

UNIVERSITY OF TORONTO

FACULTY OF DENTISTRY

Constitution

And

By-Laws

of the Faculty Council

Revised February 24, 2009

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CONSTITUTION OF THE FACULTY COUNCIL

(Revised January 2000)

Authority from the U. of T. Act

1. The Council of the Faculty of Dentistry exercises its duties and powers Under the provisions of the University of Toronto Act 1971, as amended.

Council to determine its powers

2. Council shall determine its powers through this Constitution, subject to the provisions of the University of Toronto Act 1971, as amended, and, as required, with the approval of the Governing Council of the University.

Council to pass by-laws for its membership, election of members, rules of procedure and its standing committees

3. Council shall pass by-laws establishing:
 - (i) Membership of Council.
 - (ii) Rules of procedure for the election of members to Faculty Council.
 - (iii) Rules of procedure of the Council of the Faculty of Dentistry.
 - (iv) The numbers, composition, function, authority and rules of procedures of standing committees.

Mandate of Council

4. Council has responsibilities to:
 - (i) Decide on academic policy and planning matters, subject to Governing Council approval where necessary.
 - (ii) Decide on those matters which may be delegated by Council; however, all decisions made by any Committees of Council, must be reported to Council. Academic policy recommendations shall be referred to Council for discussions, advice and approval.
 - (iii) Advise the Faculty or University administration and other bodies in the University or other external bodies.

Authority for academic policy

5. (i) Council has the ultimate authority for the academic policies of the Faculty, subject to the approval of such policies, as required, by the Governing Council. Academic policy sets out the principles for, the general directions of and/or priorities for the teaching and research activities of the Faculty.

Determine teaching programs

- (ii) Without limiting the generality of the foregoing, among the specific Powers, duties and responsibilities of Council are the following:
 - (a) Council shall determine the type, content and requirements of the teaching programs and courses of study which lead to degrees, diplomas, certificates and credits over which the Faculty has authority.

Delegation of Authority over teaching programs	(b) Subject to the provisions of (i) and (ii.a), Council may delegate its authority over teaching programs and courses of study to various committees and departments, to make minor changes without obtaining the approval of Council. All such changes shall be reported for information to Council. Major changes to any program require the approval of Council.
Awards	(c) Council shall award scholarships, bursaries, prizes and other Awards of the Faculty and may delegate this responsibility to committees or officers of the Faculty.
Petitions and appeals	(d) Council shall deal with and decide upon all petitions and appeals by students and others in connection with the teaching programs and courses of study of the Faculty, subject to an appeal to the Governing Council, and may delegate this responsibility to a standing committee or standing committees of Council.
Dean's Authority	6. Council recognizes that the Dean exercises powers under the authority of the "Policy on Appointment of Academic Administrators" as amended from time to time, as follows:
Dean is CEO	(i) The Dean of the Faculty of Dentistry is the chief executive officer of the Faculty and reports directly to the Vice-President and Provost or delegate.
Overall direction of the Faculty	(ii) While the Dean may elect to 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, appointments and promotions.
Dean's administrative authority	(iii) The Dean is ultimately responsible for all administrative decisions within his/her jurisdiction and authority.
Council's advice on academic policy	(iv) The Dean will seek the advice of Council in developing academic policy for Council's approval.
Implications of resource and management proposals	7. Council recognizes that the Dean has authority for the allocation and Management of the Faculty's resources. The Dean shall advise Council of the resource implications of proposed academic policy decisions. The Dean shall also advise Council of major management proposals that may have a significant impact on the academic programs of the Faculty.
Option to report to Governing Council	8. Subject to the provisions of the University of Toronto Act 1971, as amended, Council shall report on such matters as it may determine to Governing Council.

Membership of Council

9. Membership of the Council of the Faculty of Dentistry is defined in the By-Laws of this Constitution (See Part I).

Meetings

10. (i) There will be a minimum of five meetings of Council per academic year with the scheduling of the meetings as Described in the By-Laws.

Quorum

(ii) A quorum shall be twenty members entitled to vote.

Amendment of the Constitution

11. The Constitution of the Council may only be amended with the approval of the Faculty Council and the Governing Council of the University of Toronto. The process is initiated at the Council of the Faculty of Dentistry by notice of motion being presented to Council four weeks before the matter will be considered. After debate on the amendment is complete, an affirmative vote is required by two-thirds of the members present and voting. Following approval of the amendment by the Council, the amendment is forwarded to Governing Council for approval.

BY-LAWS OF THE FACULTY COUNCIL

(Date reported to Faculty Council in 2007)

PART I

MEMBERSHIP OF THE FACULTY COUNCIL

Constituency	Title	# of Voting Members
1.	President or designate	1
2.	Vice-President and Provost or designate	1
3.	Dean of the School of Graduate Studies or designate	1
4.	Vice-Provost (Relations with Health Care Institutions) or designate	1
5.	University Librarian or designate	1
6.	Dean of the Faculty of Dentistry	1
7.	The Faculty's Constituency Representative on Governing Council*	1
8.	Librarian of the Faculty	1
9.	All Members of the Academic Staff whose Primary Appointment is in the Faculty of Dentistry and who hold the rank of Professor, Associate Professor, Assistant Professor, Assistant Professor (Conditional), Senior Lecturer, Lecturer, Senior Tutor or Tutor.	Variable
10.	Members of the Academic Staff who direct Undergraduate Dental courses but whose Primary Appointment is outside the Faculty of Dentistry.	Variable
11.	Elected Representatives of the Associates in Dentistry	10
12.	Representatives of the Royal College of Dental Surgeons of Ontario	2
13.	Representatives of the Dental Alumni Association	2
14.	Elected Student Representatives	21 – Undergraduate Students (17) and Graduate Students (4)
15.	Elected Members of the Administrative Staff	4
16.	Faculty Registrar	1
17.	The Assistant Dean (Administration) and Faculty Secretary of the Faculty, who shall be a non-voting Member of Council and Secretary of Council.	1

* If not otherwise on Faculty Council; shall be an *ex officio* member

PART II

RULES OF PROCEDURE FOR THE ELECTION OF MEMBERS TO THE FACULTY COUNCIL

1. TIMING OF ELECTIONS/NOMINATIONS

Elections for Constituency 11 (Associates in Dentistry representatives), Constituency 14 (student representatives) and Constituency 15 (administrative staff representatives) will be completed before the end of September of each year. The names of members chosen by Constituency 12 (representatives of the Royal College of Dental Surgeons of Ontario) and Constituency 13 (representatives of the Dental Alumni Association) should be received before the end of September of each year.

2. ELIGIBILITY

(i) **Associates in Dentistry Representatives**

The Associates in Dentistry will be those members of the academic staff who do not hold the rank of Professor, Associate Professor, Assistant Professor, Assistant Professor (Conditional), Senior Lecturer, Lecturer, Senior Tutor or Tutor.

(ii) **Royal College of Dental Surgeons of Ontario Representatives**

The representatives of the Royal College of Dental Surgeons of Ontario will be determined by the Council of the Royal College of Dental Surgeons of Ontario.

(iii) **Alumni Representatives**

The alumni representatives will be members of the Dental Alumni Association. One of the representatives must be a member of the Dental Alumni Association's executive.

(iv) **Students**

The student members will be those students formally registered with the University of Toronto through either the Faculty of Dentistry or the School of Graduate Studies, and who are enrolled in a program of study associated with the Faculty of Dentistry.

(v) **Administrative Staff**

The administrative staff will be those members of the staff of the Faculty of Dentistry who are not members of the academic staff.

3. ELECTORAL PROCEDURE

(i) **Associates in Dentistry Representatives** – Constituency #11

A total of ten representatives from the departments of Clinical Sciences and Biological and Diagnostic Sciences will be elected. The number from each department will be in proportion to the number of Associates in Dentistry in that department over the total number of Associates of Dentistry in the Faculty. The Associate Dean of each department will be responsible for the conduct of such elections. All Associates in Dentistry will be eligible for nomination and will be eligible to participate in the election of representatives for their department.

(ii) **Royal College of Dental Surgeons of Ontario Representatives** - Constituency #12

The Assistant Dean (Administration) and Faculty Secretary will ask the President of the Royal College of Dental Surgeons of Ontario to forward the names of those chosen to represent the College on Council.

(iii) **Alumni Representatives** – Constituency #13

The Assistant Dean (Administration) and Faculty Secretary will ask the President of the Dental Alumni Association to forward the names of those alumni chosen to represent the Association on Council.

(iv) **Student Representatives** – Constituency #14

The Assistant Dean (Administration) and Faculty Secretary will ask the Presidents of the appropriate societies to forward the names of those students elected by their societies to represent them on Council each year.

(v) **Administrative Staff** – Constituency #15

The Assistant Dean (Administration) and Faculty Secretary will solicit nominations from members of the administrative staff of the Faculty of Dentistry. Valid nominations must bear the signatures of three members of the administrative staff, a statement that the nominee is prepared to serve, and a brief statement of relevant experience. The Assistant Dean (Administration) and Faculty Secretary will be responsible for the conduct of an election should the number of nominees exceed the number of positions available.

4. LENGTH OF TERM

The length of term for Associates in Dentistry and administrative staff representatives will be two years. The length of term for student members, alumni representatives 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.

5. VACANCIES

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 *pro tem* representative for the remainder of the electoral year. The seat will be declared open for election at the next electoral period.

6. ALTERNATES

No alternate is permitted to substitute for a member who is absent for a meeting of Council.

PART III

RULES OF PROCEDURE OF THE FACULTY COUNCIL

- Meeting Schedule** 1. (i) Council shall meet at least twice in the Fall term and at least twice during the Spring term. The first regular meeting in the Fall term shall be the inaugural meeting of the new Council.
- Regular Meetings** (ii) At least one week's written notice with an agenda shall be given to each member of Council at the place designated by him/her for receipt of notice.
- Special Meetings** (iii) Special meetings shall be convened by the Chair in either of the following circumstances:
(a) upon the written request of no fewer than fifteen members,
or
(b) upon the call of the Chair.
- Quorum** (iv) At all regular or special meetings, 20 of those entitled to vote shall form a quorum. *Ex officio* members shall have voting privileges on Council.
- Voting Privileges** (v) Each member of Council except the Chair has one vote on any question. The Chair does not have a vote on any question.
- Conflict of interest** (vi) The Chair shall call for members to declare any conflict of interest for specific agenda items. Conflicts of interest shall be as defined in the current University/Faculty guidelines.
- Open versus *in camera*** (vii) All meetings shall be open. Council may, by a simple majority vote, decide to consider any particular issue *in camera*. Members of Council who are deemed by the Chair to have a conflict of interest may be asked to withdraw for part or all of the time that Council is *in camera*.
- Address by Non-member** (viii) At the discretion of, or by pre-arrangement with the Chair, or on a motion from the floor passed by a majority of members present, a non-member may be invited to address Council.
- Simple Majority** (ix) All motions pass with a simple majority unless stated otherwise.
- Standing Committees** 2. Members of Standing Committees shall be elected annually in accordance with the functions of the Constitution and Nominations Committee. The Report of the Constitution and Nominations Committee shall inform Council of the nominations at the final meeting of Council in the year. The terms of office of such standing committee members shall commence on the first day of the Fall term.

- Presiding Officer** 3. The Council shall be chaired by a Chair, or in his/her absence, by a Vice-Chair, and in the absence of both, by the Dean or the Dean's nominee. The Chair and Vice-Chair shall be elected annually in accordance with the functions of the Constitution and Nominations Committee. The newly elected Chair shall assume the chair at the first Fall meeting of Council.
- Duties of Chair** 4. 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.
- Chair may take part in debate** 5. 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 disposed of.
- Authority in matters not provided for** 6. In all cases not so provided for, *Bourinot's Rules of Order, revised by J. Gordon Dubroy (McClelland and Stewart, Toronto)*, shall govern.
- Chair to rule on points of order, etc.** 7. The Chair shall rule on all points of order. The ruling may be appealed by any member, who may briefly indicate the reason for the appeal, but otherwise the appeal is not subject to amendment or debate. The meeting shall decide the appeal by majority vote. If the Chair considers that a successful appeal of the ruling would constitute a suspension of the rules of order, he/she shall rule that section 24 hereof applies to the appeal. Thus if any member supports the ruling, the appeal shall be deemed to be defeated. A ruling by the Chair that section 24 applies shall be deemed to be defeated. A ruling by the Chair that section 24 applies shall be conclusive and not subject to further appeal.
- Agenda** 8. The Dean, Assistant Dean (Administration) and Faculty Secretary and the Chair of Faculty Council shall set the agenda. The agenda shall set forth items of business to be discussed at the meeting in the following order: Call to Order, Presentation of Minutes, Business Arising from the Minutes, Communications, Committee Reports, New Business, Other Business/Enquiries, Closure.
- Order of business on agenda** 9. The order of business at a meeting shall be the order set out in the agenda unless varies or added to according to 10 and 11 below.
- Vary the order of business** 10. A motion to vary the order in which the items on the agenda are to be taken up will be in order at any time except when another motion is being debated or voted upon. The mover shall briefly indicate reasons why the order should be varied, but otherwise the motion is not debatable.

- Add to the agenda** 11. A matter not on the agenda may not be introduced at a regular meeting unless the introduction thereof is agreed to by two-thirds of the members present and voting. The mover shall briefly indicate reasons why the matter should be introduced, but otherwise the motion shall not be debatable.
- Notice of Motion** 12. Except in the case of special meetings, notice of motion shall be forwarded to those who set the agenda four weeks before a meeting of Council for consideration to be included on the agenda. A notice of motion is a request by a member to have an item included in the agenda of the meeting. Additional motions may be introduced in Council in relation to agenda items only.
- Member to be recognized** 13. Any member desiring to speak during the meeting of Council shall signify his/her intention to the Chair. No member shall speak until recognized by the Chair, and when so recognized, shall stand and address the Chair.
- Interruptions** 14. The Chair may at any time call to order any member, including the member who is speaking, but otherwise, no member shall interrupt any other member. A member called to order by the Chair shall sit down.
- Speaking more than once to a motion** 15. A member is entitled to speak only once to a motion but at the discretion of the Chair may be permitted to speak again on the same motion.
- Length of Speeches** 16. No member or other person invited to address the Council shall speak for more than five minutes at any one time. At the discretion of the Chair, this rule may be waived if in his/her opinion the matter is complex enough that further time should be allotted.
- Statement of question** 17. Any member may require the question under discussion to be stated at any time during the debate, but not so as to interrupt a member.
- No speaking after the question is put** 18. No member shall speak to a question after it has been put to a vote by the Chair.
- Motions to be seconded** 19. All motions shall be seconded before being debated or put by the Chair. The Chair may at his/her discretion require that a motion be put in writing before being debated or put by the Chair.
- Question Period** 20. After the mover and seconder have spoken to a motion presented to the Council for debate, the Chair may, at his/her discretion, allow members to ask questions to obtain information regarding the motion. Such questions shall be directed to the Chair who may request an answer from any member or person present. The Chair shall determine and declare when the period of questioning is ended and upon such declaration shall call for further formal debate on the motion.

**Procedural
Motions**

21. When a question is under debate, no motion shall be received by the Chair except for one of the following purposes, and the order of precedence of these motions shall be as indicated below:
- (ii) *To adjourn the meeting.* This motion is not debatable and is always in order except when a member is speaking.

 - (ii) *To recess the meeting.* This motion is not debatable except concerning the duration of the recess.

 - (iii) *To adjourn the debate.* (“Table the Motion”). This motion is not debatable and the adjourned item shall appear on the agenda for the next regular meeting unless otherwise agreed to.

 - (iv) *To put the question.* This motion is not debatable and requires an affirmative vote of two-thirds of the members present and voting. If the vote is affirmative, the debate shall be forthwith terminated and the question put without further delay.

 - (v) *To withdraw the motion.* This motion is not debatable but at the request of the mover and seconder and with the consent of the meeting the original motion may be withdrawn. In such case, consent shall be understood if no objection is made to the motion being withdrawn, but if objection is made, the Chair shall put the question “that this motion be withdrawn” which shall be decided without debate by a majority of the members present and voting.

 - (vi) *To refer or commit.* This motion is debatable. The motion is to refer or commit a question to a standing or *ad hoc* committee for consideration, report and/or action.

 - (vii) *To amend.* A motion to amend the motion under consideration is always in order except that the amendment may not contravene the sense of the motion to which it is proposed. In no case may more than two amendments be before the meeting at one time. One of these amendments may be to amend the previous amendment. When two amendments are before a meeting, debate will proceed on the last amendment which must be disposed of before any other amendments may be considered. When no further amendments remain to be disposed of, the motion (as amended) shall be put.

 - (viii) *To divide.* This motion is not debatable and is used to divide the question under consideration into parts that can be considered and voted on separately. It may not be introduced while an amendment to the question is being considered. The motion is not debatable but the mover may briefly explain reasons why the questions should be divided.

- Voting Procedure** 22. When the Chair puts a question to a vote, members shall indicate their vote in such manner as the Chair may direct. If any member wishes to record his/her abstention from voting on any question, the member must do so immediately before declaration by the Chair. The Chair shall declare the result of the vote and such declaration shall be conclusive. In a case of equality of votes, the decision on the question shall be deemed to be decided in the negative. If, prior to the time when the Chair has undertaken to determine the vote, any member requires that the count of votes be recorded, then the number of votes for and against the question shall be counted and this count recorded in the minutes of the meeting.
- Matters disposed of by Council** 23. No matter, once disposed of by Council, shall be reconsidered before the inaugural meeting of the following academic session, except by affirmative vote of two-thirds of the members present and voting.
- Suspend rule or Rules of Order** 24. None of the foregoing rules of order contained in sections 1 to 23 inclusive shall be suspended at any meeting if any member present expresses objection to such suspension.
- Amendment to By-Laws** 25. The By-Laws of the Faculty may, after four weeks' written notice of motion, be repealed, amended or added to, at any regular meeting of Council by affirmative vote of two-thirds of the members present and voting. No amendment to By-Laws shall be voted upon unless the proposed amendment shall have been printed in a notice of the meeting.

PART IV

STANDING COMMITTEES OF THE FACULTY COUNCIL

GENERAL

1. Members of committees are generally drawn from Faculty Council except where specified otherwise.
2. Each member of a standing committee except the Chair and co-opted members has one vote on any question.
3. The Dean shall be *ex officio* a member of all standing committees except the Undergraduate Appeals Committee.
4. The Assistant Dean (Administration) and Faculty Secretary shall be *ex-officio* a member of all standing committees except the Undergraduate Appeals Committee and shall be the secretary of all standing committees.
5. A majority of members constituting any standing committee shall constitute a quorum.
6. Council shall elect members to all standing committees at its final meeting in 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. The Chair of each standing committee shall also be elected at the final meeting of Council.
7. Members of standing committees who are unable to attend a meeting are not permitted to send alternates, except as noted in 8 below.
8. Certain standing committees, as noted, 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.
9. Members of standing committees shall declare any conflict of interest on an agenda item and may be asked to withdraw for that item.
10. The term of office of any elected member of a standing committee shall be limited to a maximum of five consecutive years unless otherwise stated. Regardless of the term of office, an interval of one year must elapse before the individual is eligible again for membership on that standing committee.
11. Council may fill vacancies on standing committees at any of its regular meetings.
12. Standing committees shall be empowered to form subcommittees, co-opt additional non-voting members and to liaise with other committees as necessary.
13. 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.
14. Meetings of standing committees shall occur according to the schedule published each Fall. Meetings of any standing committee may be called by the Chair, or in his/her absence, by the Assistant Dean (Administration) and Faculty Secretary upon a request by a majority of members of the standing committee.
15. The minutes of all transaction of every standing committee, except the Undergraduate Appeals Committee, shall be recorded and approved by the Chair prior to their distribution. At each meeting of the standing committee, the minutes of the preceding meeting shall be submitted for confirmation or amendment, and approved by the standing committee.

16. The rules of debate in Council shall be observed in standing committees except that:
 - 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.
17. All standing committees elected by Council shall report to Council and all recommendations made by them must be approved by Council in order for them to become effective, except in cases where Council specifically delegates its authority. On an affirmative vote, Council may require an item reported by a standing committee to be changed to a recommendation and thus subject to a vote.
18. A minority of any standing committee may have a minority report presented in the same manner as the majority report is presented.
19. The following shall be the standing committees of Council:
 - Constitution and Nominations Committee
 - Executive Committee
 - Graduate and Postgraduate Committee
 - Research Committee
 - Undergraduate Admission Committee
 - Undergraduate Appeals Committee
 - Undergraduate Education Committee
 - Undergraduate Grading Practices Committee

CONSTITUTION AND NOMINATIONS COMMITTEE

Membership

1. Chair: the Dean
2. the Assistant Dean (Administration) and Faculty Secretary
3. four other faculty members of Council

Functions

1. 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.
2. 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.
3. To consider recommendations received from other standing committees regarding rules and regulations.
4. 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.
5. To report to Council its deliberations, recommendations and decisions.

EXECUTIVE COMMITTEE

Membership

1. Chair: the Dean, or one of the Associate Deans in the Dean's absence
2. *ex officio*:
 - (a) the Associate Dean, Biological and Diagnostics Sciences
 - (b) the Associate Dean, Clinical Sciences
 - (c) the Associate Dean, Graduate and Postgraduate Studies
 - (d) the Associate Dean, Research
 - (e) the Assistant Dean (Administration) and Faculty Secretary
 - (f) the Director of Clinics
3. two heads of disciplines, one from each of the two departments, elected by the Discipline Heads Subcommittee.
4. one undergraduate student nominated by the Dental Students' Society and one graduate student nominated by the Graduate and Postgraduate Dental Students' Society.

Note: The term of office of members in 3 and 4 shall not exceed two consecutive years.

Functions

1. To make recommendations pertaining to the government, direction and management of the Faculty and the affairs and business thereof.
2. To conduct the affairs of Council during the period when it is not meeting regularly, direction to this effect having been given first from Council.
3. To act with respect to matters of emergency, providing such action shall be reported to Council at its next meeting.
4. 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 and the senior administration and Faculty Council.
5. To receive written reports semi-annually from the Director of Continuing Education and Alumni Affairs and the Librarian of the Faculty.
6. To make recommendations on policies pertaining to the information resources in the Faculty and Continuing Education.
7. To report to Council its deliberations, recommendations, and decisions.

GRADUATE AND POSTGRADUATE COMMITTEE

Membership

1. Chair: Associate Dean, Graduate and Postgraduate Studies
2. *ex officio*:
 - (a) the Dean
 - (b) the Associate Dean (Research)
 - (c) the Coordinator of the Graduate Department of Dentistry
 - (d) the Assistant Dean (Administration) and Faculty Secretary
3. four other faculty members of Council, one of whom is also a member of the Graduate Department of Dentistry, two 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.
4. one person who is a faculty member of a graduate Department other than Dentistry
5. two graduate students nominated by the Graduate and Postgraduate Dental Students' Society, at least one of whom should be in a specialty program and a resident from one of the hospital dental residencies.

Note: The term of office of members in 3, 4 and 5 shall not exceed three consecutive years.

Functions

1. To ensure the implementation of the requirements of the graduate programs in dental specialties within this Faculty, including monitoring course content and programming, admission and selection of applicants, arranging, offering and timetabling graduate specialty courses, examining and evaluating graduate specialty students and other duties as required.
2. To receive grades of graduate students for transmission to the School of Graduate Studies.
3. To receive, review, approve and, when necessary, adjust course grades.
4. To deal with requests to donate, amend or withdraw graduate scholarships and other awards in accordance with current University procedure.
5. To serve as an advisory committee to the Chair of the Graduate Department of Dentistry as defined by the School of Graduate Studies.
6. To be responsible for the implementation of the regulations of the School of Graduate Studies within this Faculty, including admission and selection of applicants, arranging, offering and timetabling graduate courses, examining and evaluating graduate students and other duties as required.
7. To give advice and recommend policies on graduate educational matters pertaining to clinic operations and patient care.
8. To be responsible for the educational content of the postgraduate programs for dental interns.
9. To report to Council concerning the admission and selection of dental interns.
10. To report to Council its deliberations, recommendations and decisions.

RESEARCH COMMITTEE

Membership

1. Chair: Associate Dean, Research
2. *ex officio*:
 - (a) the Dean
 - (b) the Associate Dean (Graduate and Postgraduate)
 - (c) the Assistant Dean (Administration) and Faculty Secretary
 - (d) the Chair of the Faculty's Animal Care Committee
3. three other faculty members of Council involved in research, at least one of whom is involved in clinical research using human subjects
4. one graduate student nominated by the Graduate and Postgraduate Dental Students' Society

Note: The term of office of the three members of Council shall not exceed three consecutive years and the term of office of the student representative shall not exceed one year.

Functions

1. To advise the Dean and Council upon matters relative to research.
2. To consider and recommend to Council policies concerning research in the Faculty.
3. To advise on the disposition of the Faculty's general research funds and monies.
4. To make recommendations concerning the management of and policies for the Faculty's animal care facilities.
5. To make recommendations concerning the management of and policies for the Faculty's Clinical Sciences Unit, i.e, the Research Clinic.
6. To advise concerning the Summer Student Research Program.
7. To advise the Faculty concerning the utilization of laboratory facilities.
8. To report to Council its deliberations, recommendations and decisions.

UNDERGRADUATE ADMISSION COMMITTEE

Membership

1. Chair: faculty member appointed by the Dean
2. *Ex officio:*
 - (a) the Dean
 - (b) the Assistant Dean (Administration) and Faculty Secretary
 - (c) the University Registrar and Director of Admissions and Awards or delegate
 - (d) a representative of the Royal College of Dental Surgeons of Ontario
 - (e) an alumni representative nominated by the Dental Alumni Association
 - (f) a representative nominated by the Dental Students' Society
 - (g) Admissions Officer
3. five other faculty members of Council
4. one member of the public

Functions

1. To examine applications for admission to the undergraduate dental programs and, bearing in mind the admission requirements, to select and offer admission to the most suitable applicants to these programs, on behalf of Council.
2. To review admission requirements and make recommendations to Council for changes.
3. To consider the performance of the Faculty's undergraduate students in relation to the admission requirements and make recommendations accordingly.
4. To report to Council concerning the selection and admission of applicants to the undergraduate programs.
5. To report to Council its deliberations, recommendations, and decisions.

UNDERGRADUATE APPEALS COMMITTEE

Membership

1. Chair: appointed by Council, or interim chair appointed by the Dean
2. The composition of an Appeals Committee shall be five persons including the Chair. There shall be at least two members of the academic staff and at least two students - undergraduate or graduate. Three of the five shall be members of Council.
3. Since appeals are normally heard in the Summer months, Council authorises the Assistant Dean (Administration) and Faculty Secretary to establish Appeals Committees as necessary according to 1 and 2 above. 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.

Functions

1. To hear undergraduate appeals of undergraduate students of the Faculty against decisions of Council and its standing committees, and to make rulings on such appeals.
2. To report its decisions in writing to the persons involved.
3. To advise of a further right of appeal to the Academic Appeals Committee of the Academic Board of Governing Council.
4. To generate policy recommendations on appeals procedures and all matters related to them.
5. To report annually to Council its decisions and any recommendations.

UNDERGRADUATE EDUCATION COMMITTEE

Membership:

1. Chair: selected from (3) below
2. *Ex officio:*
 - (a) the Dean
 - (b) the Associate Dean, Biological and Diagnostic Sciences
 - (c) the Associate Dean, Clinical Sciences
 - (d) the Assistant Dean (Administration) and Faculty Secretary
 - (e) the Director of Clinics
 - (f) the Director of the Clerkship
3. three other faculty members of Council, one of whom shall be a Chief of Dentistry at an affiliated teaching hospital.
4. one representative of the Royal College of Dental Surgeons of Ontario
5. two students nominated by the Dental Students' Society

Functions

1. To assure the quality and standards of the Faculty's undergraduate dental programs.
2. to plan the curriculum in terms of the knowledge and competencies needed for graduates of the undergraduate programs.
3. To determine which courses in the undergraduate curricula shall be required for standing in the undergraduate dental programs, and make recommendations to Council.
4. To monitor and integrate the curriculum.
5. To receive written reports from the Director of the Clerkship.
6. To be responsible for the program in hospital dentistry for undergraduate students.
7. To give advice and recommend policies on undergraduate educational matters pertaining to clinic operations and patient care.
8. To seek out and consider educational innovations taking place in other dental and health science institutions.
9. To foster the development and application of innovative education methods in the undergraduate dental programs, including appropriate faculty training.
10. To foster the development and use of valid and reliable measures for assessing the outcomes of the Faculty's educational programs.
11. to form ad hoc Working Group(s) charged with planning and developing items 8, 9 and 10 or others as may be necessary and reporting to the Committee.
12. To report to Council its deliberations, recommendations and decisions.

UNDERGRADUATE GRADING PRACTICES COMMITTEE

Membership

1. Chair: the Dean, or one of the Associate Deans in the Dean's absence
2. *Ex officio:*
 - (a) Associate Dean, Biological and Diagnostic Sciences
 - (b) Associate Dean, Clinical Sciences
 - (c) Assistant Dean (Administration) and Faculty Secretary
3. one undergraduate student elected by the Dental Students' Society
4. three other academic members of Council

Note: All meetings will be held in camera. Instructors whose course grades are under review are invited to attend the meetings at which the grades submitted are being discussed.

Functions

1. To administer the implementation of the University Grading Practices Policy for the undergraduate dental programs and oversee the general consistency of grading procedures.
2. To review the methods by which undergraduate courses are evaluated and recommend to Council necessary revision.
3. To receive, review, approve and, when necessary, adjust course grades.
4. To receive reports on the disposition of student petitions dealt with by the Assistant Dean (Administration) and Faculty Secretary.
5. To decide upon petitions referred to the Committee by the Assistant Dean (Administration) and Faculty Secretary.
6. To deal with requests to donate, amend or withdraw undergraduate scholarships and other awards in accordance with current University procedure.
7. To make recommendations concerning undergraduate awards and prizes.
8. To review policies and procedures for the conduct of examinations.
9. To report to Council its deliberations, recommendations and decisions.