

Fellowship Education Advisory Committee (FEAC) Terms of Reference

Authority:

The Fellowship Education Advisory Committee (FEAC) is a subcommittee of the Postgraduate Medical Education Advisory Committee (PGMEAC), operating under the authority of the Associate Dean, Postgraduate Medical Education (PGME).

Mandate:

The FEAC is responsible for identifying and responding to issues that govern individual clinical fellows and the management of fellowships by clinical departments. This includes gathering information from departments and fellows to assist in the development of recommendations to improve the experience of fellows as well as the management of fellowships by departments. An underlying principle is the balancing of standardization and harmonization across fellowship programs with the needs of individual departments.

Roles and Responsibilities:

To fulfill its mandate, the FEAC:

- Gathers and analyzes information from departments and clinical fellows to help ensure an optimal learning and working experience for clinical fellows, both globally and within individual fellowship programs
- Provides framework, guideline and process recommendations regarding the management of fellowships by clinical departments, including with respect to the:
 - learning objectives and goals of fellowship programs
 - selection and appointment of clinical fellows
 - orientation of clinical fellows
 - remuneration of clinical fellows
 - assessment, progression and completion of clinical fellows, including fellow-in-difficulty guidelines and processes
 - evaluation and improvement of fellowship programs

Membership:

- Chair (*appointed by the Associate Dean, PGME for a two-year term, renewal once*)
- Associate Dean, PGME
- Director, Admissions and Evaluation, PGME
- One (1) Fellowship Director or equivalent from each clinical department
- TAHSN Vice Presidents, Education or equivalent
- Hospital University Education Committee (HUEC) representative
- Up to four clinical fellow representatives, ideally composed of two CMGs and two IMGs

The Associate Dean, PGME and Chair will strive for a diverse and inclusive membership, including members from equity-deserving groups and/or individuals with expertise pertaining to equity, diversity, inclusion, Indigeneity, and accessibility.

The clinical department and TASHN representatives are appointed by the Associate Dean, PGME in consultation with the stakeholder groups being represented. Appointments are normally for a two-year term, renewal up to a maximum of six years.

The HUEC representative is nominated by HUEC, normally for a two-year term.

The clinical fellow representatives are appointed by the Associate Dean, PGME, in consultation with the Chair, normally for a one-year term, renewable up to three years.

A single member may represent more than one constituency.

Non-voting guests, including administrative staff and individuals with relevant experience or expertise, may be invited at the discretion of the Chair.

Quorum and Decision-making:

The FEAC may endorse recommendations at a meeting only if 50% or more of its voting membership is present at the meeting.

Generally, decisions are arrived at by consensus following discussion. When consensus is not clearly established and a decision to endorse a motion is required, a simple majority (50% plus 1) of members at the meeting who vote decides the matter. Voting members who are present at a meeting and choose not to vote are counted as part of quorum, but their abstention is not factored in the tallying of votes.

At the discretion of the Chair, a vote may be conducted by electronic means. In order of the vote to be valid, at least 50% of the committee's voting membership must cast a vote. Members who indicate that they would like to abstain from voting are counted as part of quorum, but their abstention is not factored in the tallying of votes.

For both at-meeting votes and votes by electronic means, the Chair may only vote in order to break a tie.

Meeting Schedule and Administration:

The FEAC normally meets four to six times annually, at the call of the Chair.

Meeting agendas are determined by the Chair, in consultation with the Associate Dean, PGME and input from committee members. Agendas and minutes are provided to committee members electronically, in a timely fashion.

Administrative support is provided by the PGME Office.

Under the leadership of the Chair, the FEAC terms of reference and processes are subject to regular review to inform improvements and optimize operational effectiveness.

Reporting

The Chair is responsible for reporting endorsed motions to the Associate Dean, PGME, who is responsible, in their capacity as PGMEAC Chair, of determining the appropriate review and approval process.

The FEAC will report annually, at a minimum, to the PGMEAC, normally through their chair or a delegate. Additional reports may be required, as the discretion of the PGMEAC Chair.

Approved/Amended: March 22, 2017; xxxxxxxx