



Faculty Affairs 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.

1. OVERVIEW

The Faculty Affairs Committee (FAC) advises the Dean and the Faculty on matters related to faculty affairs. This done through the Vice Dean Faculty Affairs who reports to the Dean’s Executive Committee and to the Dean.

Purpose

The purpose of this Committee is to facilitate the planning and priorities of Faculty Affairs responsibilities and initiatives.

- a. Has the overall responsibility of advising the Dean, through the Vice Dean Faculty Affairs, on important strategic and operational matters related to faculty affairs within the Faculty.
- b. Assuming those functions relevant to faculty affairs as delegated by Faculty Council, Chairs Committee or Deans Executive Committee or the Dean.

2. RESPONSIBILITIES

- 2.1 Provide policy, guidance and efforts in the areas of:
 - Professionalism
 - Mentorship
 - Leadership development
 - Promotions and career development
 - Collegiality

- Interprofessional initiatives
- Faculty Development
- EDI
- PLP and L3

3. COMPOSITION

3.1 **Chair:** (Vice Dean, Faculty Affairs)

3.2 **Ex-Officio (Voting):**

- Associate Dean, Clinical Faculty
- Associate Dean, Faculty Development
- Associate Dean, Professionalism
- Associate Dean, Lifelong Learning
- Assistant Dean, -Diversity
- Director, John Dossetor Health Ethics Centre
- Associate Dean, International Relations
- Assistant Dean, Faculty Wellbeing
- Chief Wellness Officer

3.3 **Six (6) - Elected (Voting) Members:**

- Two (2) from Basic Science
- Three (3) Tenure Track from Clinical Departments,
- One (1) Clinical Faculty

4. ELECTION

4.1 The election of Faculty members shall take place within the faculty with a term as defined as 3 years. A member may be appointed for a second term by the Vice Dean Faculty Affairs.

4.2 In order to ensure wide representation, there shall be no more than one elected member from a department.

5. MEETINGS

5.1 Meetings will be held monthly

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

5.3 The Chair votes only in the event of a tie

5.4 Minutes of FAC with actions will be kept and distributed to Deans Executive Committee.

6. 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

7. RELATED LINKS

No Related Links for this Policy