

**University of Toronto  
Leslie Dan Faculty of Pharmacy**

**Bylaws  
of  
Faculty Council**

**(February 13<sup>th</sup>, 2018)**

<p><b>ELECTION/APPOINTMENT PROCEDURES &amp; LENGTH OF TERM</b></p>	<p><b>Rules of Procedure for the Election and Appointment of Members to Council</b></p> <p>1) Elections and appointments for all constituencies to Council and to its Standing Committees will be completed by July 1<sup>st</sup> of each year.</p> <p>1) Other Academic Appointees will be appointed by Council on the recommendation of the Striking Committee for a term of one year and may serve a maximum of 3 consecutive terms.</p> <p>2) Undergraduate Students will be elected by and from among students in the Doctor of Pharmacy (Pharm.D.) program for a one-year term. Elections for one representative from each year of the PharmD program will be organized by the Undergraduate Pharmacy Society.</p> <p>3) A Pharm.D. for Pharmacists student representative will be elected by and from among students in the Pharm.D. for Pharmacists program for a one-year term.</p> <p>4) A Graduate Student will be elected by and from among the Graduate Students for a one-year term. The election will be organized by the Pharmaceutical Sciences Graduate Students' Association.</p> <p>5) An International Pharmacy Graduate (IPG) student representative will be elected by and from among students registered in the IPG program.</p> <p>6) The Administrative Staff members will be elected by and from among the Administrative Staff. They may serve up to a three-year term.</p> <p>7) The Alumnus/a member will be appointed by the Director, Advancement (or equivalent) from among the Alumni. The Alumnus/a member will serve for a three-year term, with a maximum of two consecutive terms.</p> <p>8) External Stakeholders</p> <p>These individuals will serve for a term of three (3) years renewable.</p> <p>i) The representative of the Ontario College of Pharmacists will be appointed by the College for a three-year term.</p> <p>ii) The representative of the Ontario Pharmacists Association will be appointed by the Ontario Pharmacists Association.</p> <p>iii) The representative of the Ontario Branch, Canadian Society of Hospital Pharmacists will be appointed by the Ontario Branch.</p> <p>iv) The Pharmacy Directors of the Toronto Academic</p>
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	<p>Health Science Network (TAHSN) hospitals will be appointed by Council on the recommendation of the Striking Committee.</p>
<p><b>GENERAL PROCEDURES FOR COUNCIL</b></p>	<p>2)</p> <ul style="list-style-type: none"> <li>a) In the absence of the Chair, or for purposes of the Chair’s participation in the debate of a motion before the Council, the Vice-Chair will act as Chair. If the Vice-Chair is absent, the Chair may designate a member of Council to act as Chair.</li> <li>b) At its final scheduled meeting each year, the Council shall appoint the chairs and members of its Committees for the subsequent year, as proposed by the Striking Committee.</li> <li>c) Except in the case of special meetings, a notice of motion from an individual shall be forwarded to the Secretary of Council at least two (2) weeks before a meeting of Council in order to have it included on the agenda of the meeting at which it is to be considered. (This does not apply to motions and recommendations, which would be forthcoming from committees of Council.)</li> <li>d) Meetings of Council shall be open to all members as defined in the Constitution of Council; and all members shall have the right to speak and vote.</li> <li>e) Members may, at the discretion of the Chair, participate in meetings by synchronous electronic means such as teleconference or videoconference.</li> <li>f) Council and its Committees shall have the right to hold meetings <i>in camera</i> or, during a meeting, to move into <i>camera</i>: <ul style="list-style-type: none"> <li>i. by ruling of the Chair; or</li> <li>ii. by an affirmative vote of a majority of Council members present.</li> </ul> <p>Any Council member shall have the right to present or to second a motion to move into <i>camera</i>, and no other business shall be conducted until such motion is decided. All meetings of the Committee on Appeals shall be held <i>in camera</i>.</p> </li> <li>g) Non-member observers may attend all meetings of Council, except when Council is <i>in camera</i>. The number of observers permitted will be limited by the availability of space. Observers shall not have the right to speak, except by permission of the Chair, or to vote.</li> <li>h) Approved minutes of Council meetings shall be posted on the Faculty website for public viewing.</li> </ul>
<p><b>ROLE OF THE SECRETARY</b></p>	<p>3) The duties of the Secretary shall be to:</p> <ul style="list-style-type: none"> <li>a) attend all meetings of Council and keep minutes of the proceedings;</li> <li>b) attend, as far as possible, all meetings of Faculty-wide Standing committees and keep minutes of the proceedings;</li> <li>c) issue notices of each meeting of Council and its Standing Committees, along with an agenda and materials for each</li> </ul>

	<p>agenda item where relevant;</p> <ul style="list-style-type: none"> <li>d) keep the records of the Council;</li> <li>e) maintain a list of the names of members of Council by category of membership;</li> <li>f) annually confirm the name(s) of the representative(s) of groups or offices listed in the membership;</li> <li>g) prepare such resolutions or reports as the Council may direct from time to time;</li> <li>h) conduct all necessary correspondence under the supervision of the Chair and keep proper records thereof;</li> <li>i) update the Bylaws as per motions approved by Council;</li> <li>j) at the request of the Chair, forward items of business referred by Council or by a Faculty-wide Standing Committee of Council to another committee of Council;</li> <li>k) perform such other duties as the Council may from time to time require.</li> </ul>
<p><b>COMMITTEE PROCEDURES</b></p>	<ul style="list-style-type: none"> <li>4) <ul style="list-style-type: none"> <li>a) The Committees of Council shall include both Program Standing Committees and Faculty-wide Standing Committees (Appendix A). These committees are noted below with their respective duties defined by the Council.</li> <li>b) Unless otherwise specified, each committee shall consist of a Chair and at least five members of Council. The majority of a Committee’s members shall be members of Council. There shall be at least one student on each Standing Committee except the Executive Committee; the student will normally be a member of Council. The Dean is an <i>ex officio</i> and voting member of all Committees, with the exception of the Appeals Committee.</li> <li>c) A simple majority shall constitute a quorum. As a voting member, the Chair will count for determining quorum; as an <i>ex officio</i> member the Dean will not count towards quorum.</li> <li>d) Committee members shall be recommended annually by the Striking Committee and approved by Council. Committee members will assume their responsibilities on July 1.</li> <li>e) Any Committee may also co-opt any other individuals, whether or not members of Council, to serve on the Committee for the 1-year term of Council or the remainder thereof, by a majority vote of the members of the Committee present and voting. Members who are co-opted must be ratified by Council at its first opportunity. Co-opted members shall have voting privileges on the Committee. Co-opted students will be identified by the Committee Chair in consultation with the appropriate student organization.</li> <li>f) Vacancies occurring in a Program Standing Committee may be filled at any time by decision of the Committee Chair, in consultation with the Chair of Council, and reported to Council. Vacancies occurring in a Faculty-wide Standing Committee may be filled at any time by the Committee Chair in consultation with</li> </ul> </li> </ul>

	<p>the Chair of Council and the names of such persons reported to Council.</p> <p>g) Committee meetings shall occur at least once in the fall academic term and once in the winter academic term, according to the schedule published each fall. Meetings may also be called by the Chair as necessary or upon a request by a majority of members of the Committee.</p> <p>h) Members may, at the discretion of the Chair, participate in meetings by synchronous electronic means such as teleconference or videoconference.</p> <p>i) When dealing with a matter that is time sensitive, a Committee of Council may conduct its meetings by electronic means using technology that allows all persons participating to hear each other at the same time, e.g., teleconference or videoconference. Each member who wishes to speak shall orally seek recognition from the Chair. Motions will be voted upon by voice vote. Roll call voting may be required.</p> <p>Use of asynchronous electronic technology such as email to conduct Committee business shall be limited to single items of a time sensitive nature that normally would require little, if any, discussion prior to voting (e.g., approval of final grades or awards or an item of business that had been thoroughly discussed at a previous meeting but was missing an additional piece of vital information), providing that all members have access to the information and/or any debate that occurs.</p> <p>A 2-step procedure consisting of a notice of motion followed by an electronic ballot shall be followed. The notice of motion shall contain the motion, the name of the mover, notification of the opportunity to request more information and the deadline for doing so. The ballot shall contain the motion, names of mover and seconder, the voting options, and the deadline for voting. The motion and its resolution shall be reported in the minutes of the next meeting of the Committee.</p> <p>In the case of e-technology-enabled meetings, whether synchronous or asynchronous, the business conducted must not require that identifiable information about individual students or other sensitive information be transmitted over the internet to Committee members.</p> <p>j) Committees shall strive to make fiscally responsible recommendations to Council, and include detailed resource implications in the proposal that accompanies a request to the Executive Committee to have an item of business placed on Council's agenda.</p> <p>k) Members of Council shall have the right to be present at any meetings of any Committees, except when the Committee is <i>in camera</i>, and to be recognized. However, in no event shall they have a right to vote, unless they are members of the Committee in question.</p> <p>l) Meetings of Standing Committees shall be open to non-member observers according to conditions outlined for Council meetings</p>
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	<p>in 1 (g) above.</p> <p>m) Each Committee of Council may appoint sub-committees and delegate to such sub-committees the power to make recommendations to the Committee and to act in respect to any aspect of the Committee's responsibility.</p> <p>n) Minutes of all Committee meetings shall be maintained by the Secretary to Council using a standard approved format and shall normally be circulated to Committee members for comment within two (2) weeks of the meeting. Approved minutes shall be posted to the Faculty intranet for viewing by all members of Council.</p> <p>o) All written communications on any subject coming properly within the jurisdiction of any Standing Committee shall be referred to the Secretary of Council who will then forward the communication to that Committee, which shall report thereon, if possible, at the next meeting of Council. Any such communications received too late to be dealt with by the appropriate Committee before the next meeting of Council may, by direction of the Chair of that Committee, be read at the meeting of Council; and the Council may, if it sees fit, take them into immediate consideration or otherwise dispose of them.</p> <p>p) Each Committee shall review its terms of reference at least once every three (3) years and submit a report of this review to Council.</p> <p>q) If the position of Chair of a Committee of Council is vacated, that committee may elect an interim Chair to continue to conduct business in a timely manner. The Interim Chair should be an existing member of the Committee, as long as the terms of reference of that committee are satisfied.</p>
<p><b>PROGRAM STANDING COMMITTEES</b></p>	<p>5) There shall be four Program Standing Committees of Council:</p> <ul style="list-style-type: none"> <li>i. Pharm.D. Program Committee</li> <li>ii. Pharm.D. for Pharmacists Program Committee</li> <li>iii. Graduate Education Program Committee</li> <li>iv. Continuing and Professional Education Program Committee</li> </ul> <p>a) The Chair of each Program Standing Committee will be the individual who has primary administrative responsibility for the program, hereafter referred to as the "Program Director".</p> <p>b) Each Program Standing Committee shall include a minimum of 5 members of Council, in addition to the Chair. Normally, the majority of members of each Program Committee will be involved in the delivery of the program. Each Program Committee will include at least one student representative.</p> <p>c) The Secretary of each Program Standing Committee shall be appointed by the Chair of the Program Committee and will be responsible for forwarding his/her Committee reports and records to the Secretary of Council on a timely basis.</p> <p>d) Each Program Standing Committee shall have responsibility for oversight of the standards and quality of the program with regard to admissions, awards, examinations, curriculum and</p>

	<p>assessment, and program evaluation and accreditation, and for long-range planning and quality assurance of the program.</p> <ul style="list-style-type: none"> <li>e) Each Program Standing Committee shall review all courses in the program on a periodic basis for their congruency with and contribution to the program’s curriculum plan.</li> <li>f) Program Standing Committees shall select the recipients of student awards for that academic program.</li> <li>g) Each Program Standing Committee shall report to the Faculty-wide Standing Committees of Recruitment and Admissions, Academic Standing, Curriculum and Assessment, and Program Evaluation and Accreditation through their representative(s) on each of these Committees.</li> <li>h) Each Program Standing Committee shall recommend changes in the policies pertaining to the program elements listed in 3(d) above to the appropriate Faculty-wide Standing Committee.</li> <li>i) Program Standing Committees shall ensure that course coordinators are informed annually about the type of course changes that require Committee approval. Such changes must come before the Committee using approved documentation forms.</li> </ul> <p>Without limiting the responsibilities set out above, the Terms of Reference of the Program Standing Committees shall be those listed in Sections 6–9 below.</p>
<p><b>PHARM.D. PROGRAM COMMITTEE</b></p>	<ul style="list-style-type: none"> <li>6) <ul style="list-style-type: none"> <li>a) Membership shall include: <ul style="list-style-type: none"> <li>Director of the Pharm.D. Program or designate (Chair)</li> <li>Faculty member representing experiential education</li> <li>At least six faculty members who teach in the program(s), ensuring the diversity of the Faculty is represented</li> <li>Registrar</li> <li>Two students (one junior and one senior) registered in the program(s) who will be: <ul style="list-style-type: none"> <li>full members (September 1<sup>st</sup> to March 31<sup>st</sup>)</li> <li><i>ex officio</i> (April 1<sup>st</sup> to August 31<sup>st</sup>)</li> </ul> </li> </ul> </li> <li>b) The Committee shall report its decisions for information and make recommendations respecting principles and policies governing admissions, awards, curriculum and other aspects of the Pharm.D. degree program(s) to the relevant Faculty-wide Standing Committee;</li> <li>c) The Committee shall review and make policy recommendations concerning course exemptions;</li> <li>d) The Committee shall receive for information final grade reports from the Boards of Examiners for the program(s), and shall review and make recommendations regarding all matters relating to course-linked student assessment in the program(s). <ul style="list-style-type: none"> <li>i) The Board of Examiners for each year of the program(s) (consisting of all course coordinators for that year of the program) shall review final course grades and, when appropriate, interim course grades and make final grade recommendations to the Committee on Academic Standing for</li> </ul> </li> </ul> </li> </ul>

	<p>approval. It shall also report final grades to the Program Standing Committee for information.</p> <p>ii) The Chair of the Program Committee or designate shall also act as Chair of each of the Boards of Examiners.</p> <p>e) The Committee shall report annually to the Faculty-wide Standing Committee on Program Evaluation and Accreditation, and make recommendations as necessary, on the extent to which the goals and objectives of the program are being met in the delivery of the courses of study, the program content, the grading and student assessment system and the requirements for graduation.</p>
<p><b>PHARM.D. FOR PHARMACISTS PROGRAM COMMITTEE</b></p>	<p>7)</p> <p>a) Membership shall include:  Director of Pharm.D. for Pharmacists or designate (Chair)  Faculty member representing experiential education  At least four course coordinators in the program(s)  One student in the program(s) who will be:  a full member (September 1<sup>st</sup> to March 31<sup>st</sup>)  <i>ex officio</i> (April 1<sup>st</sup> to August 31<sup>st</sup>)</p> <p>Two members of the teaching staff of the Faculty who do not teach in the program(s)  Program Coordinator(s)  Registrar</p> <p>b) The Committee shall report its decisions for information and make recommendations respecting principles and policies governing admissions, awards, curriculum and other aspects of the PharmD for Pharmacists program(s) to the relevant Faculty-wide Standing Committee;</p> <p>c) The Committee shall review and make policy recommendations concerning all course exemptions.</p> <p>d) The Committee shall receive for information final grade reports from the Boards of Examiners for the program(s), and will review and make recommendations regarding all matters relating to course-linked student assessment in the program(s).</p> <p>i) The Board of Examiners for each year of the program(s) (consisting of all course coordinators for that year) shall review final course grades and, when appropriate, interim course grades and make final grade recommendations to the Committee on Academic Standing for approval. It shall also report final grades to the Program Standing Committee for information.</p> <p>ii) The Chair of the Program Committee or designate shall also act as Chair of each of the Boards of Examiners.</p> <p>e) The Committee shall report annually to the Faculty-wide Standing Committee on Program Evaluation and Accreditation, and make recommendations as necessary, on the extent to which the goals and objectives of the program are being met in the delivery of the courses of study, the program content, the grading and student assessment system and the requirements for graduation.</p>

<p><b>GRADUATE EDUCATION PROGRAM COMMITTEE</b></p>	<p>8)</p> <p>a) Membership shall include:          Director of the Graduate Department of Pharmaceutical Sciences or designate (Chair)          Dean, School of Graduate Studies (<i>ex officio</i>)          Dean, LDFP (<i>ex officio</i>)          Associate Dean of Education, LDFP or designate          Coordinator of each Graduate Field          Five Teaching Staff from each Graduate Field whose primary graduate appointment is in the Graduate Department of Pharmaceutical Sciences          One representative of all Teaching Staff cross-appointed to the Graduate Department of Pharmaceutical Sciences          One Graduate Student from each Graduate Field</p> <p>b) The Committee shall report its decisions for information and make recommendations respecting principles and policies governing admissions, awards, curriculum, graduate student funding, and other aspects of the Graduate program to the relevant Faculty-wide Standing Committee.</p> <p>c) Through its Chair, the Committee shall review graduate governance procedures to ensure compliance with the requirements of the School of Graduate Studies.</p> <p>d) The Committee shall report annually to the Faculty-wide Standing Committee on Program Evaluation and Accreditation, and make recommendations as necessary, on the extent to which the goals and objectives of the program are being met in the delivery of the courses of study, the program content, the grading and student assessment system, and the requirements for graduation.</p> <p>e) Quorum shall be defined as one-third of members. Graduate faculty who are Professors Emeriti shall not be counted in determining the number required for quorum or whether a quorum is present.<sup>1</sup></p>
<p><b>CONTINUING AND PROFESSIONAL EDUCATION (CPE) PROGRAM COMMITTEE</b></p>	<p>9)</p> <p>a) Membership will include:          Director, Continuous Professional Development or designate (Chair)          Academic Director or Representative of the International Pharmacy Graduate (IPG) program          Three members of the teaching staff of the Faculty, ensuring the diversity of the faculty is represented          One IPG student          One alumnus/alumna of the Faculty who does not hold an academic appointment and who is a practicing pharmacist          Three other members drawn from amongst the following categories with no more than one from each category: clinical teaching staff or appointees of the Faculty, pharmaceutical industry, pharmacy organizations</p> <p>b) The Committee shall report its decisions for information and make recommendations respecting principles and policies</p>

<sup>1</sup> Approved by Faculty Council May 7, 2012

	<p>governing admissions, awards, curriculum and other aspects of the International Pharmacy Graduate (IPG) program and other continuous professional development and continuing education programs to the relevant Faculty-wide Standing Committee;</p> <p>c) The Committee shall make recommendations regarding CPD courses, certificate and diploma offerings in accordance with the University's Policy on Diploma and Certificate Programs.</p> <p>d) The Committee shall receive for information final grade reports from the Board of Examiners for the IPG program, and shall review and make recommendations regarding all matters relating to course-linked student assessment in the IPG program.</p> <p>i) The Board of Examiners for the IPG program (consisting of all course coordinators) shall review final course grades and make final grade recommendations to the Committee on Academic Standing for approval. It shall also report final grades to the Program Standing Committee for information.</p> <p>ii) The Chair of the Program Committee or designate shall also act as Chair of the Board of Examiners.</p> <p>e) The Committee shall develop criteria for selection of continuing education and continuous professional development programs for purposes of professional development, faculty development, and public education and shall otherwise ensure the academic rigour and credibility of all programs;</p> <p>f) The Committee shall assist in identifying specific opportunities and needs for continuing education and continuous professional development programs;</p> <p>g) The Committee shall assist in developing relationships with relevant Health Sciences Schools/Faculties, teaching hospitals, professional and regulatory associations, and disease-based non-governmental organizations as appropriate;</p> <p>h) The Committee shall report annually to the Faculty-wide Standing Committee on Program Evaluation and Accreditation, and make recommendations as necessary, on the extent to which the goals and objectives of the program are being met in the delivery of the courses of study, the program content, the grading and student assessment system.</p>
<p><b>FACULTY-WIDE STANDING COMMITTEES</b></p>	<p>10) The following shall be the Faculty-wide Standing Committees of Council:</p> <ul style="list-style-type: none"> <li>i. Executive</li> <li>ii. Striking</li> <li>iii. Recruitment and Admissions</li> <li>iv. Academic Standing</li> <li>v. Curriculum and Assessment</li> <li>vi. Program Evaluation and Accreditation</li> <li>vii. Appeals</li> </ul> <p>These Committees are intended to serve as overarching co-ordinating committees for the Faculty as a whole and shall report directly to Council.</p>

<p><b>EXECUTIVE COMMITTEE</b></p>	<p>11)</p> <ul style="list-style-type: none"> <li>a) Membership shall include: Chair of Faculty Council (Chair) Vice-Chair of Faculty Council (Vice-Chair) Dean or designate Associate Deans Current Chairs of Standing Committees of Council</li> <li>b) The Committee shall review the agenda for each Council meeting to ensure adequate documentation is provided for debate on each item.<sup>2</sup> <ul style="list-style-type: none"> <li>i) The Committee shall refer back to the originating administrator/committee for further preparation any item deemed not ready for submission to Council.</li> <li>ii) In particular, the Committee shall ensure that recommendations proposed by a Committee to Council have appropriate information/documentation concerning their resource (budgetary) implications and refer these back to the originating Committee for further information or reconsideration if necessary.</li> <li>iii) The Committee shall report to Council for information all recommendations that are referred back to the originating administrator/Committee.</li> </ul> </li> <li>c) The Committee shall direct specific issues to Council or Committees, and/or recommend to Council the creation of <i>ad hoc</i> committees.</li> <li>d) The Committee shall monitor implementation of Faculty Council policies.</li> <li>e) The Committee shall review and advise Council on all proposed Constitution and Bylaw changes, whether these be brought to Council or initiated by Council.</li> <li>f) The Committee shall review and advise Council on the effectiveness of the Constitution and Bylaws.</li> <li>g) At periodic intervals of not more than five years, the Committee shall establish a review of the Constitution and Bylaws and recommend to Council any changes deemed appropriate.</li> <li>h) The Committee shall conduct the affairs of Council during the period when Council is not meeting regularly, and report to Council its deliberations, recommendations, and decisions at the next meeting of Council and, in the case of business undertaken on behalf of a Committee of Council, will report to that Committee before the Committee's next meeting; and will act with respect to matters of emergency, and report such action to Council at its next meeting.</li> <li>i) This Committee shall consider all petitions received from students, which do not fall within the terms of reference of other committees of Council.</li> </ul>
<p><b>STRIKING COMMITTEE</b></p>	<p>12)</p> <ul style="list-style-type: none"> <li>a) Membership shall include: Vice-Chair of Faculty Council (Chair) Dean</li> </ul>

<sup>2</sup> For some items, e.g., exam results, it is understood that there is insufficient time to prepare documentation in advance of the meeting.

	<p>Program Directors  At least one student who will be:  a full member (September 1<sup>st</sup> to March 31<sup>st</sup>)  <i>ex officio</i> (April 1<sup>st</sup> to August 31<sup>st</sup>)</p> <p>In the absence of the Chair, the Chair of Council shall serve as the Striking Committee Chair.</p> <p>b) The Committee shall survey continuing members of Faculty Council annually to determine the Committees on which they would like to serve.</p> <p>c) The Committee shall establish transparent guidelines for Committee appointments that take into account workload equity for faculty members, as well as faculty member preferences and expertise. Council members who will be on leave for all or part of the coming academic year will not normally be placed on a Committee.</p> <p>d) The Committee shall recommend for appointment to Council individuals in membership category VI(g)(iv) in the Constitution, as appropriate.</p> <p>e) Individuals in membership category VI(c) of the Constitution shall be surveyed annually by the Committee to solicit nominations to represent this group on Council. The Committee will consider whether service is included in the terms of the nominee’s contract and whether the term of their appointment is consistent with the term of Council. The Committee shall then recommend to Council the requisite number of individuals to represent this group.</p> <p>f) The Committee shall select the roster of each Standing Committee and at the last meeting of Council for the year recommend approval of the roster.</p> <p>i) Each Program Director shall prepare a draft roster for the Program Committee of which he/she is Chair for consideration by the Striking Committee.</p> <p>ii) The Striking Committee shall ensure that there is representation from all programs on Faculty-wide Standing Committees as appropriate. Once a member has completed six consecutive years of service on a Program or Faculty-wide Standing Committee an interval of one year must elapse before the individual may serve again on the same Committee.</p> <p>g) The Committee shall recommend an individual for Chair in cases where the Chair is not specified in the Membership of the Committee. A Faculty-wide Standing Committee Chair will normally be a member of the academic staff who is not in an administrative position at the Faculty, e.g. Associate Dean, Assistant Dean, Program Director. The term of office of the Chair should normally not exceed six consecutive years.</p>
<p><b>RECRUITMENT AND ADMISSIONS COMMITTEE</b></p>	<p>13)  a) Membership shall include:  Chair who will be a member of Council who is knowledgeable about undergraduate and graduate programs of the Faculty.  Registrar  Program Directors, or designate(s)  Admissions Officer</p>

	<p>Assistant to the Admissions Officer  One representative from University admissions office  One member from each of the Program Standing Committees  Manager Marketing and Communications  At least one Alumna/us  At least one student who will be:  a full member (September 1<sup>st</sup> to March 31<sup>st</sup>)  <i>ex officio</i> (April 1<sup>st</sup> to August 31<sup>st</sup>)</p> <p>b) The Committee shall review and make recommendations to Council concerning Faculty admissions policies, including entrance requirements and transfers.</p> <p>c) The Committee shall receive reports for information from each Program Standing Committee concerning its admissions decisions to ensure that the selection of students for admissions complies with Faculty admissions policies.</p> <p>d) The Committee shall make decisions about student petitions regarding entry or re-entry.</p> <p>e) The Committee shall oversee strategies and practices for recruitment into the academic programs of the Faculty.</p>
<p><b>COMMITTEE ON ACADEMIC STANDING</b></p>	<p>14)</p> <p>a) Membership shall include:  Chair who will be a member of Council who is knowledgeable about undergraduate and graduate programs of the Faculty Registrar or designate  One member from each of the Program Standing Committees.  Faculty member representing experiential education  At least one student who will be:  a full member (September 1<sup>st</sup> to March 31<sup>st</sup>)  <i>ex officio</i> (April 1<sup>st</sup> to August 31<sup>st</sup>)</p> <p><u>Course-linked Assessment Policy</u></p> <p>b) The Committee shall make recommendations to Council related to policies, procedures and practices pertaining to academic progress and academic standing of students enrolled in the Faculty's academic programs.</p> <p>c) The Committee shall oversee the implementation of the University Assessment and Grading Practices Policy and oversee the general consistency of grading procedures.</p> <p>d) The Committee shall make recommendations to Council on Faculty-wide policies for the conduct of course-linked assessments.</p> <p>e) The Committee shall rule on final grade results submitted by the Boards of Examiners for each academic program and will report to Council for information its decisions regarding the academic standing of students in each academic program at the conclusion of each year or cycle of the program.</p> <p><u>Awards</u></p> <p>f) The Committee shall review and recommend to Faculty Council the terms and conditions of new awards and award policies.</p> <p>g) The Committee shall receive reports from the Division of University Advancement (DUA) of minor changes to the terms and conditions of awards and award policies prior to their implementation.</p>

	<ul style="list-style-type: none"> <li>h) The Committee shall receive reports, for information only, from the Program Standing Committees concerning the awards distributed to students in each program.</li> <li>i) The Committee shall ensure that the awards are made in compliance with the terms of the awards.</li> <li>j) The Committee shall review the allocation of award funds across programs in cases where the awards are made to students in more than one program in the Faculty.</li> </ul>
<p><b>COMMITTEE ON CURRICULUM AND ASSESSMENT</b></p>	<p>15)</p> <ul style="list-style-type: none"> <li>a) Membership shall include: <ul style="list-style-type: none"> <li>Chair who will be a member of Council who is knowledgeable about undergraduate and graduate programs</li> <li>Registrar</li> <li>Faculty member representing experiential education</li> <li>Faculty member from the Graduate Education Program Committee</li> <li>Director, B.Sc.(Pharm.Chem.) program or designate</li> <li>At least one pharmacy practitioner who does not hold an academic appointment</li> <li>At least one representative of a cognate health-related division of the University</li> <li>One member from each of the Program Standing Committees</li> <li>Two undergraduate students (junior and senior), who will be: <ul style="list-style-type: none"> <li>full members (September 1<sup>st</sup> to March 31<sup>st</sup>)</li> <li><i>ex officio</i> (April 1<sup>st</sup> to August 31<sup>st</sup>)</li> </ul> </li> </ul> </li> <li>b) The Committee shall review and recommend to Council proposals for the establishment and closure of academic programs, and proposals for major modifications<sup>3</sup> to existing academic programs, diplomas, and certificates.<sup>4</sup></li> <li>c) The Committee shall review and approve, on behalf of Council, proposals for minor modifications to academic programs, diplomas, and certificates.<sup>5</sup> All such approvals shall be reported for information to Council.</li> <li>d) The Committee shall approve on behalf of Council, and report to Council for information, proposals from Program Standing Committees for minor changes in the goals and objectives of the program, and the courses of study; the content and grading and assessment systems for individual courses; and the requirements for graduation from a program.</li> <li>e) The Committee shall establish standardized systems for course coordinators to communicate and seek approval for proposed courses and course changes.</li> <li>f) The Committee shall review and recommend to Council policy regarding program delivery.</li> <li>g) The Committee shall review all courses in each program on a periodic basis for their congruency with and contribution to the Faculty's overall curricular plans.</li> </ul>

<sup>3</sup> Definitions of major and minor modifications to existing programs and new academic programs are provided in the *University of Toronto Quality Assurance Process* and are subject to change. Guidance from the Office of the Vice-Provost, Academic Programs, should be sought prior to the development of any such proposal.

<sup>4</sup> Proposals for creation or closure of Category 1 certificates will follow the protocol for major modifications, as stated in the [Policy on Certificates \(For Credit and Not-for-Credit\)](#).

<sup>5</sup> Proposals for creation or closure of Category 2 certificates will follow the protocol for minor modifications, as stated in the *Policy on Certificates (For Credit and Not-for-Credit)*.

<p><b>PROGRAM EVALUATION AND ACCREDITATION COMMITTEE</b></p>	<p>16)</p> <p>a) Membership shall include:  Chair who will be a member of Council who is knowledgeable about undergraduate and graduate programs of the Faculty.  Program Directors  Associate Deans: Education, Research, or designate(s)  Faculty member representing experiential education  One member from each of the Program Standing Committees  At least one student who will be:  a full member (September 1<sup>st</sup> to March 31<sup>st</sup>)  <i>ex officio</i> (April 1<sup>st</sup> to August 31<sup>st</sup>)</p> <p>b) The Committee shall receive and approve annual reports from the Program Standing Committees, and make recommendations with respect to program evaluation.</p> <p>c) The Committee shall review and recommend policies and practices with respect to program evaluation and accreditation.</p>
<p><b>COMMITTEE ON APPEALS</b></p>	<p>17)</p> <p>a) Membership shall include:  Chair nominated by the Striking Committee and approved by Council; and  Five members selected by the Chair of the Committee in consultation with the Dean or designate from among the members of Council, individuals with primary academic appointments of 25% or greater in the Faculty, and the student body. This will include at least two academic members of Faculty Council and one member selected from among the undergraduate students of the Faculty in the same program but not in the same class as the appellant.  Members selected shall not have had any previous association with the matter, which forms the substance of the appeal.</p> <p>b) All meetings of the Appeals Committee shall be held <i>in camera</i>.</p> <p>c) The Committee shall hear, upon request by an undergraduate student, appeals against such decisions as have been made by an instructor or officer of the Faculty or by any Standing Committee of Council and approved by Council.</p> <p>i) Appeals shall be heard by a panel of five committee members as described above.</p> <p>ii) The Committee is required to arrive at a majority decision.</p> <p>d) The Committee on Appeals shall report annually to Council for information only.</p>
<p><b>SPECIAL COMMITTEES</b></p>	<p>18)</p> <p>The Council or Dean of the Faculty may appoint special committees to deal with any matter that normally does not fall within the responsibilities of a Standing Committee.</p>
<p><b>REVIEW OF BY-LAWS</b></p>	<p>19)</p> <p>The Council shall review the Bylaws every five years.</p>

Revisions approved by the Leslie Dan Faculty of Pharmacy Council on June 7, 2006, October 28, 2011, November 8, 2013, February 13, 2014, June 24, 2015, May 27, 2016, June 21, 2017, and February 13, 2018.

# APPENDIX A

## STRUCTURE OF STANDING COMMITTEES OF COUNCIL

