

## *Fellowship Education Advisory Committee (FEAC) Terms of Reference*

### **Authority**

The Fellowship Education Advisory Committee (FEAC) operates under the authority of the **Associate Dean, Postgraduate Medical Education (PGME)**, Temerty Faculty of Medicine (TFOM), University of Toronto (UofT).

### **Purpose/Mandate**

The FEAC was established in 2009 to provide guidance to the Associate Dean, PGME, by identifying and addressing issues affecting clinical fellows and the management of clinical fellowships. The FEAC is chaired by the Faculty Lead, Fellowships, PGME, and provides advice and recommendations on matters related to clinical fellowship education and training.

The FEAC's mandate includes, but is not limited to:

- Advising on the development and review of policies and guiding principles related to clinical fellowship education, including selection processes, appointment structures, supervision, and educational standards.
- Promoting equitable and standardized approaches to clinical fellowship remuneration practices across departments, in alignment with institutional policies and funding structures.
- Providing input on clinical fellowship education environments, including orientation, onboarding, learner support, and wellness at a programmatic and systems level.
- Advising on frameworks for fellow assessment, progression, remediation, and appeals processes, in accordance with PGME policies and applicable institutional procedures.
- Supporting the review of fellowship education structures, program quality, and continuous improvement initiatives across PGME and affiliated training sites.
- Providing oversight input into Royal College Areas of Focused Competence (AFC) diploma programs.
- Providing advisory input into Royal College Subspecialty Examination Affiliate Programs (SEAP), as applicable.
- Addressing additional matters related to clinical fellowship education as identified by the Associate Dean, PGME.

### **Responsibilities**

- Gather information across postgraduate medical education departments and from clinical fellows to inform recommendations.
- Contribute to the ongoing review and improvement of clinical fellowship education policies/guidelines, processes, and structures.
- Provide regular updates and recommendations to the Associate Dean, PGME through established PGME governance channels.
- Ensure transparency and accountability in committee activities and decision-making processes.

### **Membership**

Membership includes both ex officio members and appointed members. A single member may represent more than one constituency and/or ex officio membership position. Non-voting guests may be invited at the discretion of the Chair.

### **Chair (voting member)**

- Faculty Lead, Fellowships, PGME

The Chair may only vote to break a tie.

### **Appointed Departmental Representatives (voting members)**

The following Departments each appoint one representative in a fellowship leadership role:

- Medicine
- Paediatrics
- Surgery
- Family and Community Medicine

If a representative leaves their role, the department will appoint a replacement; membership does not transfer automatically. Representatives are responsible for communicating FEAC updates within their department.

### **Hospital Representative (voting member)**

- One Vice-President, Education (or equivalent) representative or delegate from a University of Toronto-affiliated teaching hospital.

### **Clinical Fellow Representatives (voting members)**

- Two to four Clinical Fellows representatives from UofT clinical fellowship programs are appointed through a selection process determined by the Chair.

### **Clinical Fellowship Administrative Representatives (voting members)**

Representatives of academic departments and/or UofT-affiliated teaching hospitals involved in fellowship administration and postgraduate medical education governance structures.

### **Ex officio Postgraduate Medical Education members (non-voting members)**

- Associate Dean, PGME
- Director, Administrative Services & Strategy
- Director, Accreditation, PGME
- Manager, Admissions & Registration, PGME
- Manager, Curriculum & Learner Assessment, PGME
- International Relationship Manager, PGME
- Program Manager, Program Evaluation & Quality Assurance, PGME
- Manager, Education Technology & Systems Management, PGME
- Project Manager, Fellowships, PGME
- Administrative Coordinator, Admissions & Fellowships, PGME

### **Terms of membership:**

- Clinical fellow members serve a one-year term, renewable up to three years.
- All appointed voting members serve a two-year term, renewable up to six years, except departmental representatives from Medicine, Paediatrics, Surgery, and Family and Community Medicine, who serve for the duration of their fellowship leadership appointment.
- Ex officio members serve for the duration of their role or appointment
- Departmental representatives serve for the duration of their fellowship leadership appointment within their department.

### **Quorum and Decision-making**

- Decisions and recommendations are reached by consensus where possible.
- Where consensus cannot be reached, decisions are determined by a majority (50% of voting members plus one). Voting members who abstain are counted toward quorum but are excluded from the vote tally.



- Quorum for decision-making is 50% plus one (50% + 1) of voting members present.
- At the discretion of the Chair, votes may be conducted electronically. For electronic votes to be valid, at least 50% of voting members must participate. Abstentions are counted toward quorum but excluded from vote calculations.
- The Chair may invite individuals with specific expertise to provide input. These individuals do not participate in decision-making unless granted voting status by the Associate Dean, PGME.

### Meeting Schedule and Administration

- FEAC meetings are held five times per academic year, or at the call of the Chair. Meetings are by invitation.
- Agendas are determined by the Chair in consultation with members and the Associate Dean, PGME. Members may submit agenda items at any time.
- Transparency is maintained through the PGME website, which posts:
  - Terms of Reference
  - Membership lists
  - Meeting schedules
  - Agendas and approved minutes
  - Reports, summaries and other relevant committee documentation as available.

A review of the Terms of Reference will be conducted every two years to ensure relevance and effectiveness.

- Modifications or revisions to the Terms of Reference require FEAC input and must be approved by the Associate Dean, PGME.
- Final approval of the Terms of Reference rests with the PGME Advisory Council (PGMEAC) via the Associate Dean, PGME.

### Document History

Next Review Date: May 1, 2028

First Revision: November 19, 2025

Second Revision: January 21, 2026

Approved: May 27, 2026