Department Chairs Committee

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Office of Accountability:	Dean Faculty of Medicine & Dentistry
Office of Administrative Responsibility:	Vice Dean Faculty Affairs
Approver:	Dean's Executive Committee
Scope:	**Terms of Reference**. Compliance with University policy extends to all members of the University community.

This document is the parent policy for any associated procedures or appendices. Questions regarding this policy should be addressed to the Office of Administrative Responsibility.

OVERVIEW

The Chairs Committee advises the Dean and the Faculty on matters related to faculty operations.

1. PURPOSE

The purpose of this Committee is to facilitate the operations of the Faculty, specifically its academic responsibilities and initiatives.

1.1 Has the overall responsibility of advising the Dean, on Faculty-wide academic operational matters.

1.2 Assumes those duties and functions as delegated by the Dean's Executive Committee or the Dean.

2. RESPONSIBILITIES

Provide guidance and efforts in the areas of:

2.1 Operational issues impacting the Faculty; as appropriate, develop and implement tactics to respond to said issues;

2.2 Regular reports from the Faculty's standing advisory committees, and from other constituencies as needed.

2.3   Policy review prior to submission to Faculty Council (as appropriate).

2.4   Disseminate information as appropriate to academic Departments, and provide feedback from Departmental faculty on relevant issues.

3. COMPOSITION

3.1   Chair (Dean, Faculty of Medicine & Dentistry)

3.2   Deputy Dean

3.3   Department Chairs

3.4   Vice-Deans

3.5   Faculty General Manager

3.6   Senior Finance Partner

4. MEETINGS

4.1   Meetings will be held monthly or at the call of the chair.

4.2   A quorum will be the Chair (or a designated alternate) and 50% of members.

4.3   The Chair votes only in the event of a tie.

5. DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. **[▲Top]**	
Defined Term	There are no definitions for this Policy

6. RELATED LINKS

No Related Links for this Procedure