



UNIVERSITY OF TORONTO

FACULTY OF MEDICINE

BY-LAWS OF FACULTY COUNCIL

INDEX

	<u>Page No.</u>
1. Rules of Procedure for the Election of Members to Faculty Council	2
2. Rules of Procedure of the Council of the Faculty of Medicine	4
3. Committees of Council	8
3.4. Appeals Committee	10
3.5. Board of Examiners – Medical Radiation Sciences Program	11
3.6. Board of Examiners – Postgraduate Medical Program	13
3.7. Board of Examiners – Undergraduate Medical Program	14
3.8. Education Committee	17
3.9. Executive Committee	20
3.10. Research Committee	21
3.11. Striking Committee	22
4. Dates of Amendment	23

The following is Section 3.6 only:

3.6. Board of Examiners – Postgraduate Programs

3.6.1. Membership

Council shall approve the membership of the Board of Examiners – Postgraduate Programs Committee composed of the following:

Chair, elected by Faculty Council
Vice-Chair: elected by and from among the members
Nine Teaching Staff none of whom should concurrently be a Director of a residency training program. Teaching Staff are elected by Council and commit to a full 3-year term, with the option to renew once for an additional three years. Of the nine members, at least one should be from each of Family Medicine, Internal Medicine and Surgery. Three postgraduate trainees who commit to a one year term, with the option to renew for a second term

Ex officio:
Vice Dean, Post MD Education
Faculty Affairs Officer (non-voting)

3.6.2. Function

In relation to the **Postgraduate Programs**, and on behalf of Council:

- a) At the request of the Vice Dean (or her/his designate), to review the cases of trainees in academic difficulty and to determine the appropriate course(s) of action, which may include remediation, remediation with probation, probation, suspension, and dismissal.
- b) The assessment of a trainee's performance may include the evaluation of the trainee's academic, behavioural, ethical and professional performance in the Program, or the evaluation/recommendation from an independent process.
- c) After receiving and considering recommendations from the Vice Dean (or her/his designate), make recommendations on the progression of trainees through the Program
 - a) To oversee the general consistency of grading procedures.
 - b) To review and approve grades and non-grade course reports.
 - c) To report to Council its deliberations, recommendations and decisions.

3.6.3. Procedures

The procedures of this Board and of the evaluation of postgraduate trainees are detailed in the document "Guidelines for the Evaluation of Postgraduate Trainees of the Faculty of Medicine at the University of Toronto" (February 2007).

A trainee whose performance is being considered by the Board may make a written submission to the Board through the Faculty Affairs Officer.

3.6.3.1. Quorum

Chair (or Vice-Chair), and 4 of the members of the Board of whom one must be a trainee (except as noted below). The Vice Dean is included in the count towards quorum and is allowed to vote.

Trainee members:

Trainee members shall be voting members of the Board but will be excluded from such deliberations at the request of any trainee whose case is being considered or if their own case is being considered.

Non-Member Attendees:

The Vice Dean (or designate), with the agreement of the BOE Chair, will invite those academic, administrative staff and appropriate health professional staff who are not members of the Board to attend each meeting only as necessary for the full presentation of information concerning each case. Such visitors may be asked to leave after the presentation of their material.

3.6.3.2. Conflict of Interest

A Board of Examiners member **must** declare a potential conflict of interest with any case presented to the Board of Examiners. The concern will be disclosed by the member to the Chair, who will decide on the appropriate course of action.

3.6.3.3. Appeal of Decisions

Decisions of the Board are final and binding on the Faculty, the Residency Training Program Committees and the Program Directors. Decisions of the Board may be appealed by postgraduate trainees to the Faculty of Medicine Appeals Committee.

3.6.3.4. Confidentiality

The Board shall meet *in camera*. The documents provided to the Board at meetings shall be retained by the Faculty Affairs Officer. All deliberations of the Board and all information received by the Board shall be confidential except for such disclosure as is necessary for the Board's Report.

3.7. Board of Examiners – Undergraduate Medical Program

3.7.1. Membership

Council shall approve the membership of the Board of Examiners – Undergraduate Medical and Physician Assistant Professional Degree Programs composed of the following:

Chair: elected by Faculty Council

Vice-Chair: elected by and from the members.

Nine Teaching Staff elected by Council (at least one member must be from the Department of Family and Community Medicine)

Two undergraduate medical students (normally the President and past-President of the Medical Society)

Two student members of the BScPA Program

Representative from the Michener Institute named by its President

Representative from the Northern Ontario School of Medicine named by its Dean

Ex officio:

Vice Dean, MD Program

Vice Dean, Partnerships

Faculty Affairs Officer (non-voting)