means the properly composed Council of the Faculty of Dentistry of the University of Toronto.
II-2	“Teaching Staff” means a member of the Faculty of Dentistry who holds an academic appointment of 50% or more in the Faculty of Dentistry and who holds the title of Professor, Associate Professor, Assistant Professor; Professor, Teaching Stream; Associate Professor, Teaching Stream; Assistant Professor, Teaching Stream; Senior Lecturer; Lecturer; Senior Tutor; Tutor; Assistant Professor (conditional); or Assistant Professor, Teaching Stream (conditional).
II-3	“Other Academic Appointee” means a current University employee whose primary appointment is academic and who directs a Faculty of Dentistry course, or who is an Instructor in Dentistry.
II-4	“Administrative Staff” means an appointed staff member of the Faculty of Dentistry who is not a member of the teaching staff and who holds an appointment of 25% or more.
II-5	“Undergraduate Student” means any student registered in a program of study leading to a degree, post-secondary diploma, or for credit certificate in the Faculty of Dentistry who is not registered in the School of Graduate Studies.
II-6	“Graduate Student” means any student registered in the School of Graduate Studies in a program of study leading to a degree, post-secondary diploma or for credit certificate in the Faculty of Dentistry.

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II-7	“Postgraduate dental resident” is an individual who has received a DDS degree or its equivalent, and who is engaged in a temporary period of mentored advanced clinical training, usually in a hospital setting, to develop additional clinical skills.
II-8	“Alumnus/a” means anyone who has received a degree, postsecondary diploma, or for credit certificate from the Faculty, or who has completed one year of full-time studies or equivalent while registered in the Faculty, who is no longer registered as a student and who is not a member of the teaching or administrative staff of the University.
II-9	“External Stakeholder” means a representative of the Royal College of Dental Surgeons of Ontario.
III.	Council’s General Powers and Duties
	Subject to the provisions of the <i>University of Toronto Act, 1971</i> , as amended, and the approval, as required or as appropriate, of the Governing Council of the University, Council shall have the following powers and duties:
III-1	Council shall determine its composition, and the number, composition and authority of its committees.
III-2 <i>Academic policies</i>	Council recommends for approval to the appropriate body of Governing Council amendments to divisional academic policies. Academic policy sets out the principles for, the general directions of, and/or priorities for the teaching and research activities of the Faculty.
III-3 <i>Advisory role</i>	Council plays an advisory role, tendering advice to the divisional administration.
IV.	Council’s Specific Powers and Duties
	The specific powers and duties of Council are the following:

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<p>IV-1 <i>Determine its rules and regulations</i></p>	<p>Council shall determine the rules and regulations for governing its procedures and its decisions shall be made by resolutions passed at its meetings.</p>
<p>IV-2 <i>By-Laws</i></p>	<p>Council shall pass by-laws regulating the exercise of its powers, the calling and conduct of its meetings, and the method of appointment or election of its members.</p>
<p>IV-3 <i>Establish committees</i></p>	<p>Council shall have the power to establish, alter, or disband its committees as deemed necessary and to determine their composition, authority, quorum, and method of appointment of their members and chairs. Council has authority over recommendations brought forward by such committees, be that in its decision-making capacity or in its advisory role.</p> <p>The composition, powers, duties, and procedures of Standing and Special Committees shall be set forth in the By-Laws of Council.</p>
<p>IV-4 <i>Admissions</i></p>	<p>Council shall determine the standards of admission of students to the Faculty. New admissions policies and practices or amendments to existing ones which affect the whole Faculty are recommended to the appropriate body of Governing Council for approval.</p>
<p>IV-5 <i>Awards</i></p>	<p>Council shall award scholarships, bursaries, prizes and other awards in the gift of the Faculty and may delegate this responsibility to committees or officers of the Faculty.</p>
<p>IV-6 <i>Petitions and appeals</i></p>	<p>Council shall establish policies and procedures with respect to petitions and appeals by undergraduate students in connection with the application of academic rules and regulations by officers of the Faculty or by instructors in connection with academic standing in the Faculty. A Committee of Council shall make rulings on all such appeals and such rulings shall be final and binding, subject to an appeal to the Governing Council. Procedures for academic appeals by graduate students are determined by the School of Graduate Studies in accordance with the <i>Policy on Academic Appeals within Divisions</i>.</p>

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<p>IV-7 <i>Academic programs</i></p>	<p>Council shall consider the content, quality, and requirements of the academic programs and courses of study that lead to degrees, diplomas, certificates, credit and non-credit courses over which the Faculty has authority; it shall consider proposals for the closure of any such programs or courses of study; and it shall monitor the quality and standards of the programs and courses of study.</p> <p>Council shall recommend for approval to the appropriate body of Governing Council proposals for new academic programs.</p> <p>Council shall have delegated authority to approve proposals for the establishment and closure of Category 1 and Category 2 for credit certificates in accordance with the <i>Policy on Certificates (For Credit and Not-for-Credit)</i>.¹ These approvals shall be reported annually for information to the appropriate body of Governing Council.²</p> <p>Council shall have delegated authority to approve proposals for major and minor modifications to existing academic programs, diplomas, and certificates³. All major modifications shall be reported annually for information to the appropriate body of Governing Council.</p>
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¹ Note to user: Definitions of Category 1, and 2 certificates are provided in the *Policy on Certificates (For Credit and Not-for-Credit)*. The *Policy* states that new Category 3 certificates “must undergo the appropriate divisional approval” and must be submitted to the Provost’s office for inclusion in an annual report to the Committee on Academic Policy & Programs. This section should be customized as needed.

² Note to user: The *Policy on Certificates (For Credit and Not-for-Credit)* states that new Category 3 certificates “must undergo the appropriate divisional approval” and must be submitted to the Provost’s Office for inclusion in an annual report to the Committee on Academic Policy & Programs. The *Policy* does not provide an approval path for modifications to existing Category 3 certificates. This section should be customized as needed.

³ Definitions of major modifications of existing programs, minor modifications, and new academic programs are provided in the *University of Toronto Quality Assurance Process* and are subject to change. Guidance from the Office of the Vice-Provost, Academic Programs, should be sought prior to the development of any such proposal.

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<p>IV-8 <i>Delegation of authority</i></p>	<p>Subject to the provisions of the above, Council may delegate its authority for the approval of minor modifications to academic programs to various committees. All such changes shall be reported for information to Council. The decision of whether a matter is major or minor may be made by the Committee Chair in consultation with the Chair of Council, and/or the Dean or his/her designate, and/or the Vice-President and Provost or his/her designate.</p>
<p>IV-9 <i>Academic and Interdisciplinary units</i></p>	<p>Council shall consider and recommend for approval to the Governing Council proposals concerning academic units. Council shall also review and approve or recommend for approval to the Governing Council proposals concerning Extra-Departmental Units in the Faculty, pursuant to the <i>Policy on Interdisciplinary Education and Research Planning</i> and the Policy on Interdisciplinary Education and Research Planning and the Guidelines for Extra-Departmental Units.</p>
<p>IV-10 <i>Review of academic programs and units</i></p>	<p>Council may be one venue in which consideration and discussion of a review report of an academic program and/or unit may occur, consistent with the protocol outlined in the <i>University of Toronto Quality Assurance Process</i>.</p>
<p>IV-11 <i>Transcript notations</i></p>	<p>Council shall have delegated authority to approve transcript notations within existing degree programs, in accordance with University policy. An annual report on such actions, as required by policy, shall be provided for information to the appropriate body of Governing Council.</p>
<p>V.</p>	<p>Powers, Duties and Responsibilities of the Dean</p>
<p>V-1</p>	<p>Council recognizes that the Dean exercises powers under the authority of the “<i>Policy on Appointment of Academic Administrators</i>” which states that “the Dean of the Faculty is the chief executive officer of the Faculty and reports directly to the Vice-President and Provost.”</p>

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V-2	While the Dean may delegate authority to other academic administrators in the Faculty, the Dean retains responsibility for the overall direction of the Faculty and, in particular, for authority over the budget and other financial matters, personnel matters, including appointments and promotions, and extra-Faculty relationships. In this respect, Council recognizes that the Dean has ultimate authority for the allocation and management of the Faculty's resources.
V-3	The Dean shall consult with members of the Faculty on matters of policy and practice but is ultimately responsible for all administrative decisions that are within his/her jurisdiction and authority.
V-4	The Dean shall advise Council of the resource implications of proposed academic policies.
V-5	The Dean may consult with Council on administrative proposals that may have a significant impact on the academic programs of the Faculty.

VI.	Membership of Council
VI-1 <i>elected/appointed members</i>	<p>Elected or appointed members (voting, unless otherwise noted):</p> <ul style="list-style-type: none"> i) All Teaching Staff as defined in II-2; ii) Other Academic Appointees; Current university employees whose primary appointment is academic and outside the Faculty of Dentistry and who direct a course at the Faculty of Dentistry – all. Instructors in Dentistry - 6 iii) 4 Administrative Staff; iv) 10 Undergraduate Students; v) 2 Graduate Students; vi) 2 Alumni; vii) President and the Registrar of the Royal College of Dental Surgeons of Ontario (External Stakeholders) - 2 viii) Directors of Extra-Departmental Units with Faculty of Dentistry partnership- 2

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<p>VI-2 <i>ex-officio members</i></p>	<p>Ex-officio members (voting, unless otherwise noted):</p> <ul style="list-style-type: none"> i) The President of the University, or designate ii) The Vice-President and Provost, or designate iii) The Dean of the School of Graduate Studies, or designate iv) Vice Provost (Relations with Health Care Institutions), or designate v) The University Librarian, or designate vi) Librarian of the Faculty vii) The Dean of the Faculty viii) Vice-Dean Education of the Faculty ix) Vice-Dean Research of the Faculty x) Associate Dean Graduate Education of the Faculty xi) Associate Dean Undergraduate Education of the Faculty xii) Assistant Dean/Director of Clinics xiii) The Assistant Dean/Chief Administrative Officer xiv) The Registrar of the Faculty xv) Dentists-in-Chief of the fully affiliated University of Toronto teaching hospitals xvi) Director of Student Life xvii) Director of Advancement xviii) Director of Continuing Dental Education xix) Faculty Secretary (non-voting)
<p>VII.</p>	<p>Term and Quorum of Council</p>
<p>VII-1</p>	<p>The term of office of members of Council and its Committees shall be from July 1 to June 30.</p>
<p>VII-2</p>	<p>The quorum for a meeting of Council shall be 24 voting members.</p>
<p>VIII.</p>	<p>Officers</p>
<p>VIII-1 <i>Chair</i> <i>Vice-Chair</i></p>	<p>The Council normally shall elect at its final meeting of the year, on the recommendation of the striking committee, a Chair and a Vice-Chair for the succeeding year.</p> <p>At all meetings of the Council of the Faculty of Dentistry, the Chair shall in addition to his/her duties as a member of Council, maintain order and decorum and exercise such authority as may be necessary to conduct the meeting in conformity with the By-Laws of Council</p>

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	The Chair of the meeting may take part in a debate on any subject. The Vice-Chair, the Dean or the Dean’s nominee will then preside over the meeting until the matter has been completed
VIII-2 <i>Presiding Officer</i>	The Chair shall preside at all meetings of Council. In the absence of the Chair, the Vice-Chair shall preside. In the absence of both the Chair and the Vice-Chair, the Dean or the Dean’s nominee shall preside.
VIII-3 <i>Term of Chair and Vice-Chair</i>	The terms of the Chair and Vice-Chair are set at one year each and are each renewable. The Chair shall be a non-voting member of Council.
VIII-4 <i>Secretary</i>	The Secretary of Council will be appointed by the Dean. The Secretary shall be a non-voting <i>ex officio</i> member of Council.
IX.	Meetings
IX-1 <i>Regular meetings</i>	There shall normally be at least 4 regular meetings of Council in each academic year. Notice of each meeting, including a proposed agenda, shall be given to members at least one week in advance of the meeting.
IX-2 <i>Special Meeting</i>	A special meeting may be called by the Chair of the Council, the Dean of the Faculty, or upon the written request of 20 members of the Council, and shall be convened within 30 days to consider the matter(s) requiring the meeting. Notice of such a meeting shall be given at least one week prior to the meeting.
IX-3 <i>Voting</i>	Each voting member of Council has one vote on any question. Motions pass with a simple majority unless otherwise stated in the rules of procedure of the Council. In the case of a tie vote, the Chair may cast a deciding vote or redirect the question for further consideration.
IX-4	Meetings of Council shall be open to the public except when matters of a confidential nature may be discussed. The Faculty Council will then move <i>in camera</i> .
X.	By-Laws
X-1 <i>Procedures</i>	The procedures of Council will be set forth in the By-Laws of Council.

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X-2 <i>Committees</i>	The composition, powers, duties, and procedures of Standing and Special Committees shall be set forth in the By-Laws of Council.
XI.	Parliamentary Authority
	The rules contained in the most recent edition of Bourinot's Rule of Order, shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with the By-Laws and any special rules of order the Council may adopt.
XII.	Amendment of the Constitution and By-Laws
XII-1 <i>Constitution</i>	The Constitution of the Council may only be amended with the approval of the Council and the appropriate body of the Governing Council of the University of Toronto. Voting shall take place at a regularly constituted meeting to which there has been four weeks' notice of the proposed amendment. An affirmative vote to amend the Constitution is required by two-thirds of the members of Council present and voting. Following approval of the recommended amendment by Council, the amendment is forwarded to the appropriate body of the Governing Council for approval.
XII-2 <i>By-Laws</i>	The By-Laws of the Council may be amended with the approval of a two-thirds majority of Council members present and voting. Voting shall take place at a regularly constituted meeting to which there has been 28 days' notice of the proposed amendment.

Amended and approved by the Faculty Council of Dentistry on xxxxxx and approved by the Executive Committee of the Governing Council on xxxxxx.

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**THE FACULTY OF DENTISTRY
BY-LAWS OF COUNCIL**

I.	Rules of Procedure for the Election and Appointment of Members to Council
I.1	Elections and appointments for all constituencies will be completed and reported to the Secretary of Council by the end of September of each year.
I.2 <i>Election/Appointment Procedures</i>	<p>Undergraduate student representatives will be nominated and elected by The Dental Students' Society by and from among the undergraduate students, unless otherwise stated.</p> <p>Graduate student representatives will be nominated and elected by the Graduate and Postgraduate Dental Students' Society by and from among the graduate and postgraduate students, unless otherwise stated.</p> <p>Administrative staff representatives will be nominated and elected by and from among the administrative staff. The Assistant Dean/Chief Administrative Officer is responsible for the conduct of an election as required.</p> <p>Alumni representatives will be appointed by the Faculty of Dentistry Alumni Association.</p> <p>Other Academic appointees who are Instructors in Dentistry will be elected. The Vice-Dean Education will be responsible for the conduct of such elections.</p>
I.3 <i>Length of Terms</i>	The length of term for Instructors in Dentistry and administrative staff representatives will be two years, renewable once. The length of term for student members, alumni, and Royal College of Dental Surgeons of Ontario representatives will be one year, renewable.
I.4 <i>Vacancies</i>	In the case of ineligibility, retirement, resignation or death of any elected member of Council, the person responsible for the conduct of the election in the member's constituency will name a <i>pro tem</i> representative for the remainder of the electoral year and a replacement will be elected for the next year.
I.5 <i>Alternates</i>	No Alternate is permitted to substitute for a member who is absent for a meeting of Council.

II.	Committees of Council
II.1. <i>Standing Committees</i>	<p>The Standing Committees of Council are:</p> <ul style="list-style-type: none"> Admissions Committee Executive Committee Graduate Education Committee Hospital Relations Committee Research Committee Striking Committee Undergraduate Academic Standing Committee Undergraduate Appeals Committee Undergraduate Education Committee
II.2. <i>Special Committees</i>	<p>From time to time Council may find it useful to establish Special Committees to consider particular issues. Special Committees are normally formed on the recommendation of the Executive Committee or the Dean, when one or more of the following conditions exist:</p> <ul style="list-style-type: none"> a) An issue cannot be accommodated easily within a Standing Committee’s schedule – either intense scrutiny is required in a relatively short time or thorough examination of complex issues is necessary over a relatively long period of time; b) An issue does not fall readily under an existing Standing Committee; or c) These committees normally do not report to Faculty Council. <p>A recommendation from the Executive Committee or the Dean to establish a Special Committee shall include terms of reference, an outline of membership, the anticipated reporting date, and the proposed date of disestablishment.</p>
II.3.	General Procedures for Committees of Council
II.3.1	Rules and regulations that guide Council shall also apply to committees of Council, unless specified otherwise.
II.3.2.	The term of membership of all Standing Committees shall be one year, renewable to a maximum of 5 consecutive years with the exception of Academic Administrators. Each term will begin July 1 and end June 30 of the following year.

II.3.3.	The Chairs of all Standing Committees who are not otherwise members of Council shall become <i>ex officio</i> voting members of Council.
II.3.4.	With the exception of the Appeals Committee, the Dean is, <i>ex officio</i> , a member of all Standing Committees.
II.3.5.	All Standing Committee members, including <i>ex officio</i> members, have voting privileges unless otherwise specified.
II.3.6.	All Standing Committees shall report to Council on their deliberations, recommendations, and decisions.
II.3.7.	Records of all Standing Committees shall be maintained by the Faculty Secretary.
II.3.8.	Each Standing Committee shall meet at the call of its Chair.
II.3.9.	Unless otherwise stated, one-third of the members shall constitute a quorum for Standing Committees.
II.3.10.	Council may fill vacancies on standing committees at any of its regular meetings
II.3.11.	Standing committees shall be empowered to form subcommittees, co-opt additional non-voting members and liaise with other committees as necessary.
II.3.12.	Members of Standing Committees who are unable to attend a meeting are not permitted to send an alternate.
II.3.13	All Committees meet in closed session unless stated otherwise. The rules of debate in Council shall be observed in standing committees except that: <ul style="list-style-type: none">• No motion shall require to be seconded.• Members may remain seated while speaking.• The number of times a member may speak shall not be limited.

II.4.	Admissions Committee
II.4.1.	<p><u>Membership</u></p> <p>5 Teaching Staff 1 Undergraduate Student 1 Graduate Student 1 Alumni Representative appointed by the Faculty of Dentistry Alumni Association</p> <p><i>Ex-officio</i> members: Dean Vice-Dean, Education (Chair) Associate Dean, Undergraduate Education Associate Dean, Graduate Education Director of the IDAPP Assistant Dean/Chief Administrative Officer Faculty Registrar (non-voting) Faculty Secretary (non-voting) The University Registrar or designate</p>
II.4.2.	<p><u>Function</u></p> <p>To review admission policies and make recommendations to Council for changes.</p> <p>To review the implementation of admission criteria in a timely manner for all academic programs.</p> <p>To consider the performance of the Faculty’s undergraduate and graduate students in relation to the admission requirements and make recommendations accordingly.</p> <p>To report to Council concerning the selection and admission of applicants to all academic programs.</p> <p>To consider strategies and practices for recruitment into the academic programs of the Faculty</p> <p>To report to Council its deliberations, recommendations, and decisions.</p>

II.5.	Executive Committee
II.5.1.	<p><u>Membership</u></p> <p>2 Teaching staff Dental Students’ Society president Graduate and Postgraduate Dental Students’ Society president</p> <p><i>Ex- officio</i> members: Dean (Chair) Vice-Dean Education Vice-Dean Research Associate Dean Graduate Education Associate Dean Undergraduate Education Assistant Dean/Chief Administrative Officer Assistant Dean/Director of Clinics Faculty Secretary (non-voting)</p>
II.5.2.	<p><u>Function</u></p> <p>To serve as the Striking Committee (see Section [II.5] below).</p> <p>To direct specific issues to Council or committees, or to recommend to Council the creation of special committees.</p> <p>To review and advise Council on all proposed Constitution and By-Law changes, whether these be brought to Council or initiated by Council.</p> <p>At periodic intervals of not more than five years, to establish a review of the Constitution and By-Laws and recommend to Council any changes deemed appropriate.</p> <p>To prepare rules and regulations governing Council, the Standing Committees of Council and administrative committees to recommend revision whenever necessary to these rules and regulations.</p> <p>To review and approve, on behalf of Council, proposals for Category 3 certificates.¹ All such approvals shall be reported for information to Council.</p>

¹ Note to user: The *Policy on Certificates (For Credit and Not-for-Credit)* states that Category 3

	<p>During the summer months (i.e. following the last meeting of Council of one academic year and until the first meeting in the subsequent academic year), to have authority to make decisions on behalf of Council on matters of urgency which do not permit their deferral until the next regular meeting of Council.</p> <p>To report to Council on its deliberations, recommendations, and decisions.</p>
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certificates “...must undergo the appropriate divisional approval and are submitted to the Provost’s office for inclusion in an annual report by the Provost to the Committee on Academic Policy & Programs.” This section should be customized as needed. Faculty Council has authority to determine what divisional approval is required; it does not necessarily need to be delegated to Council’s Curriculum Committee.

II.6.	Graduate Education Committee
II.6.1.	<p><u>Membership</u></p> <p>4 Teaching Staff members of Council, each of whom is also a member of the Graduate Department of Dentistry, 2 of whom are directors of graduate specialty programs, and one of whom is a Chief of Dentistry at an affiliated teaching hospital with a general practice residency program</p> <p>1 Teaching Staff member of a Graduate Department other than Dentistry</p> <p>2 Graduate Students elected by the Graduate and Postgraduate Dental Students’ Society, at least one of whom should be in a graduate specialty program</p> <p><i>Ex- officio</i> members: Dean Associate Dean, Graduate Education (Chair) Vice-Dean, Education Vice-Dean, Research Coordinator of the Graduate Department of Dentistry Faculty Registrar (non-voting) Director of Student Life (non-voting) Faculty Secretary (non-voting)</p>
II.6.2.	<p><u>Function</u></p> <p>(It is recognized that all the programs under the jurisdiction of this Committee, where applicable, are subject to the direction of external professional accreditation bodies.)</p> <p>To receive on behalf of Council reports once every 3 years from each graduate specialty program outlining the extent to which the goals and objectives are being met in the delivery of the courses of study, the program content, the grading and evaluation system, and the requirements for graduation.</p> <p>To be responsible for the educational content of the general practice residency programs.</p> <p>To ensure the implementation of the requirements of the graduate programs within the Faculty.</p>

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	<p>To make recommendations to Council on all matters of graduate curriculum policy.</p> <p>To review and recommend to Council for approval, subject to the approval of the appropriate body of Governing Council, proposals for new graduate academic programs, proposals for the closure of any graduate academic programs, and proposals for major modifications to existing graduate academic programs².</p> <p>To review and approve, on behalf of Council, proposals for minor modifications to graduate academic programs. All such approvals shall be reported for information to Council.</p> <p>To be responsible for the implementation of the regulations of the School of Graduate Studies within this Faculty.</p> <p>To give advice and recommend policies on graduate educational matters.</p> <p>To report to Council on its deliberations, recommendations, and decisions.</p>
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² Definitions of major modifications of existing programs, minor modifications, and new academic programs are provided in the University of Toronto Quality Assurance Process and are subject to change. Guidance from the Office of the Vice-Provost, Academic Programs, should be sought prior to the development of any such proposal.

II.7.	Hospital Relations Committee
II.7.1.	<p><u>Membership</u></p> <p>1 representative elected by and from the residents in Oral and Maxillofacial Surgery (OMS)</p> <p>1 representative elected by and from the residents in Oral and Maxillofacial Pathology and Oral Medicine (OMP/OM)</p> <p>1 representative elected by and from the general practice residents in the University of Toronto teaching hospitals</p> <p>1 representative from the DDS-4 students.</p> <p><i>Ex- officio</i> members:</p> <p>Dean Associate Dean, Graduate Education Assistant Dean/Director of Clinics The Dentists-in-Chief of the fully affiliated University of Toronto teaching hospitals (Chair will be appointed from this group). Director of the graduate specialty program in OMS Director of the graduate specialty program in OMP/OM Course Director of the hospital dental residents’ seminar program Faculty Registrar (non-voting) Faculty Secretary (non-voting)</p>
II.7.2.	<p><u>Function</u></p> <p>To give advice and recommend policies on academic matters related to the teaching hospitals.</p> <p>To monitor, on behalf of the Faculty, the Joint University/Hospital Agreements and make recommendations for the Faculty as necessary.</p> <p>To advise other committees of the Faculty concerning Faculty programs in hospital dentistry.</p> <p>To oversee hospital rotations for dental students and any Faculty programs in the teaching hospitals.</p>

	To report to Council on its deliberations, recommendations, and decisions.
II.8.	Research Committee
II.8.1.	<p><u>Membership</u></p> <p>6 full-time Teaching Staff, each of whom is in a different research field, and one of whom is pre-tenure. 1 Graduate Student</p> <p><i>Ex-officio</i> members: Dean Vice-Dean, Research (Chair) Assistant Dean/Chief Administrative Officer Research and Business Development Manager Faculty Secretary (non-voting)</p>
II.8.2.	<p><u>Function</u></p> <p>To advise the Dean and Council upon matters relative to research.</p> <p>To consider and recommend to Council policies concerning research in the Faculty.</p> <p>To advise on the disposition of the Faculty’s general research funds and monies.</p> <p>To review and render decisions on internal grant applications for scientific merit and/or funding from monies available to this Committee.</p> <p>To advise and render decisions on matters such as those related to the Faculty’s Research Day, the Summer Student Research Program, and selecting guest speakers for the Dean’s lecture series.</p> <p>To report to Council its deliberations, recommendations, and decisions.</p>

II.9.	Striking Committee
II.9.1.	<u>Membership</u> Members of the Executive Committee.
II.9.2.	<u>Function</u> The Striking Committee will meet to prepare a slate of recommended candidates to be presented at the final Faculty Council meeting of the academic year, for approval of the Chairs and members of all standing committees for the subsequent academic year. The Striking Committee shall be convened annually, or from time to time as may be deemed necessary. The Committee shall meet <i>in camera</i> . When a vacancy occurs during the session among the members of a Standing Committee, the Striking Committee shall appoint, on behalf of Council, a replacement for the remainder of the session.

II.10.	Undergraduate Academic Standing Committee
II.10.1.	<p><u>Membership</u></p> <p>4 Teaching Staff</p> <p><i>Ex-officio</i> members:</p> <p>Dean Vice-Dean, Education (Co-Chair) Associate Dean, Undergraduate Education (Co-Chair) Assistant Dean/Director of Clinics Director of the Comprehensive Care Program Director of the IDAPP Faculty Registrar (non-voting) Director of Student Life (non-voting) Faculty Secretary (non-voting)</p>
II.10.2.	<p><u>Function</u></p> <p>To administer the implementation of all University policies related to grading and grading practices for the undergraduate dental programs and to oversee the general consistency of grading procedures.</p> <p>To review the undergraduate courses methods of assessment as needed and recommend to Council necessary revision.</p> <p>To receive, review, approve and when necessary, adjust course grades.</p> <p>To monitor the academic progress and academic standing of students. To determine the appropriate course of action which may include promotion, remediation, failure, suspension and dismissal.</p> <p>To review the cases of students in academic difficulty and to determine or give advice concerning the course of action.</p> <p>To report to Council its deliberations, recommendations and decisions.</p>
II.10.3.	<p><u>Procedures</u></p> <p>The Committee shall meet <i>in camera</i>.</p>

II.11.	Undergraduate Appeals Committee
II.11.1.	<p><u>Membership</u></p> <p>Chair: Appointed by Council or interim Chair appointed by the Dean</p> <p>The composition of an Appeals Committee shall be 5 persons including the Chair. There shall be at least 2 members of the teaching staff and at least 2 students - undergraduate or graduate. Three of the 5 shall be members of Council.</p> <p>Since appeals are normally heard in the Summer months, Council authorizes the Faculty Registrar to establish Appeals Committees as necessary. The Chair will ensure that none of the members has a conflict of interest in the particular case. The membership of the Appeals Committee may be different for each appeal.</p>
II.11.2.	<p><u>Function</u></p> <p>To hear appeals on academic matters of undergraduate or graduate student of the Faculty against decisions of an instructor or officer of the Faculty or a Standing Committee of Council and to make rulings on such appeals that are binding and final, subject to an appeal to the Governing Council.</p> <p>To report its decisions in writing to the persons involved.</p> <p>To advise of a further right of appeal to the Academic Appeals Committee of the Academic Board of Governing Council.</p> <p>To develop recommendations to Council on appeals procedures and all matters related to them.</p> <p>To report to the Council annually on its decisions.</p>
II.11.3.	<p><u>Procedures</u></p> <p>The Committee shall meet <i>in camera</i>.</p> <p>In hearing appeals the Committee may: Uphold an appeal in whole or in part;</p>

	<p>Reject an appeal; or Refer the case back to the body concerned.</p>
<p>II.12.</p>	<p>Undergraduate Education Committee</p>
<p>II.12.1.</p>	<p><u>Membership</u></p> <p>4 Teaching Staff 4 Undergraduate Students</p> <p><i>Ex-officio</i> members: Dean Associate Dean, Undergraduate Education (Chair) Vice-Dean Education Assistant Dean/Director of Clinics Director of the Comprehensive Care Program Director of IDAPP Interprofessional Education Committee Representative Faculty Registrar (non-voting) Director of Student Life (non-voting) Faculty Secretary (non-voting)</p>
<p>II.12.2.</p>	<p><u>Function</u></p> <p>It is recognized that all the programs under the jurisdiction of this Committee, where applicable, are subject to the direction of external professional accreditation bodies.</p> <p>To make recommendations to Council on all matters of undergraduate curriculum policy.</p> <p>To review and recommend to Council for approval, subject to the approval of the appropriate body of Governing Council, proposals for new academic programs, proposals for the closure of any academic programs, and proposals for major modifications to existing academic programs³.</p>

³ Definitions of major modifications of existing programs, minor modifications, and new academic programs are provided in the University of Toronto Quality Assurance Process and are subject to change. Guidance from the Office of the Vice-Provost, Academic Programs, should be sought prior to the development of any such proposal.

	<p>To review and approve, on behalf of Council, proposals for minor modifications to academic programs. All such approvals shall be reported for information to Council.</p> <p>To assure the quality and standards of the Faculty’s undergraduate dental programs.</p> <p>To plan the curriculum in terms of the knowledge and competencies needed for graduates of the undergraduate programs.</p> <p>To determine which courses in the undergraduate curricula shall be required for standing in the undergraduate dental programs, and make recommendations to Council.</p> <p>To monitor and integrate the curriculum.</p> <p>To give advice and recommend policies on undergraduate educational matters pertaining to clinic operations and patient care.</p> <p>To seek out and consider educational innovations taking place in other dental and health science institutions.</p> <p>To foster the development and application of innovative education methods in the undergraduate dental programs, including appropriate faculty training.</p> <p>To foster the development and use of valid and reliable measures for assessing the outcomes of the Faculty’s educational programs.</p> <p>To form ad hoc Working Group(s) as may be necessary from time to time and report to the Committee.</p> <p>To consider and approve sessional dates for the DDS program and IDAPP.</p>
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III.	History of Amendments
	Amendments approved by Faculty Council on xxxxx.

**Summary of key changes being proposed to Faculty of Dentistry Constitution and By-Laws.
February 17, 2017**

A revision of our Constitution and By-Laws is being considered for a number of reasons:

- To align it with our new academic structure.
- To more appropriately support the Faculty's mission for the future.
- The university recommendation of reviewing the Constitution and By-Laws every 5 years. The last revision was approved in March 2012.

Key changes to the Constitution include:

- Incorporation of new Teaching Stream categories.
- Change of terminology from "Associate in Dentistry" to "Instructor in Dentistry".
- Change in number of instructor representatives from 10 to 6.
- Change in number of undergraduate student representatives from 17 to 10.
- Change in number of graduate student representatives from 4 to 2.
- Specified that the external stakeholders are the President and Registrar of the RCDSO.
- Changed Directors/Chairs of collaborative programs to specify Directors of EDUs with Faculty of Dentistry partnership (IBBME and UTCSP).
- Change to Faculty Council quorum from 20 to 24.
- Change in number of annual meetings from 5 to 4.

Key changes to the By-Laws include:

- Stating that all terms of membership of all Standing Committees are for one year, renewable to a maximum of 5 consecutive years, with the exception of the Academic Administrators.
- Change of quorum from majority to one-third of members.
- New academic administrators (Vice-Dean Education, Vice-Dean Research, Associate Dean Graduate Education, Associate Dean Undergraduate Education) are incorporated into the structure and former titles are eliminated.
- Faculty Secretary role is independent from that of Assistant Dean Administration.
- Addition of Director of IDAPP to appropriate committees.
- Addition of Director of Student Life to appropriate committees.
- Elimination of 2 standing committees (Constitution and Nominations Committee, and Undergraduate Grading Practices Committee) and creation of 2 new committees (Striking Committee and Undergraduate Academic Standing Committee)
- The Undergraduate Academic Standing Committee takes over many of the roles of UGGP and the Progress meetings that currently take place.
- With the elimination of UGGP, petitions will be considered by a separate administrative committee.
- Admission committee will be chaired by the Vice Dean Education and include graduate representation, with an expansion of its function to include recruitment.
- The Striking committee is comprised of the Executive Committee and takes over the role of the Constitution and Nominations Committee.
- Graduate and Postgraduate Committee name is changed to Graduate Education Committee
- Research Committee is expanded to incorporate a greater breadth of research areas.
- Decisions regarding donations for or amendment to scholarships and awards is removed from UGGP and Graduate-Postgraduate committee, to align with University practice.