Governance Renewal: Revised Terms of Reference

*Improving clarity and effectiveness of decision making in the Faculty of Medicine’s committee structure*

Date: October 24, 2017
Version: Draft-v1d
Submitted to: UBC Faculty of Medicine (Full Faculty) for approval
Prepared by: Deborah Money, Executive Vice Dean, UBC Faculty of Medicine
Shanda Jordan Gaetz, Executive Director, Faculty Affairs, UBC Faculty of Medicine
Gabriel Rose, Manager, Special Projects, UBC Faculty of Medicine
in consultation with leadership and committee members from across the Faculty
Approved by: Faculty Executive Committee, UBC Faculty of Medicine on September 26, 2017
UBC Faculty of Medicine (Full Faculty) *PENDING*
UBC Senate *PENDING*
Introduction

This document includes proposed revised terms of reference for all committees in the renewed governance committee structure. It is to be read in conjunction with the Faculty of Medicine Governance Renewal report, which describes the full proposed renewed standing committee structure.

These terms of reference were approved by the Faculty Executive Committee on September 26, 2017. Next, we will seek approval at the Full Faculty meeting in November and the UBC Senate meeting in December.

Table of Contents

Faculty of Medicine

1. Full Faculty Meetings

Academic Standing Committees

2. Faculty Executive Committee
3. Research Committee
4. Graduate and Postdoctoral Education Committee
5. Health Professions Programs Committee
6. Undergraduate Medical Education Committee
7. Postgraduate Medical Education Committee
8. Professional Education Committee

Academic and Administrative Standing Committee

9. Department Heads and School Directors Committee

Administrative Standing Committees

10. Information Technology Committee
11. Facilities and Capital Planning Committee
12. Joint Occupational Health and Safety Committee
13. Organizational Development Committee
14. Finance Committee
15. Faculty Appointment, Reappointment, Promotion, and Tenure Committee
16. Clinical Faculty Appointment and Promotion Appeals Committee
17. Nominating Committee
18. Student Appeals Committee
19. Conflict of Interest/Conflict of Commitment Internal Review Committee
20. Distributed Program Planning Committee

Advisory Councils

21. Dean’s Executive Advisory Council
22. Clinical Faculty Advisory Council
Faculty of Medicine

Following is the proposed updated terms of reference for meetings of the Faculty of Medicine (Full Faculty).

Full Faculty is at the top of the proposed academic governance structure, as shown below.
Faculty of Medicine (Full Faculty) Meetings
Terms of Reference

Purpose and Authority

To fulfil the duties of the Faculty of Medicine referenced in the University Act, the purpose of Full Faculty Meetings is to:

- Make rules for government, direction, and management of the Faculty and its affairs and business, subject to the approval of Senate and the University Act.
- Approve Faculty business including curricular and academic program changes and administrative structures.
- Approve candidates for degrees and scholarship awards (vote held in camera, excluding students).
- Recommend to UBC Senate any Faculty of Medicine business requiring its approval.
- Deal with other matters assigned by the UBC Board of Governors or Senate.

Additionally, the purpose of Full Faculty Meetings is to:

- Inform all faculty, clinical faculty, and staff about academic, executive, and financial activities of the Faculty.
- Provide an opportunity for members to inform the decisions and directions affecting teaching, research, and service in the Faculty of Medicine.

Composition

Please see the Senate Policy on voting membership in Faculties.

All voting and non-voting members of Faculty and emeriti, as well as students, residents, and representatives from other Faculties who have been appointed as voting members by the Dean, are invited to the meetings.

Attendees are welcome to participate in any discussion; however, only voting members are eligible to vote on motions under consideration.

Appointment Process

Appointment of representatives from outside the Faculty of Medicine is coordinated annually by the Dean’s Office.

Term

Appointed members are appointed for one year, renewable.
Chair

Chaired by the Dean, Faculty of Medicine or the Executive Vice Dean, Faculty of Medicine.

Meeting Schedule and Administration

Dates

The Faculty of Medicine normally holds two Full Faculty Meetings each year in May and November, and if required, at the call of the chair. Meeting dates are posted on MedNet each summer.

Agendas

The agenda is determined by the chair on the recommendation of the Dean’s Executive Advisory Council, which serves as the Agenda Committee for Full Faculty Meetings. The agenda is normally based on business arising from the Faculty Executive Committee on the advice of the Faculty’s senior leadership, and other such motions with prior notice of motion.

In addition to the dates of the two meetings for the upcoming academic year, the ‘Deadline for Receipt of Documents’ date is also posted on MedNet. This is the deadline for voting members of Faculty to propose agenda items to the Dean. When such items are proposed, it will be accompanied by a background document and justification. The document receipt deadline for such items will be thirty days before each meeting date. Requests to submit agenda items for an upcoming Full Faculty Meeting should be directed to the Dean’s Executive Coordinator well in advance of each meeting.

Agenda items are generally presented to Faculty either for information, to be received, or to be approved. Some items will then require formal UBC Senate approval before final implementation by the Faculty.

The agenda, attachments, and previous minutes will be circulated by email from the Dean’s Office no later than three weeks before the meeting date. Agendas are circulated to all faculty members using HRMS contact information, as well as to other Faculty of Medicine Voting Members appointed by the Dean.

To ensure agendas are received, faculty members, emeriti, and other voting members are strongly encouraged to keep their business email address and contact information current via the Self-Service Portal for Faculty and Staff.

Regrets from those invited to the meeting but unable to attend should be directed to the Dean’s Office.

Note that extraordinary Full Faculty Meetings are only convened at the call of the Dean. Such would be the case if there was a major issue before Faculty that required deliberation at a Full Faculty Meeting as spelled out above. It would be a member’s responsibility to convince the Dean and Agenda Committee that a special meeting is necessary. A signed petition by 10% of the Faculty’s members eligible to vote would indicate extensive support for a given issue to be considered at a Full Faculty Meeting. Any major motion would require notice of motion to be circulated to all members before a Full Faculty Meeting.
Procedures

The chair must be aware of any additions to the agenda before the meeting, and additions, deletions, or changes to the agenda must be accepted. There should not be any items that members have not had time to review or consider. Should any member bring such items without consultation, they may be declined by the chair or tabled for a subsequent meeting depending on the nature of the item.

Rules and procedures will be determined by the chair who will be guided generally by Roberts Rules of Order.

Presentations to Faculty

Normally a brief background document in support of an agenda item will be circulated with the agenda. Presenters will provide this to the Dean’s Executive Coordinator 30 days before the meeting date in order for it to be reviewed and circulated in a timely way.

PowerPoint presentations will be forwarded to the Dean’s Executive Coordinator no later than 5 days before the meeting date in order for appropriate arrangements to be made for videoconferencing. These presentations are normally hyperlinked to the minutes which are prepared by the Faculty Secretariat.

One academic standing committee reports directly to Faculty:

- Faculty Executive Committee: carries out Faculty business between Full Faculty Meetings. Faculty Executive minutes are posted on MedNet. A motion to approve the actions of Faculty Executive is voted on at each Full Faculty Meeting.

Other academic standing committees report to the Faculty Executive Committee.

Administrative standing committees that report to the Dean provide regular (normally annual) reports to the Faculty Executive Committee for information.

Minutes

Minutes are taken by the Faculty Secretariat, a service provided by Senate and Curriculum Services for all UBC Faculty Council Meetings. The Dean’s Office will post the draft minutes when available and they will be circulated with the next meeting’s agenda. Once the minutes have been formally approved by Faculty they will be posted on MedNet.

Quorum and Decision Making Process

The quorum for Full Faculty Meetings is 50 voting members for issues of policy (approved at the Faculty of Medicine Meeting February 25, 1988).

Attendees at each meeting site are required to register upon entering the meeting to confirm their attendance and their voting status. Voting members attending at one of the five sites will be given a card or electronic clicker with which to vote*. Those attending by webcast will log onto an introductory registration page using the current webcast program in order to confirm their attendance, and voting members will be given access to a voting page.
Proposing motions, seconding motions, and amending motions may only be done by members with voting privileges. Members attending by webcast may do this by enabling the ‘ask a question’ feature on the webcast program. A moderator will direct these comments to the chair.

Every motion requires a vote including, but not limited to, approval of the minutes of the previous meeting, receipt of committee reports, conferral of degrees, and approval of curriculum changes. The chair will issue a reminder at the beginning of the meeting that voting and non-voting members may speak to the minutes or make corrections, but only voting members may vote.

Voting by faculty members attending at one of the five sites may be done by a using the cards or electronic clickers issued to voting members when they register. Voting members attending by webcast will toggle to a voting page. The chair will require that regular procedures be followed for votes on motions.

*When warranted, the Dean may determine that voting will be carried out by secret ballot conducted electronically by Enrolment Services. Examples might include motions with respect to significant curriculum changes, or the creation/merging/disbanding of academic units. If required due to timing, for example between a scheduled Full Faculty Meeting and the necessary Senate Meeting, voting on a motion may be held between the scheduled Faculty Meetings. In all cases, widely-circulated and appropriate Notice of Motion and instructions will be circulated by the Dean's Office well in advance of the actual Notice of Voting. Voting by proxy or alternates is not permitted at Full Faculty Meetings.

Lines of Accountability and Communication

The Faculty of Medicine:

- Makes recommendations to Senate.
- Receives recommendations from the Faculty Executive Committee and the academic standing committees that report to it.
- Delegates to the Faculty Executive Committee its responsibilities between Full Faculty Meetings, and approves (or not) Faculty Executive Committee actions at Full Faculty Meetings.

Responsibilities

The Faculty of Medicine Full Faculty:

1. Meets regularly to conduct Faculty of Medicine business as per its mandate.

Approval

This version of these terms of reference has been approved by the Faculty Executive Committee on September 26, 2017 and by Full Faculty on *PENDING* and UBC Senate on *PENDING*.

Version History
Academic Standing Committees

Following are the proposed updated terms of reference for the academic standing committees within the proposed renewed structure.

Here is the proposed academic governance structure for reference.
Faculty Executive Committee Terms of Reference

Purpose and Authority

The purpose of this committee is to:

- Conduct Faculty business on behalf of Full Faculty between its meetings and according to its mandate.
- Recommend decisions made on behalf of Full Faculty for its formal approval.
- Advise Full Faculty on academic matters.

Composition

This committee is made up of ex officio and elected members.

The Faculty of Medicine’s commitment to equitable and diverse membership on its committees and advisory councils guides its nomination and selection process.

Voting Members

Ex officio

- Dean, Faculty of Medicine (chair) (1)
- Executive Vice Dean (1)
- Executive Associate Deans (3)
- Regional Associate Deans (4)
- Associate Deans, Research (4)
- Chair, Research Committee, unless otherwise a member (1)
- Chair, Graduate and Postdoctoral Education Committee, unless otherwise a member (1)
- Chair, Health Professions Programs Committee, unless otherwise a member (1)
- Chair, Undergraduate Medical Education Committee, unless otherwise a member (1)
- Chair, Postgraduate Medical Education Committee, unless otherwise a member (1)
- Chair, Professional Education Committee, unless otherwise a member (1)
- Director, Clinical Faculty Affairs (1)
- Faculty of Medicine members of UBC Senate (2)

Elected

- Two Senate- or Faculty-approved Centre/Institute Directors (2)
- Five Department Heads/School Directors\(^1\) (ensuring one from foundational science departments/schools, one from Health Professions departments/schools, and three from clinically-oriented departments/schools) (5)

---

\(^1\) Although five Department Heads/School Directors are elected members of this committee, other Department Heads and School Directors may attend meetings as guests, on an as needed basis and depending on the agenda.
• Five members of the Faculty at large (ensuring a diversity of rank and a mix of clinical and fulltime faculty) (5)
• Four students (ensuring one from the UGME, one from PGME, one from Health Professions, and one from other graduate programs) (4)

Non-voting Members

Ex-officio

• Executive Director, Development & Alumni Engagement (1)
• Executive Director, Communications (1)
• Executive Director, Finance & Operations (1)
• Executive Director, Faculty Affairs (1)
• Special Advisor, Government Relations (1)

Guests may be invited to join specific meetings or portions of specific meetings at the chair’s discretion.

Appointment Process

Ex officio members are members by virtue of their administrative appointment.

Elected members of the Faculty are nominated by their Department Head or School Director and then elected by their peers through the annual process initiated by the Dean’s Office.

Other elected members are elected by their peers through the annual process initiated by the Dean’s Office.

Term

Ex officio members are members as long as they hold their administrative appointment.

Elected students are members for a one-year term and are eligible for renewal.

Other elected members are members for a three-year term and are eligible for renewal.

Chair

Chaired by the Dean, Faculty of Medicine.

Meeting Schedule and Administration

Normally meets approximately every two months and at the call of the chair.

All members are expected to attend all meetings in person or via videoconference.

A staff member from the Office of the Dean will capture meeting minutes. Minutes will be circulated to all members. Minute are also posted on the web after approval.
Records will be maintained in accordance with UBC and Faculty of Medicine records retention procedures.

**Quorum and Decision Making Process**

Quorum consists of 50% plus one of voting members.

Decisions are made by vote, requiring 50% plus one of voting members present to pass.

**Lines of Accountability and Communication**

This committee:

- Reports to, and acts on behalf of, the Faculty of Medicine (Full Faculty).
- Seeks approval of actions made on behalf of Full Faculty at one of the two annual Full Faculty Meetings.
- Receives regular reports from all committees in the academic and administrative governance structures.
- Seeks input from the Department Heads and School Directors Committee, as needed.
- Includes all Department Heads and School Directors in distribution of agendas and other meeting materials to support communication flow.
- May delegate responsibilities to subcommittees and/or ad hoc groups to make recommendations on, or conduct, specific aspects of the committee’s mandate.

Representatives of this committee liaise with other academic and administrative committees and advisory councils, as needed.

**Responsibilities**

This committee:

1. Acts on behalf of the Full Faculty Committee between its meetings and seeks approval from Full Faculty of decisions made on its behalf.
2. Adheres to the FoM General Responsibilities of Standing Committees.

**Approval**

This version of these terms of reference has been approved by the Faculty Executive Committee on September 26, 2017 and by Full Faculty on *PENDING*.

**Version History**

- Meeting frequency endorsed by Faculty Executive on September 10, 2012.
- Composition approved by Faculty Executive on May 19, 2009.
Research Committee Terms of Reference

Purpose and Authority

The purpose of this committee is to:

- Recommend to the Faculty Executive Committee research-related initiatives requiring Full Faculty and Senate approval.
- Guide the execution of the Faculty’s strategic research direction and mandate, in accordance with applicable policies.
- Exchange information about new research and internal/external partnership opportunities, and coordinate the Faculty’s response to those opportunities.

Composition

This committee is made up of ex officio and elected members.

The Faculty of Medicine’s commitment to equitable and diverse membership on its committees and advisory councils guides its nomination and selection process.

Voting Members

Ex officio

- Executive Associate Dean, Research (chair) (1)
- Director, Research (1)
- Regional Associate Deans, or delegates (4)
- Assistant and Associate Deans, Research (8)
- Assistant Dean, Graduate and Postdoctoral Education (1)
- Associate Dean, Health Professions (1)

Elected

- Three Senate- or Faculty-approved Centre/Institute Directors (3)
- Three Department Heads/School Directors (3)
- Two early-career faculty members (2)
- Two mid-career faculty members (2)
- Five faculty members, with a mix of clinical and laboratory research settings (5)
- One Research Associate (1)
- Two graduate students (2)
- Two postdoctoral fellows (2)
- One MD or MD/PhD student (1)
Non-voting Members

Ex officio

- Executive Associate Dean, Education (1)
- Associate Dean, Postgraduate Medical Education (1)
- Associate Dean, Continuing Professional Development (1)
- Associate Dean, Undergraduate Medical Education (1)

Guests may be invited to join specific meetings or portions of specific meetings at the chair’s discretion.

Appointment Process

Ex officio members are members by virtue of their administrative appointment.

Elected members are elected by their peers through the annual process initiated by the Dean’s Office.

Term

Ex officio members are members as long as they hold their administrative appointment.

Elected students are members for a one-year term and are eligible for renewal.

Other elected members are members for a three-year term and are eligible for renewal.

Chair

Chaired by the Executive Associate Dean, Research.

Meeting Schedule and Administration

Normally meets approximately every four months and at the call of the chair.

All members are expected to attend all meetings in person or via videoconference or phone.

A staff member from the Office of the Executive Associate Dean, Research will capture meeting minutes.

Minutes will be circulated to all members.

Records will be maintained in accordance with UBC and Faculty of Medicine records retention procedures.

Quorum and Decision Making Process

Quorum consists of 50% plus one of voting members.

Decisions are typically made by consensus. When consensus does not emerge, decisions will be made by vote, requiring 50% plus one of voting members present to pass.
Lines of Accountability and Communication

This committee:

- Presents an annual report summarizing the year’s activities to the Faculty Executive Committee.
- Seeks input from the Department Heads and School Directors Committee before presenting recommendations to the Faculty Executive Committee, as appropriate.
- Makes recommendations to the Faculty Executive Committee for decision on behalf of Full Faculty.
- May delegate responsibilities to subcommittees and/or ad hoc groups to make recommendations on, or conduct, specific aspects of the committee’s mandate.

Representatives of this committee liaise with other academic and administrative committees and advisory councils, as needed.

Responsibilities

This committee:

1. Recommends to the Faculty Executive Committee research-related business requiring Full Faculty or Senate approval.
2. Receives and reviews strategic plans and discusses priorities/pathways to maximize research productivity.
3. Provides a dynamic forum for research discussions, funding opportunities, and research policy.
4. Addresses potential obstacles to research productivity.
5. Convenes open, university-wide Town Hall meetings around specific research-related topics.
6. Addresses other research matters that may arise related to, for example, funders of research, inter-Faculty research initiatives, national Faculty of Medicine research initiatives, etc.
7. Adheres to the FoM General Responsibilities of Standing Committees.

Approval

This version of these terms of reference has been approved by the Faculty Executive Committee on September 26, 2017.

Version History
Graduate and Postdoctoral Education Committee

Terms of Reference

Purpose and Authority

The purpose of this committee is to:

- Recommend to the Graduate and Postdoctoral Studies Graduate Council (GPSGC) program decisions requiring GPSGC and Senate approval.
- Present substantive changes to graduate and postdoctoral programs, including new courses, major curricular changes, and changes requiring material increase in resources, to the Faculty Executive Committee for consultation and endorsement before formally recommending them to the GPSGC.
- Ensure that graduate students and postdoctoral fellows receive excellent training, mentoring, and recognition.
- Liaise with the Health Professions Programs Committee and the Clinical Investigator Program regarding issues shared across all graduate programs.

Scope

The scope of this committee is focused on the following graduate and postdoctoral programs:

- **Biomedical research programs:**
  - PhD in Audiology, PhD in Speech-Language Pathology, thesis-option MSc in Audiology, and thesis-option MSc in Speech-Language Pathology
  - MSc and PhD in Biochemistry and Molecular Biology
  - MSc and PhD in Cell and Developmental Biology
  - MSc and PhD in Experimental Medicine
  - MSc and PhD in Interdisciplinary Oncology
  - MSc and PhD in Medical Genetics
  - MSc and PhD in Neuroscience
  - MSc and PhD in Pathology and Laboratory Medicine
  - MSc and PhD in Pharmacology and Therapeutics
  - MSc and PhD in Rehabilitation Sciences
  - Master of Rehabilitation Sciences (MRSc)
  - MSc and PhD in Reproductive and Developmental Sciences
  - MSc in Surgery

- **Population and Public Health programs**
  - Master of Health Administration (MHA)
  - Master of Health Sciences (MHSc)
  - MSc in Occupational and Environmental Hygiene
  - MSc and PhD in Population and Public Health
  - Master of Public Health (MPH)

- **Master of Global Surgical Care (MGSC)**
Joint research programs
  - Master of Physical Therapy / PhD in Rehabilitation Sciences (MPT/PhD)
  - Medical Doctor / PhD (MD/PhD)
- MA Sc, MEng, and PhD in Biomedical Engineering
- Postdoctoral fellowships

*Note: Programs delivered through Schools (the School of Audiology and Speech Sciences, the School of Biomedical Engineering, and the School of Population and Public Health) have the ability to recommend directly to the GPSGC. However, they are encouraged to participate in this committee and bring proposals for discussion and input from representatives of other Faculty of Medicine programs.

While representatives from graduate-level entry-to-practice health professions programs are welcome to participate in the committee, their formal pathway for approvals is through the Health Professions Program Committee.

**Composition**

This committee is made up of ex officio and appointed members.

The Faculty of Medicine’s commitment to equitable and diverse membership on its committees and advisory councils guides its nomination and selection process.

**Voting Members**

*Ex officio*

- Assistant Dean, Graduate and Postdoctoral Education (chair) (1)
- Executive Associate Dean, Research, or delegate (1)
- Executive Associate Dean, Education (1)
- Senior Director, Education Programs and Services (1)
- Graduate Advisors and Program Directors for in scope programs, or delegate (21)

*Appointed*

- Two graduate students (2)
- One postdoctoral fellow (1)

**Non-voting Members**

*Ex officio*

- Dean, Graduate and Postdoctoral Studies, or delegate (1)
- Graduate Advisors and Program Directors for graduate-level entry-to-practice health professions programs (MPT, MOT, MSc Genetic Counselling, MSc SLP, MSc AUD) (3)

Guests may be invited to join specific meetings or portions of specific meetings at the chair’s discretion.
Appointment Process

Ex officio members are members by virtue of their administrative appointment.

Appointed members are appointed by the Dean through the annual process initiated by the Dean’s Office.

Term

Ex officio members are members as long as they hold their administrative appointment.

Appointed members are members for a one-year term and are eligible for renewal.

Chair

Chaired by the Assistant Dean, Graduate and Postdoctoral Education.

Meeting Schedule and Administration

Normally meets approximately three times per year and at the call of the chair.

All members are expected to attend all meetings in person or via videoconference or phone.

A staff member from the Office of the Executive Associate Dean, Research will capture meeting minutes. Minutes will be circulated to all members.

Records will be maintained in accordance with the UBC and Faculty of Medicine records retention procedures.

Quorum and Decision Making Process

Quorum consists of 50% plus one of voting members.

Decisions are typically made by consensus. When consensus does not emerge, decisions will be made by vote, requiring 50% plus one of voting members present to pass.

Lines of Accountability and Communication

This committee:

- Presents an annual report summarizing the year’s activities to the Faculty Executive Committee.
- Seeks input from the Department Heads and School Directors Committee before presenting recommendations to the Faculty Executive Committee, as appropriate.
- Makes recommendations to the Faculty Executive Committee on substantive changes to graduate and postdoctoral programs, including new courses, major curricular changes, and changes requiring material increase in resources, for consultation and endorsement before formally recommending them to the GPSGC.
- Makes recommendations to the GPSGC for decision.
• May delegate responsibilities to subcommittees and/or ad hoc groups to make recommendations on, or conduct, specific aspects of the committee’s mandate.
• Shares relevant information with leadership of all in-scope programs.
• Maintains close communication and collaboration with the Health Professions Programs Committee.

Representatives of this committee liaise with other academic and administrative committees and advisory councils, as needed.

Responsibilities
This committee:

1. Ensures excellence in the training and mentorship of graduate students and postdoctoral fellows in in-scope Faculty of Medicine programs.
2. Provides academic review of curriculum changes and new graduate program proposals for recommendation to the GPSGC.
3. Defines criteria for eligibility and adjudicates nominations for graduate student and postdoctoral awards in the FoM, except for those related to health professions programs.
4. Facilitates a supportive environment for and promotes recognition of excellence/outstanding performance of graduate students and postdoctoral fellows in the in-scope FoM programs.
5. Reviews and evaluates in-scope graduate and postdoctoral fellow training education programs, during the 5-year reviews of Departments/Schools/Centres in the FoM.
6. Adheres to the FoM General Responsibilities of Standing Committees.

Approval
This version of these terms of reference has been approved by the Faculty Executive Committee on September 26, 2017.

Version History
• Name changed approved by Faculty Executive, January 18, 2014
• Composition approved by Faculty Executive: November 1, 2009
## Appendix A: Current Membership

### Voting Members

<table>
<thead>
<tr>
<th>Title</th>
<th>Name of Member</th>
<th>Term Start</th>
<th>Term End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Dean, Graduate and Postdoctoral Education (chair)</td>
<td>Dr. Wendy Robinson</td>
<td>Ex officio</td>
<td></td>
</tr>
<tr>
<td>Executive Associate Dean, Education</td>
<td>Dr. Roger Wong</td>
<td>Ex officio</td>
<td></td>
</tr>
<tr>
<td>Executive Associate Dean, Research</td>
<td>Dr. Rob McMaster</td>
<td>Ex officio</td>
<td></td>
</tr>
<tr>
<td>Graduate Advisor/Program Director</td>
<td>Dr. Stefka Marinova-Todd</td>
<td>Ex officio</td>
<td></td>
</tr>
<tr>
<td>Graduate Advisor/Program Director</td>
<td>Dr. Eric Jan</td>
<td>Ex officio</td>
<td></td>
</tr>
<tr>
<td>Graduate Advisor / Program Director</td>
<td>Dr. Karen Cheung</td>
<td>Ex officio</td>
<td></td>
</tr>
<tr>
<td>Graduate Advisor/Program Director</td>
<td>Dr. Cal Roskelley</td>
<td>Ex officio</td>
<td></td>
</tr>
<tr>
<td>Graduate Advisor/Program Director</td>
<td>Dr. Laura Sly</td>
<td>Ex officio</td>
<td></td>
</tr>
<tr>
<td>Graduate Advisor / Program Director</td>
<td>TBD</td>
<td>Ex officio</td>
<td></td>
</tr>
<tr>
<td>Graduate Advisor/Program Director</td>
<td>Dr. Craig Mitton</td>
<td>Ex officio</td>
<td></td>
</tr>
<tr>
<td>Graduate Advisor/Program Director</td>
<td>Dr. Martin Schechter</td>
<td>Ex officio</td>
<td></td>
</tr>
<tr>
<td>Graduate Advisor/Program Director</td>
<td>Dr. Angela Brooks-Wilson/Dr. Wan Lam</td>
<td>Ex officio</td>
<td></td>
</tr>
<tr>
<td>Graduate Advisor/Program Director</td>
<td>Dr. Lynn Raymond</td>
<td>Ex officio</td>
<td></td>
</tr>
<tr>
<td>Graduate Advisor/Program Director</td>
<td>Dr. Matthew Lorincz</td>
<td>Ex officio</td>
<td></td>
</tr>
<tr>
<td>Graduate Advisor/Program Director</td>
<td>Dr. Liisa Galea</td>
<td>Ex officio</td>
<td></td>
</tr>
<tr>
<td>Graduate Advisor/Program Director</td>
<td>Dr. Karen Bartlett</td>
<td>Ex officio</td>
<td></td>
</tr>
<tr>
<td>Graduate Advisor/Program Director</td>
<td>Dr. Haydn Pritchard</td>
<td>Ex officio</td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td>Name of Member</td>
<td>Term Start</td>
<td>Term End</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>-------------------------------------------------------------------------------</td>
<td>------------</td>
<td>----------</td>
</tr>
<tr>
<td>Graduate Advisor/Program Director</td>
<td>Dr. Bhagavatula Sastry, Graduate Advisor, Pharmacology &amp; Therapeutics</td>
<td></td>
<td>Ex officio</td>
</tr>
<tr>
<td>Graduate Advisor/Program Director</td>
<td>Dr. Susan Cox, Graduate Advisor, Population &amp; Public Health (MSc &amp; PhD-SPPH)</td>
<td></td>
<td>Ex officio</td>
</tr>
<tr>
<td>Graduate Advisor/Program Director</td>
<td>Dr. Amee Manges, Director, Public Health (MPH-SPPH)</td>
<td></td>
<td>Ex officio</td>
</tr>
<tr>
<td>Graduate Advisor/Program Director</td>
<td>Dr. Tal Jarus, Graduate Advisor, Rehabilitation Sciences (MRSc)</td>
<td></td>
<td>Ex officio</td>
</tr>
<tr>
<td>Graduate Advisor/Program Director</td>
<td>Dr. Michael Hunt, Graduate Advisor, Rehabilitation Sciences (MSc &amp; PhD)</td>
<td></td>
<td>Ex officio</td>
</tr>
<tr>
<td>Graduate Advisor/Program Director</td>
<td>Dr. Alex Beristain, Graduate Advisor, Reproductive &amp; Developmental Sciences</td>
<td></td>
<td>Ex officio</td>
</tr>
<tr>
<td>Graduate Advisor/Program Director</td>
<td>Dr. Alice Mui, Graduate Advisor, Surgery</td>
<td></td>
<td>Ex officio</td>
</tr>
<tr>
<td>Appointed Graduate Student Representative</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appointed Graduate Student Representative</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appointed Postdoctoral Fellow Representative</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Non-voting Members**

<table>
<thead>
<tr>
<th>Title</th>
<th>Name of Member</th>
<th>Term Start</th>
<th>Term End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean and Vice-Provost, Graduate and Postdoctoral Studies</td>
<td>Dr. Susan Porter</td>
<td></td>
<td>Ex officio</td>
</tr>
<tr>
<td>Graduate Advisor/Program Director</td>
<td>Dr. Jehannine Austin, Graduate Advisor, Genetic Counselling</td>
<td></td>
<td>Ex officio</td>
</tr>
<tr>
<td>Graduate Advisor/Program Director</td>
<td>Dr. Liisa Holsti, Director, Occupational Therapy</td>
<td></td>
<td>Ex officio</td>
</tr>
<tr>
<td>Graduate Advisor/Program Director</td>
<td>Dr. Alison Greig, MPT Director, Physical Therapy</td>
<td></td>
<td>Ex officio</td>
</tr>
</tbody>
</table>
Heath Professions Programs Committee
Terms of Reference

Purpose and Authority
The purpose of this committee is to:

- Recommend to the Faculty Executive Committee undergraduate-level health professions program decisions requiring Full Faculty and Senate approval.
- Recommend to the Graduate and Postdoctoral Studies Graduate Council (GPSGC) graduate-level health professions program decisions requiring GPSGC approval and Senate approval.
- Present substantive changes to graduate-level health professions programs, including new courses, major curricular changes, and changes requiring material increase in resources, to the Faculty Executive Committee for consultation and endorsement before formally recommending them to the GPSGC.
- Facilitate cross-program planning and coordination of teaching, learning, and research initiatives to support shared interests and address shared issues.
- Establish, implement, and report on work plans for interdisciplinary initiatives, under the guidance of the Associate Dean, Health Professions.
- Liaise with the Graduate and Postdoctoral Education Committee regarding issues shared across all graduate programs.

Scope
The scope of this committee is focused on the following entry-to-practice health professions programs:

- Master of Physical Therapy (MPT)
- Master of Occupational Therapy (MOT)
- Master of Science in Genetic Counselling (MSc GC)
- Master of Science in Speech Language Pathology (MSc SLP)
- Master of Science in Audiology (MSc AUD)
- Bachelor of Medical Laboratory Sciences (BLMSc)
- Bachelor of Midwifery (BMW)

While representatives from other graduate-level programs are welcome to participate in this committee, their formal pathway for approvals is through the Graduate and Postdoctoral Education Committee.

Composition
This committee is made up of ex officio and appointed members.

The Faculty of Medicine’s commitment to equitable and diverse membership on its committees and advisory councils guides its nomination and selection process.
Voting Members

Ex-officio

- Associate Dean, Health Professions (chair) (1)
- Executive Associate Dean, Education (1)
- Senior Director, Education Programs and Services (1)
- Head, Department of Occupational Science and Occupational Therapy (1)
- Head, Department of Physical Therapy (1)
- Director, School of Audiology and Speech Sciences (1)
- Director, Division of Midwifery, Department of Family Practice (1)
- Program Co-Directors, Master of Genetic Counselling, Department of Medical Genetics (2 sharing one vote)
- Program Director, Bachelor of Medical Laboratory Science, Department of Pathology and Laboratory Medicine (1)

Appointed

- One undergraduate Health Professions student (1)
- Two graduate Health Professions students (2)

Non-voting Members

Ex officio

- Dean, Graduate and Postdoctoral Studies, or delegate (1)

Guests may be invited to join specific meetings or portions of specific meetings at the chair’s discretion.

Appointment Process

Ex officio members are members by virtue of their administrative appointment.

Appointed members are appointed by the Dean through the annual process initiated by the Dean’s Office.

Term

Ex officio members are members as long as they hold their administrative appointment.

Appointed members are members for a one-year term and are eligible for renewal.

Chair

Chaired by the Associate Dean, Health Professions.
Meeting Schedule and Administration

Normally meets approximately every two months and at the call of the chair.

All members are expected to attend all meetings in person or via videoconference or phone.

A staff member from the Office of the Associate Dean, Health Professions will capture meeting minutes. Minutes will be circulated to all members.

Records will be maintained in accordance with the UBC and Faculty of Medicine records retention procedures.

Quorum and Decision Making Process

Quorum consists of 50% plus one of voting members.

Decisions are typically made by consensus. When consensus does not emerge, decisions will be made by vote, requiring 50% plus one of voting members present to pass.

Lines of Accountability and Communication

This committee:

- Presents an annual report summarizing the year’s activities to the Faculty Executive Committee.
- Seeks input from the Department Heads and School Directors Committee before presenting recommendations to the Faculty Executive Committee, as appropriate.
- Makes recommendations to the Faculty Executive Committee for decisions related to undergraduate-level health professions programs.
- Makes recommendations to the Faculty Executive Committee on substantive changes to graduate-level health professions programs, including new courses, major curricular changes, and changes requiring material increase in resources, for consultation and endorsement before formally recommending them to the GPSGC.
- Makes recommendations to the GPSGC for decisions related to graduate-level health professions programs.
- May delegate responsibilities to subcommittees and/or ad hoc groups to make recommendations on, or conduct, specific aspects of the committee’s mandate.
- Shares relevant information with leadership of all in-scope programs.
- Maintains close communication and collaboration with the Graduate and Postdoctoral Education Committee.

Representatives of this committee liaise with other academic and administrative committees and advisory councils, as needed.

Responsibilities

This committee:
1. Works with the Associate Dean, Health Professions and others in the Health Professions to support and advance the academic goals within the Faculty’s strategic plans.
2. Facilitates the identification and resolution of leadership issues impacting the Health Professions programs.
3. Provides advice to the Faculty leadership on matters related to Health Professions programming.
4. Works with the Associate Dean, Health Professions to ensure effective communication of opportunities that will enhance the overall academic capacity and capability of the Health Professions.
5. Shares ideas and expertise, and advancing best practices in Health Professions programming, including education, research, and administration.
6. Engages in collaborative planning to advance Health Professions program delivery.
7. Recommends to the Associate Dean, Health Professions, priorities for special project funding.
8. Develops proposals for external grant funding for education projects of priority across the Health Professions.

Approval

This version of these terms of reference has been approved by the Faculty Executive Committee on September 26, 2017.

Version History

- Created by combining elements of the ad hoc Health Professions Leadership and Health Professions Education Committees.
Undergraduate Medical Education (UGME) Committee
Terms of Reference

Purpose and Authority

The purpose of this committee is to:

- Oversee the UGME curriculum and program as a whole, maintaining authority and responsibility for the overall design, management, integration, evaluation, and enhancement of a coherent and coordinated medical curriculum and program across all sites.
- Approve UGME program initiatives, and recommend to the Faculty Executive Committee initiatives also requiring Full Faculty and Senate approval.
- Ensure that the current UGME program and any future changes meet or exceed accreditation standards and can be feasibly implemented at all sites in a way that maintains comparability.
- Ensure educational objectives and exit competencies are being achieved and promote a positive learning environment.

Composition

This committee is composed of ex officio, elected, and appointed members.

The Faculty of Medicine’s commitment to equitable and diverse membership on its committees and advisory councils guides its nomination and selection process.

Voting Members

Ex officio

- Associate Dean, Undergraduate Medical Education (chair) (1)
- Executive Associate Dean, Education (1)
- Senior Director, Education Programs and Services (1)
- Regional Associate Deans (4)
- Associate Dean, Fraser (1)
- Assistant Dean, Admissions (1)
- Assistant Dean, Curriculum (1)
- Director, Year 1&2 Curriculum (1)
- Director, Year 3&4 Curriculum (1)
- Director, Assessment (1)
- President, Medical Undergraduate Society (1)

Elected

- Four Department Heads/School Directors (4)
- Two faculty members (one from each of foundational science and clinical disciplines) (2)
Undergraduate Medical Education Committee

- Two clinical faculty members (ensuring at least one from each program site between elected and appointed members) (2)

**Appointed**

- Two clinical faculty members (ensuring at least one from each program site between elected and appointed members) (2)
- Three MD students (ensuring that between these three appointed students and the MUS President, who is ex officio, at least one student is from each year and each program site) (3)

**Non-voting**

**Ex officio**

- Associate Dean, Student Affairs (1)
- Chair, Student Promotion and Review Board (1)
- Assistant Dean, Faculty Development (1)
- Faculty Lead, Quality Improvement and Accreditation (1)
- Director, Evaluation Studies (1)

**Appointed**

- One member from technology-enabled learning (1)
- One Administrative Director, rotating yearly among NMP, SMP, IMP, and VFMP (1)

Guests may be invited to join specific meetings or portions of specific meetings at the chair’s discretion.

**Appointment Process**

Ex officio members are members by virtue of their administrative appointment.

Elected members are elected by their peers through the annual process initiated by the Dean’s Office.

Appointed student members are appointed by the Medical Undergraduate Society (MUS) upon request from the Faculty of Medicine.

Other appointed members are appointed by the Dean through the annual process initiated by the Dean’s Office.

**Term**

Ex officio members are members as long as they hold their administrative appointment.

Appointed students are members for a one-year term and are eligible for renewal.

Other appointed members are members for a two-year term and are eligible for renewal.

Elected members are members for a two-year term and are eligible for renewal.
Chair

Chaired by the Associate Dean, UGME.

Meeting Schedule and Administration

Normally meets approximately every month and at the call of the chair.

All members are expected to attend all meetings in person or via videoconference or phone.

A staff member from the Office of the Associate Dean, UGME will capture meeting minutes. Minutes will be circulated to all members, as well as to the Medical Undergraduate Society President.

Records will be maintained in accordance with UBC and Faculty of Medicine records retention procedures.

Quorum and Decision Making Process

Quorum consists of 50% plus one of voting members.

Decisions are made by vote, requiring 50% plus one of voting members present to pass.

Lines of Accountability and Communication

This committee:

- Presents an annual report summarizing the year’s activities to the Faculty Executive Committee.
- Seeks advice from the Regional and Resource Advisory Council regarding feasibility based on resource availability, operability, and ability to implement in a way that maintains comparability across sites.
- Seeks input from the Department Heads and School Directors Committee before presenting recommendations to the Faculty Executive Committee, as appropriate.
- Makes recommendations to the Faculty Executive Committee regarding decisions that also require Full Faculty and Senate approval.
- May delegate responsibilities to subcommittees and/or ad hoc groups to make recommendations on, or conduct, specific aspects of the committee’s mandate.
- Receives regular reports and recommendations from all of its subcommittees.

Representatives of this committee liaise with other academic and administrative committees and advisory councils, as needed.

Responsibilities

This committee:
General

1. Is responsible for integrated institutional oversight of the UGME program and curriculum. Delegates operational responsibilities to subcommittees, which report regularly to the UGME Committee. Approves terms of reference for all of its subcommittees [8.1].
2. Provides the common vision and oversees the strategic planning, policy development, implementation, management, and evaluation of the distributed UGME program.
3. Develops and approves policies for UGME.
4. Ensures that there is a communication strategy in place that allows UGME stakeholders easy and timely access to pertinent program information.
5. Adheres to theFoM General Responsibilities of Standing Committees.

Curricular Management

6. Oversees the process for curriculum design, review, revision, and monitoring for gaps and redundancies.
7. Maintains independent oversight, authority, responsibility, and ownership of curriculum design, management, integration, evaluation, and enhancement across all sites.
8. Reviews, approves, and recommends to the Faculty Executive Committee new courses and/or substantive changes to the UGME program that require Full Faculty and Senate approval.
9. Approves and oversees the process and criteria for analyzing substantial changes to the curriculum that will have an impact on current and future students, finances, and resources.
10. Centrally oversees education, curriculum content, and assessment at all sites to ensure comparability is maintained across all four years and all sites [8.7].
11. Ensures the overall educational objectives and exit competencies of the UGME program are supported by the course and clerkship learning objectives, and are being disseminated and achieved [8.2, 6.1].
12. Oversees and reviews periodically the objectives, content, pedagogy, and exit competencies of the UGME curriculum and the implementation of pertinent changes [8.3].
13. Through the appropriate individuals and subcommittees, is responsible for the detail of integrated design, content, sequencing, learning objectives for each required learning experience, instructional methods and evaluation of the individual learning experiences [8.3].

Student Assessment and Advancement

14. Oversees the process that ensures student assessment is appropriately matched to curricular objectives and aligned with exit competencies [9.6].
15. Regularly reviews the quality of student assessment, provides direction and feedback to the appropriate individual or subcommittee, and recommends to the Faculty Executive Committee any substantive changes to student assessment requiring Full Faculty and Senate approval [9.4].
16. In collaboration with the Student Promotion and Review Board, ensures there is in place a fair and formal process for the assessment, advancement, and graduation of medical students, as well as for disciplinary actions [9.9].
17. Receives and reviews the assignment of awards and scholarships to students.
Teacher Allocation and Assessment

18. Reviews allocation of teachers based on reports from the appropriate subcommittees to ensure there is site representation and selection based on merit and teaching skills.
19. Ensures provision of resources to enhance and improve residents’ teaching and assessment skills (i.e., through the Residents as Teachers program). [9.1]

Resource/Risk Management

20. Considers resource requirements and implementation feasibility, based on advice from the Regional and Resource Advisory Council, before approving or advancing any proposal. Does not proceed with any proposal that is not feasible from a regional, operability, or resource perspective, unless the proposal also includes a reasonable path to make it feasible (e.g., a new funding source).
21. Establishes and oversees a process for regular identification and resolution of key risks, considers impact on overall risk of all proposals, oversees the development of contingency plans, and ensures a structure is in place for communicating and resolving areas of risk with the appropriate internal and external stakeholders.

Quality Improvement Management

22. Oversees the quality improvement program for UGME and ensures recommendations for improvement are implemented, in partnership with the Office of the Associate Dean, UGME [8.4, 8.5].
23. Ensures that the UGME program meets or exceeds all accreditation standards, considers impact on accreditation of all proposals, and oversees the development of accreditation documentation and preparation for internal and external reviews and site visits.
24. Oversees the development and implementation of action plans to address recommendations from accreditors.
25. Reviews and approves evaluation reports on the UGME program, and ensures program improvement recommendations are implemented by the appropriate individual, group, or subcommittee [8.4].
26. Encourages and fosters innovation in the UGME program and in the dissemination of related data and findings. Approves and receives status reports on any new learning initiatives and pilots.

Learning Environment

27. Promotes a positive learning environment in all components of the UGME program and at all sites, by ensuring that all participants are aware of the policies and standards governing faculty/staff/students behaviours and interactions: UBC Respectful Environment Statement for Student, Faculty and Staff, and the Faculty of Medicine “Professional Standards” document [3.5].
28. In collaboration with Student Affairs, ensures there is in place an effective system of academic and career advising [11.1].
Approval

This version of these terms of reference has been approved by the Faculty Executive Committee on September 26, 2017, with the exception of an update to the student membership to make one of the four positions ex officio for the MUS President. This update was made in consultation with the MUS President on October 19, 2017 and will be flagged for approval at Full Faculty on November 14, 2017.

Version History

Terms of reference for the UGME Committee (formerly the Medical Undergraduate Education Committee) were:

- Approved by Undergraduate Medical Education Executive on March 8, 2016
- Revised on November 5, 2015
- Received by Faculty Executive on September 15, 2015
- Approved by the Medical Undergraduate Regional Executive on July 28, 2015
- Approved by the Medical Undergraduate Regional Executive on February 24, 2015
Postgraduate Medical Education (PGME) Committee
Terms of Reference

Purpose and Authority

The purpose of this committee is to:

- Approve PGME initiatives and recommend initiatives to the Faculty Executive Committee and Full faculty, as required.
- Facilitate governance and oversight of all residency programs (1.3).
- Support the Associate Dean, Postgraduate Medical Education in planning, organizing, and evaluating all aspects of residency education (1.3.2.2).
- Advocate for the resources and support needed for the functioning of quality residency programs (2.2).
- Ensure compliance with the General Standards of Accreditation for Institutions with Residency Programs and General Standards of Accreditation for Residency Programs.

Composition

This committee is made up of ex officio, elected, and appointed members.

The Faculty of Medicine’s commitment to equitable and diverse membership on its committees and advisory councils guides its nomination and selection process.

Voting Members

Ex officio (1.3.1 & 2.3.1)

- Associate Dean, Postgraduate Medical Education (chair) (1)
- Executive Associate Dean, Education (1)
- Senior Director, Education Programs and Services (1)
- Assistant Dean, Postgraduate Medical Education (1)
- Executive Associate Dean, Clinical Partnerships and Professionalism (1)
- Regional Associate Deans (4)
- Associate Dean, Continuing Professional Development (1)
- Associate Dean, Undergraduate Medical Education (1)
- Director, Clinical Faculty Affairs (1)
- Director, International Medical Graduate Assessment Program (1)
- Residency Program Directors, including Basic Clinical Year Program Directors (~75)
- President, Resident Doctors of BC (1)
- Administrative Director, Postgraduate Medical Education (1)

Elected

- Three residents (3)
Appointed

- One Vice President or equivalent from Fraser Health Authority (1)
- One Vice President or equivalent from Interior Health Authority (1)
- One Vice President or equivalent from Northern Health Authority (1)
- One Vice President or equivalent from Provincial Health Services Authority (1)
- One Vice President or equivalent from Providence Health Care (Vancouver Coastal Health) (1)
- One Vice President or equivalent from Vancouver Hospital (Vancouver Coastal Health) (1)
- One Vice President or equivalent from Vancouver Island Health Authority (1)

Non-voting Members

Ex officio

- Faculty Lead, Accreditation (1)
- Faculty Lead, Competency-based Education (1)

Guests may be invited to join specific meetings or portions of specific meetings at the chair’s discretion.

Appointment Process

Ex officio members are members by virtue of their administrative appointment.

Elected members are elected by their peers through the annual process initiated by the Office of Postgraduate Medical Education.

Appointed members are appointed by the Dean through the annual process initiated by the Dean’s Office.

Term

Ex officio members are members as long as they hold their administrative appointment.

Elected members are members for a one-year term and are eligible for renewal.

Appointed members are members for a one-year term and are eligible for renewal.

Chair

Chaired by the Associate Dean, Postgraduate Medical Education.

Meeting Schedule and Administration

Normally meets approximately three times per year and at the call of the chair (1.3.2.3).

All members are expected to attend all meetings in person or via videoconference or phone.

A staff member from the Office of Postgraduate Medical Education will capture meeting minutes. Minutes will be circulated to all members.
Records will be maintained in accordance with UBC and Faculty of Medicine records retention procedures.

Quorum and Decision Making Process

Quorum consists of 50% plus one of voting members.

Decisions are typically made by consensus. When consensus does not emerge, decisions will be made by vote, requiring 50% plus one of voting members present to pass.

Lines of Accountability and Communication

This committee:

- Presents an annual report summarizing the year’s activities to the Faculty Executive Committee.
- Seeks input from the Department Heads and School Directors Committee before presenting recommendations to the Faculty Executive Committee, as appropriate.
- Makes recommendations to the Faculty Executive Committee and Full Faculty, as required.
- May delegate responsibilities to subcommittees and/or ad hoc groups to make recommendations on, or conduct, specific aspects of the committee’s mandate.
- Serves as a communication forum between the UBC Faculty of Medicine PGME programs and BC’s Health Authorities, among the UBC Faculty of Medicine education programs, among program directors, and across the continuum of medical education. (2.3.1)

Representatives of this committee liaise with other academic and administrative committees and advisory councils, as needed.

Responsibilities

This committee:

1. Develops, adopts, and disseminates policies and processes for all aspects of residency education at the University of British Columbia (including, but not limited to, policies related to selection, evaluation, promotion, and dismissal of residents in all programs, and policies related to resident safety related to travel and patient encounters), and ensures they are reviewed regularly and updated as needed. (2.1.1)

2. Facilitates residency programs in meeting the specific standards for the discipline and achieving the Faculty of Medicine’s vision/mission, including its social accountability mandate. (2.2.1)

3. Ensures there are, and advocates for, adequate resources and support to allow residency programs to meet accreditation standards. (2.2.2)

4. Ensures a confidential system of resident and teacher information is maintained. (2.2.3)

5. Maintains effective working relationships with all residency education stakeholders, including program directors, residency program committees, administrative personnel, undergraduate medical education, continuing professional development, faculty development, all learning sites, other health professionals, government, and the certifying colleges and medical regulatory authorities. (2.3.1)
6. Reviews and improves the quality of the postgraduate medical education structure and governance on a regular basis. (8.1)

7. Oversees the process to internally review and improve all residency programs, which is conducted by the Internal Review Subcommittee and will include conducting an internal review of each residency program between regular mandated on-site surveys and as specifically mandated by the Accreditation Committees of the Colleges, and providing effective follow-up mechanisms to ensure implementation of recommended changes. (8.2)

8. Builds capacity and facilitates residency programs to identify, monitor, and correct issues through continuous improvement. (8.3)

9. Establishes and maintains an appeal mechanism for matters related to postgraduate medical education decisions.

10. Ensures that residents are allocated to teaching institutions based on educational priorities.

11. Gives clear direction to Program Directors and assures that they are supported by their Department/Division Head and the Associate Dean in the conduct of their educational programs, including the allocation of residents.

12. Ensures a proper educational environment free of intimidation, harassment, and abuse, with mechanisms in place to deal with such issues as they arise, and ensures that there is a collaborative process to review and improve the quality of the learning environment at each learning site. (9.1)

13. Ensures that there are adequate guidelines for the supervision of residents.

14. Ensures that all residency programs teach and evaluate their residents’ competencies as defined within the CanMEDS/CanMEDS-FM framework.

15. Ensures that there are adequate opportunities for faculty development.

16. Ensures its terms of reference are reviewed regularly, informs the Faculty Executive Committee of substantive changes, and considers its feedback.

17. Adheres to the FoM General Responsibilities of Standing Committees.

Approval

This version of these terms of reference has been approved by the Faculty Residency Committee (former name of the PGME Committee) on September 26, 2017 and by the Faculty Executive Committee on September 26, 2017.

Version History

- Approved by Faculty Executive on January 20, 2015
- Approved by Faculty Executive on November 18, 2014
- Approved by Faculty Executive on November 20, 2012
Professional Education Committee Terms of Reference

Purpose and Authority

The purpose of this committee is to:

- Ensure alignment of professional education activities within the UBC Faculty of Medicine including those from Continuing Professional Development (CPD), Faculty Development, Centre for Health Education Scholarship (CHES), and Office of Education Innovation (OEI).
- Coordinate CPD, Faculty Development, CHES, and OEI activities to create synergy, awareness, and avoid duplication.
- Promote the principle of lifelong learning within the Faculty of Medicine, including the continuum of medical and health professions education.
- Recommend to the Faculty Executive Committee any non-degree professional education activities, as required.

Composition

This committee is made up of ex officio, elected, and appointed members.

The Faculty of Medicine’s commitment to equitable and diverse membership on its committees and advisory councils guides its nomination and selection process.

Voting Members

Ex officio

- Associate Dean, Continuing Professional Development (rotating chair) (1)
- Assistant Dean, Faculty Development (rotating chair) (1)
- Director, Centre for Health Education Scholarship (rotating chair) (1)
- Academic Director, Education Innovation (rotating chair) (1)
- Executive Associate Dean, Education (1)
- Senior Director, Education Programs and Services (1)
- Executive Director, Faculty Affairs (1)
- Associate Dean, Postgraduate Medical Education, or delegate (1)
- Director, Clinical Faculty Affairs (1)

Elected

- One Department Head/School Director (1)
- Two faculty members (2)
- One clinical faculty member (1)
Appointed

- One Department Head/School Director (ensuring one from each of clinical and foundational science departments/schools, depending on elected Department Head/School Director) (1)
- Two faculty members (balancing regions, and Undergraduate Medical Education, Postgraduate Medical Education, Health Professions Education, and Graduate/Postdoctoral Education with the elected faculty members) (2)
- One clinical faculty member (balance regions and disciplines with elected clinical faculty member) (2)
- One member from a Health Authority (1)
- One Postgraduate Medical Education resident (1)
- One graduate student (1)

Non-voting Members

Ex officio

- Director, Continuing Professional Development (1)
- Associate Director, Faculty Development (1)
- Operations Manager, Centre for Health Education Scholarship (1)
- Operations Manager, Office of Education Innovation (1)
- Regional Director, Faculty Development (rotating among NMP, SMP, IMP, VFMP) (1)

Guests may be invited to join specific meetings or portions of specific meetings at the chair’s discretion.

Appointment Process

Ex officio members are members by virtue of their administrative appointment.

Elected members are elected by their peers through the annual process initiated by the Dean’s Office.

Appointed members are appointed by the Dean through the annual process initiated by the Dean’s Office.

Term

Ex officio members are members as long as they hold their administrative appointment.

Elected members are members for a one-year term and are eligible for renewal.

Appointed members are members for a one-year term and are eligible for renewal.

Chair

Chaired by one of the following and rotates annually.

- Associate Dean, Continuing Professional Development
- Assistant Dean, Faculty Development
Meeting Schedule and Administration

Normally meets approximately four times per year and at the call of the chair.

All members are expected to attend all meetings in person or via videoconference or phone.

A staff member from the office of the current chair will capture meeting minutes. Minutes will be circulated to all members.

The four offices have varying capacity to provide administrative support and so may request support from other offices, if needed.

Records will be maintained in accordance with UBC and Faculty of Medicine records retention procedures.

Quorum and Decision Making Process

Quorum consists of 50% plus one of voting members.

Decisions are typically made by consensus. When consensus does not emerge, decisions will be made by vote, requiring 50% plus one of voting members present to pass.

Lines of Accountability and Communication

This committee:

- Presents an annual report summarizing the year’s activities to the Faculty Executive Committee.
- Seeks input from the Department Heads and School Directors Committee before presenting recommendations to the Faculty Executive Committee, as appropriate.
- Makes recommendations to the Faculty Executive Committee for decision on behalf of Full Faculty, as needed.
- May delegate responsibilities to subcommittees and/or ad hoc groups to make recommendations on, or conduct, specific aspects of the committee’s mandate.
- Enables communication and coordination among CPD, Faculty Development, CHES, and OEI.
- Liaises with the Organizational Development Committee to identify professional education activities.

Representatives of this committee liaise with other academic and administrative committees and advisory councils, as needed.

Responsibilities

This committee:
1. Identifies needs and priorities for professional education to support faculty in their roles as teachers, researchers, administrators, and service providers, including but not limited to needs related to lifelong learning, competency-based education, continuum of education, simulation, optimizing educational delivery, leadership, mentorship, coaching, programmatic assessment, and program evaluation.

2. Collaborates with representatives from all sites and programs to develop and implement faculty professional education programs to meet the needs of faculty at all sites.

3. Identifies opportunities for synergy with Health Authorities and other stakeholders to provide professional education that addresses gaps and avoids duplication of existing programs.

4. Collaborates with stakeholders to address and enhance evaluation and quality of professional education activities.

5. Ensures that professional education activities meet faculty, practicing professional, and societal needs.

6. Identifies and coordinates opportunities for faculty professional education activities, whether through Continuing Professional Development, Faculty Development, the Office of Education Innovation, or the Centre for Health Education Scholarship.

7. Adheres to the FoM General Responsibilities of Standing Committees.

Approval

This version of these terms of reference has been approved by the Faculty Executive Committee on September 26, 2017.

Version History
Academic and Administrative Standing Committee

Following is the proposed updated terms of reference for the Department Heads and School Directors Committee, which has responsibilities related to both the academic and administrative sides of the structure.

The following diagram shows the top of the proposed bicameral structure, with the Department Heads and School Directors Committee connected to both.
Department Heads and School Directors Committee

Purpose and Authority

The purpose of this committee is to:

- Recommend to the Faculty Executive Committee feedback on matters arising from other academic committees or units, particularly as they pertain to the academic responsibilities and functions of departments and schools, and provide innovative and collaborative thought leadership.
- Recommend to the Dean feedback on matters arising from other administrative committees or units, particularly as they pertain to the administrative responsibilities and functions of departments and schools, and provide innovative and collaborative thought leadership.

Composition

This committee is made up of ex officio members:

- Dean, Faculty of Medicine (chair) (1)
- Executive Vice Dean (1)
- Executive Associate Deans (3)
- Department Heads and School Directors (22)
- Regional Associate Deans (4)
- Associate Dean, Health Professions (1)
- Executive Director, Communications (1)
- Executive Director, Development and Alumni Engagement (1)
- Executive Director, Faculty Affairs (1)
- Executive Director, Finance & Operations (1)
- Special Advisor, Government Relations (1)

Guests may be invited to join specific meetings or portions of specific meetings at the chair’s discretion.

Appointment Process

Ex officio members are members by virtue of their administrative appointment.

Term

Ex officio members are members as long as they hold their administrative appointment.

Chair

Chaired by the Dean, Faculty of Medicine. The Executive Vice Dean is the alternate chair, as needed.
Meeting Schedule and Administration

Normally meets approximately every month and at the call of the chair.

All members are expected to attend all meetings in person or via videoconference or phone.

A staff member from the Office of the Dean will capture meeting minutes. Minutes will be circulated to all members.

Records will be maintained in accordance with UBC and Faculty of Medicine records retention procedures.

Quorum and Decision Making Process

Meetings will normally be cancelled if fewer than half of members can attend.

This committee provides recommendations and advice based on the input of all members. Members typically reach consensus, but may convey multiple perspectives if consensus does not emerge.

Lines of Accountability and Communication

This committee:

- Provides recommendations and advice to the Faculty Executive Committee and to the Dean.
- Reviews and recommends feedback on recommendations made by other committees to the Faculty Executive Committee and to the Dean.
- Meets with other individuals or groups for discussion of issues of mutual importance.

Representatives of this committee liaise with other academic and administrative committees and advisory councils, as needed.

Responsibilities

This committee:

1. Ensures that Department Heads and School Directors have the opportunity to provide recommendations, feedback, and input regarding substantive academic and administrative business arising.
2. Reviews and recommends feedback on recommendations from other academic committees to the Faculty Executive Committee, before they are presented to the Faculty Executive Committee, as needed.
3. Reviews and recommends feedback on recommendations from other administrative committees to the Dean, before they are presented to the Dean, as needed.
4. Provides a forum for departments and schools to bring issues for discussion.
5. Invites members who are also members of other committees and advisory councils to bring information for discussion and input.
6. Reviews its terms of reference on an approximately annual basis and recommends updates to the Dean, as needed.
7. Adheres to the FoM General Responsibilities of Standing Committees.

Approval

This version of these terms of reference has been approved by the Faculty Executive Committee on September 26, 2017.

Version History

- Terms of reference approved by Faculty Executive on November 18, 2014
- Membership updated on November 1, 2010
- Terms of reference approved by Faculty Executive on May 19, 2009
- Terms of reference approved by Faculty Executive on August 19, 2003
Administrative Standing Committees

Following are the proposed updated terms of reference for the administrative standing committees within the proposed renewed structure.

Here is the proposed administrative governance structure for reference.
Information Technology (IT) Committee Terms of Reference

Purpose and Authority
The purpose of this committee is to:

- Recommend to the Dean optimal approaches to leveraging IT in support of the Faculty’s mission and priorities.
- Oversee the development and execution of IT strategy for the Faculty of Medicine.
- Guide the Faculty’s IT function through advice to the Director, Medicine IT.
- Connect the Faculty’s IT function with UBC and Health Authority IT functions.

Composition
This committee is made up of ex officio and appointed members.

The Faculty of Medicine’s commitment to equitable and diverse membership on its committees and advisory councils guides its nomination and selection process.

Voting Members

Ex officio
- Executive Director, Finance and Operations (co-chair) (1)
- Director, Medicine IT (1)
- Chief Information Officer, UBC (1)
- Deputy Chief Information Officer, Health, UBC (1)

Appointed
- Six faculty or staff members (ensuring balance of education, research, administration, units, regions, and programs) (6)
- One IT staff member (1)
- One IT Client Services Manager (1)

Guests may be invited to join specific meetings or portions of specific meetings at the co-chairs’ discretion.

Appointment Process
Ex officio members are members by virtue of their administrative appointment.

Appointed members are appointed by the Dean through the annual process initiated by the Dean’s Office.
Term
Ex officio members are members as long as they hold their administrative appointment.

Appointed members are members for a three-year term and are eligible for renewal.

Chair
Co-chaired by the Executive Director, Finance and Operations and an academic member of the committee.

The academic member of the committee who serves as co-chair will be elected co-chair by the committee and serve in the role of co-chair for the remainder of his/her term on the committee, unless otherwise agreed.

Meeting Schedule and Administration
Normally meets approximately every month and at the call of the co-chairs.

All members are expected to attend all meetings in person or via videoconference or phone.

A staff member from the Dean’s Office will capture meeting minutes. Minutes will be circulated to all members.

Records will be maintained in accordance with UBC and Faculty of Medicine records retention procedures.

Quorum and Decision Making Process
Quorum consists of 50% plus one of voting members.

Decisions are typically made by consensus. When consensus does not emerge, decisions will be made by vote, requiring 50% plus one of voting members present to pass.

Lines of Accountability and Communication
This committee:

- Reports and makes recommendations to the Dean.
- Provides an annual report summarizing the year’s activities to the Faculty Executive Committee, for information.
- Seeks input from the Department Heads and School Directors Committee before presenting recommendations to the Dean, as appropriate.
- May delegate responsibilities to subcommittees and/or ad hoc groups to make recommendations on, or conduct, specific aspects of the committee’s mandate.

Representatives of this committee liaise with other academic and administrative committees and advisory councils, as needed.
Responsibilities

This committee:
1. Determines the Faculty’s system-wide IT strategy, outcomes, and capabilities. Vets and endorses the translation of required capabilities into IT enablement tasks.
2. Develops and recommends principles and policies that guide IT governance for FoM, including relationships between UBC IT, MedIT, and unit-specific IT resources. Determines the scope of decision-making that should exist within the FoM organizational unit (e.g. departments and centres).
3. Facilitates the delivery of results. Monitors the progress of technology projects, services and investments, and advises on how to ensure that IT initiatives are successful. Advises on the identification and resolution of issues that impede the effective delivery of services. Makes recommendations that keep FoM and IT strategies aligned or that consciously manage any deviations.
4. Provides recommendations to Dean and Faculty Executive regarding the prioritization of major initiatives.
5. Ensures compliance with UBC Policy #126 related to Faculty of Medicine IT project expenses, by seeking approval at the appropriate level depending on the estimated total cost of a project.
6. Adheres to the FoM General Responsibilities of Standing Committees.

Approval

This version of these terms of reference has been approved by the Faculty Executive Committee on September 26, 2017.

Version History

- Approved by the Dean, Faculty of Medicine on October 26, 2016
Facilities and Capital Planning Committee
Terms of Reference

Purpose and Authority
The purpose of this committee is to:

- Recommend to the Dean the allocation and utilization of occupied space, plans for future space needs including development of new facilities, and measures to ensure space sustainability.
- Ensure that the Faculty’s facilities strategically support its mission and priorities.
- Guide the Faculty’s Facilities and Capital Planning function through advice to the Director, Facilities.

Composition
This committee is made up of ex officio and appointed members.

The Faculty of Medicine’s commitment to equitable and diverse membership on its committees and advisory councils guides its nomination and selection process.

Voting Members

Ex officio

- Executive Vice Dean (co-chair) (1)
- Executive Director, Finance and Operations (co-chair) (1)
- Director, Space Planning and Facilities Management (1)

Appointed

- Two members from education (2)
- Two members from research (2)
- Two members from administration (2)

Guests may be invited to join specific meetings or portions of specific meetings at the co-chairs’ discretion.

Appointment Process
Ex officio members are members by virtue of their administrative appointment.

Appointed members are appointed by the Dean through the annual process initiated by the Dean’s Office.
Term
Ex officio members are members as long as they hold their administrative appointment.
Appointed members are members for a three-year term and are eligible for renewal.

Chair
Co-chaired by the Executive Vice Dean and the Executive Director, Finance and Operations.

Meeting Schedule and Administration
Normally meets approximately every three months and at the call of the co-chairs.
All members are expected to attend all meetings in person or via videoconference or phone.
A staff member from the Dean’s Office will capture meeting minutes. Minutes will be circulated to all members.
Records will be maintained in accordance with UBC and Faculty of Medicine records retention procedures.

Quorum and Decision Making Process
Quorum consists of 50% plus one of voting members.
Decisions are typically made by consensus. When consensus does not emerge, decisions will be made by vote, requiring 50% plus one of voting members present to pass.

Lines of Accountability and Communication
This committee:

- Reports and makes recommendations to the Dean.
- Provides an annual report summarizing the year’s activities to the Faculty Executive Committee, for information.
- Seeks input from the Department Heads and School Directors Committee before presenting recommendations to the Dean, as appropriate.
- May delegate responsibilities to subcommittees and/or ad hoc groups to make recommendations on, or conduct, specific aspects of the committee’s mandate.

Representatives of this committee liaise with other academic and administrative committees and advisory councils, as needed.

Responsibilities
This committee:
1. Plans for new physical space as requirements change, and considers anticipated future requirements in long-term planning.
2. Allocates and manages utilization of occupied space, including identifying space utilization benchmarks and increasing consistency.
3. Ensures relevant Faculty and University policies are applied consistently.
4. Ensures space sustainability, including revitalization of space when needed and Technology Enabled Learning Capital Renewal.
5. Manages and maintains Health Authority and University relationships related to space, and influencing space upgrades done by the University and Health Authorities.
6. Supports allocation of funds for other minor upgrades.
7. Ensures compliance with UBC Policy #126 related to facilities expenses, by seeking approval at the appropriate level depending on the estimated total cost of a project.
8. Adheres to the FoM General Responsibilities of Standing Committees.

Approval
This version of these terms of reference has been approved by the Faculty Executive Committee on September 26, 2017.

Version History
Joint Occupational Health and Safety Committee (JOHSC) Terms of Reference

Purpose and Authority
The purpose of this committee is to:

- Recommend to the Dean policies and procedures designed to protect and improve health, safety, and personal security of all Faculty of Medicine Workers and ensure compliance with applicable WorkSafeBC regulations.
- Review safety concerns from unit-specific Local Safety Teams regarding corrective measures to address unsafe working conditions and confirm that corrective measures are effectively implemented.
- Collaborate with unit-specific Local Safety Teams to address local health and safety issues that cannot be or have not been resolved at the local level.
- Provide a forum for Employer and Worker representatives to collaborate on identifying and resolving health and safety issues in the workplace.

Please see Appendix A for additional background information.

Composition
This committee is made up of ex officio, appointed, and elected members. Please see Appendix B for committee membership requirements and related details.

The Faculty of Medicine’s commitment to equitable and diverse membership on its committees and advisory councils guides its nomination and selection process.

Voting Members
Worker Representatives

- One CUPE 2950 member (1)
- One to two Faculty Association members (1-2)
- One to three AAPS members without managerial duties (1-3)
- Two non-union technicians (2)

Employer Representatives

- Four managers who exercise managerial functions at the workplace (4)

Non-voting Members
Ex officio

- Manager, Health & Safety, Faculty of Medicine (1)
Guests may be invited to join specific meetings or portions of specific meetings at the co-chairs’ discretion.

**Appointment Process**

Ex officio members are members by virtue of their administrative appointment.

Worker representatives are selected by their union, association, or peers.

Employer representatives are appointed by the Dean through the annual process initiated by the Dean’s Office.

Please see Appendix B for further details on this process.

**Term**

Ex officio members are members as long as they hold their administrative appointment.

Worker representatives are members for a two-year term and are eligible for one renewal.

Employer representatives are members for a two-year term and are eligible for one renewal.

**Chair**

Co-chaired by one Worker representative and one Employer representative.

Please see Appendix C for chair selection and role details.

**Meeting Schedule and Administration**

JOHSC is required by WorkSafeBC to meet at least once each month and may meet at the call of the co-chairs.

All members are expected to attend all meetings in person or via videoconference or phone.

The recording secretary will capture meeting minutes. Minutes will be circulated to all members.

The committee must keep accurate records of all matters that come before it, and will maintain copies of its minutes for a period of at least 2 years from the date of the JOHSC meeting to which they relate.

Records will be maintained in accordance with UBC and Faculty of Medicine records retention procedures.

Please see Appendix D for recommended meeting procedures.

**Quorum and Decision Making Process**

Quorum consists of at least four members, with at least half of the members present being Worker representatives, according to WorkSafeBC.
The JOHSC should attempt to reach consensus on each decision it makes. If the committee cannot reach consensus then a vote may be taken. The committee will go with the majority vote, when a vote is needed.

If the JOHSC is unable to reach agreement on a matter relating to the health or safety of Workers at the workplace, a co-chair of the committee may report this to the Administrative Head or Safety Management Group, who may investigate and attempt to resolve the matter. Unresolved issues should be referred to the Dean, then to the appropriate Vice President, and then WorkSafeBC if not resolved.

**Lines of Accountability and Communication**

This committee:

- Reports and makes recommendations to the Dean, who ultimately reports to the UBC Board of Governors and President and Vice Chancellor.
- Provides an annual report summarizing the year’s activities to the Faculty Executive Committee, for information. The Audit report compiled by Risk Management Services will likely meet this need.
- Seeks input from the Department Heads and School Directors Committee before presenting recommendations to the Dean, as appropriate.
- May delegate responsibilities to subcommittees and/or ad hoc groups to make recommendations on, or conduct, specific aspects of the committee’s mandate.
- Works in close collaboration with Local Safety Teams in each unit of the Faculty.

Representatives of this committee liaise with other academic and administrative committees and advisory councils, as needed.

**Responsibilities**

This committee:

1. Supports UBC in adhering to [Policy #7: University Safety](#).
2. Monitors efforts of the University to comply with WorkSafeBC regulations, all applicable Provincial and Federal Safety Legislation, as well as UBC’s own safety policies and procedures.
3. Monitors activities and effectiveness of University health & safety programs.
4. Identifies situations that may be unhealthy or unsafe for Workers and advises on effective systems for responding to those situations.
5. Considers and expeditiously deals with complaints relating to the occupational health and safety of Workers. This will be done after the Worker has brought the complaint to their Supervisor.
6. Consults with Workers and the Employer on issues related to occupational health and safety and occupational environment.
7. Makes recommendations to the Employer and the Workers for the improvement of the occupational health and safety of Workers and compliance with the regulations, and monitor their effectiveness.
8. Makes recommendations to the Employer on educational programs promoting the health and safety of Workers and compliance with the Regulation, and monitor their effectiveness.
9. Advises the Employer on programs and policies required under the Occupational Health and Safety Regulation for the workplace and monitors their effectiveness.

10. Advises the Employer on proposed changes to the workplace or the work processes that may affect the health or safety of Workers.

11. Ensures that incident investigations and regular inspections are carried out as required by the Regulation.

12. Participates in and review inspections, investigations, and inquiries as provided by the LSTs.

13. Carries out any other duties and functions prescribed by the Regulation.

14. Adheres to the FoM General Responsibilities of Standing Committees, with the exception that, according to the Workers Compensation Act, the JOHSC is responsible for developing its own procedure, duties, and functions, which are outlined in these terms of reference. Therefore, these terms of reference must be approved by the committee, rather than the Faculty Executive Committee. The JOHSC will submit the terms of reference to the Faculty Executive Committee and consider any comments or suggestions for revision.

Approval

This version of these terms of reference has been approved by the JOHSC on *PENDING*, and has been endorsed by the Faculty Executive Committee on September 26, 2017.

Version History
Appendix A: Background

The Workers Compensation Act (WC Act) requires that most Employers in the Province have a Joint Occupational Health and Safety Committee (JOHSC).

Due to the number of staff and Workers at the University of British Columbia and the diversity of occupations and relative hazards, the University (Employer) has chosen to implement several JOHSCs in order to meet the requirements of the WC Act and the safety needs on and off Campus.

JOHSCs will be implemented within all areas of the University. This committee will be structured in accordance with the WC Act and will have Employer and Worker representative.

Each Departments has a variety of work groups and workplaces within its portfolio which have a diverse group of functions and related hazard potential. It is felt that one JOHSC within the Department would be overwhelmed in this diverse workplace, so the decision has been taken to organize and implement LSTs to provide site specific safety information to JOHSCs.

The LSTs are not required nor governed under the WC Act, but will be implemented to provide assistance on safety items and issues within their mandate and provide information, recommendations and support to the JOHSC.

Each LST will meet monthly and have their own Terms of Reference which is the make-up of this document.

It must be noted that the development of the LSTs does not absolve or transfer the responsibilities of supervisory or managerial personnel within their area.

Appendix B: Membership Requirements and Details

Composition and Quorum

Each JOHSC must have the following:

1. A minimum of 4 members;
2. Worker representatives (faculty and staff Workers who do not exercise managerial functions) and Employer representatives (management Workers who exercise managerial functions);
3. At least half of the members must be Worker representatives; and,
4. Two co-chairs, one selected by the Worker representatives and one selected by the Employer representatives.

Quorum for the meeting is achieved when the requirements for bullets (1) to (3) above are met. Quorum is required for voting within the JOHSC.

Occasionally, the committee may invite guests to provide information; they will be considered as a non-voting resource.

All appointments to the committee shall be for a period of two (2) years. Any member may be reappointed to the committee following their initial term.
Selecting Employer Representatives

The Dean/Managing Director/Administrative Head of Unit shall appoint the Employer representatives. The representatives must exercise managerial functions at the workplace where the JOHSC is established.

Selecting Worker Representatives

The selection of Faculty and Staff Worker *representatives and alternates* shall be completed in accordance with Section 128(1) of the Workers’ Compensation Act:

1. The Worker representatives on a joint committee must be selected from Workers at the workplace who do not exercise managerial functions at that workplace, as follows:
   a. If the Workers are represented by one or more unions or associations, the Worker representatives are to be selected according to the procedures established or agreed on by the union (s) or association(s);
   b. If none of the Workers are represented by a union, the Worker representatives are to be elected by secret ballot;
   c. If some of the Workers are represented by one or more unions and some are not represented by a union, the Worker representatives are to be selected in accordance with paragraphs (a) and (b) in equitable proportion to their relative numbers and relative risks to health and safety;
   d. If the Workers do not make their own selection after being given the opportunity under paragraphs (a) to (c), the Employer must seek out and assign persons to act as Worker representatives.

Where the selection of JOHSC representatives are written in respective Collective Agreements, defer to the process outlined.

Efforts should be made to ensure all major work groups or areas are represented on the JOHSC.Refer to the list below to ensure that representatives are selected if they are included in your JOHSC work area.

- AAPS
- BCGEU
- CUPE 116
- CUPE 2278
- CUPE 2950
- Faculty Association
- IUOE 882
- Non Union Technicians and Research Assistants

Duties of Committee Members

- Attend all monthly committee meetings. When unable to attend, inform the Recording Secretary. Attendance shall be reviewed by the appointing entities at the request of the co-chairs.
- Participate in all activities of the committee, and chair subcommittees when requested.
• Review inspections and investigations reported to the committee, by the Local Safety Teams (LSTs). Participate in inspections and investigations as requested or required.
• Recommend and participate in the development of policies and procedures for improvement of health and safety.
• Attend safety courses or seminars, which are made available to committee members. Each committee member will receive a total of 8 hours of training each year.
• Promote the University Safety Policy, and safety procedures of the University, in carrying out their work.
• Be familiar with WorkSafeBC Occupational Health and Safety Regulations, the University Safety Policy, and the committee's terms of reference.

Training and Educational Leave Entitlement

• Regulation 3.27(2) and (4) establishes mandatory minimum training and education requirements for new joint committee members and Worker health and safety representatives selected on or after April 3, 2017.
• Following June 01, 2017 new members to a JOSH will be required to be provided 8 hours of training in accordance with OH&S Regulation 3.27(2) and (4).
• New JOHSC members are required to be provided 8 hours of training as soon as practicable but no more than 6 months after being selected in accordance with the mandatory list of topics provided in OH&S Regulation 3.27(2) and (4) – RMS will provide the training.
• Additionally, all JOHSC members are entitled to 8 hours of annual educational leave (Section 135, WCA) or a longer period if prescribed by regulation, for the purposes of attending occupational health and safety training courses.
• A member of the JOHSC may designate another member as being entitled to take all or part of the member’s educational leave.
• The Employer must provide the educational leave without loss of pay or other benefits and must pay for, or reimburse the Worker for, the costs of the training course and the reasonable costs of attending the course.

Time from Work for Meetings and Other Committee Functions

Members of the joint committee are entitled to time off from work for:

• The time required to attend meetings of the committee;
• Other time that is reasonably necessary to prepare for meetings of the committee, and
• Other time that is reasonably necessary to fulfill the other duties and functions of the committee.

Time off for JOHSC members to perform these duties and functions will be deemed to be time worked for the Employer.
Appendix C: Co-chair Selection and Role

Co-chair Selection

When a JOHSC is formed, the Worker and Employer representatives will each select one of their own members to act as a co-chair for a two-year term.

For subsequent co-chair elections:

- Current elected co-chairs will meet at the beginning of May of their second year to each develop a list of potential candidates as their replacement co-chair (presented at the May meeting).
- Additional candidates for each of the groups can be added by the floor at the May meeting.
- The election of the co-chairs will be held at the beginning of the June meeting with the elected co-chairs assuming the responsibility immediately to chair the June meeting.

Worker and Employer representatives can only recommend and elect candidates for co-chairs within their own group.

Duties of Co-chairs

- Review previous minutes and materials prior to each meeting, and prepare an agenda.
- One co-chair will chair a meeting; take a leadership role in guiding committee discussions towards definite recommendations.
- Report to the committee on the status of suggestions and recommendations from previous meetings.
- Appoint subcommittee members, and encourage active participation from members.
- Ensure a time and place for a meeting has been arranged by the Recording Secretary.
- Ensure that the minutes are recorded at each meeting.
- Ensure that the previous minutes and proposed agenda, and pertinent information are distributed prior to the meeting.
- Write reports and correspondence.
- Ensure that each member has access to a copy of relevant resource information, including the WorkSafeBC Occupational Health and Safety Regulation, and the committee's terms of reference.
- When directed by the committee, the co-chairs will send written recommendations to the appropriate Administrative Head of Unit or Safety Management Group.

Appendix D: Recommended Meeting Procedures

Agendas and Minutes

- An agenda will be prepared by the co-chairs and distributed to members prior to the meeting.
- Minutes of the meeting will be prepared as soon as possible after the meeting with a copy provided to the Employer.
The recording secretary with approval of the co-chairs will be responsible for sending a copy of the minutes of the meeting to Administrative Head or Safety Management Group and the union if requested by any union representing Workers at the workplace.

The University will retain and make available copies of the minutes for at least 2 years from the date of the joint committee meeting to which they relate.

The meetings should follow an agenda, which contains the following topics:

- Roll call or attendance
- Determination of quorum
- Approval of agenda
- Approval of previous minutes
- Review LST minutes
- Review of the monthly Accidents and Incidents and first aid reports
- Review LST inspection reports
- Report of actions taken as a result of items arising from the minutes
- Correspondence: Review of WorkSafeBC and any other health and safety regulatory agency inspection reports
- Other Business

Minutes of meetings will be recorded by a designated Recording Secretary and provisionally approved by the co-chairs. Approved minutes will be electronically distributed to:

- Management Committee
- All JOHSC members;
- All co-chairs of LSTs;
- Risk Management Services, and
- Be available for review by all members of the university community within two weeks following the end of the meeting.

All minutes will also be electronically posted on a central JOHSC web site and physically posted in areas where electronic access to Workers is limited.

Recommendations to the Employer

- All recommendations agreed to and put forward will be noted in the meeting minutes.
- The minutes of the meeting will be forwarded to the Employer for their consideration and approval.
- All recommendations approved by the Employer will be forwarded to the applicable party or workgroup for completion and implementation.
- The status of approved recommendations shall be provided to the JOHSC for discussion at a future meeting.

Recommendations requiring a response from the Employer

- The JOHSC must make all recommendations to the Employer in writing with a written request for a response from the Employer within 21 days. Both the Employer and Worker co-chairs must
sign the recommendations before they are forwarded to the Employer. All recommendations must be made separate from the minutes of the meeting.

- The Employer is required, under the OHS Regulation, to respond to the joint committee recommendations within 21 days of receiving the written request. The Employer must respond in writing by:
  - Indicating acceptance of the recommendation, or
  - Giving the Employer’s reasons for not accepting the recommendation.

- If the Employer is not reasonably able to provide a response before the end of the 21-day period, the Employer will be asked by the committee to provide - within that time - a written explanation for the delay, together with an indication of when the response will be provided.

- If the JOHSC is not satisfied that the explanation provided for the delay is reasonable - in the circumstances - a co-chair of the committee may report this to WorkSafeBC. WorkSafeBC may investigate the matter and may, by order, establish a deadline by which the Employer must respond.

**Posting Committee Information**

The Employer must promptly post and keep posted at the workplace, in a place readily accessible to employees, the following:

- The names and work locations of the joint committee members,
- The reports of the 3 most recent joint committee meetings, and
- Copies of any applicable orders under this Division for the preceding 12 months.

**Appendix E: Local Safety Teams**

List of current Local Safety Teams (LSTs) providing local safety information:

1. BC Children's Hospital Research Institute
2. Biomedical Research Centre
3. Centre For Brain Health
4. Centre for Heart Lung Innovation
5. David Strangway Building
6. Department of Psychiatry - UBC Hospital
7. Friedman Building
8. Instructional Resource Centre
9. International Collaboration on Repair Discoveries (ICORD)
10. Life Sciences Centre
11. Medical Sciences Block C
12. Pathology and Laboratory Medicine - UBC Hospital
13. School of Population and Public Health
14. Vancouver Coastal Health Research Institute (VCHRI)
Organizational Development Committee
Terms of Reference

Purpose and Authority
The purpose of this committee is to:

- Recommend to the Dean optimal approaches to organizational development and effectiveness, including career development, leadership development, mentorship, recognition, succession planning, diversity and inclusion, and governance in support of all Faculty of Medicine staff, clinical faculty, and full-time faculty.
- Assist the Faculty Affairs function through advice to the Executive Director, Faculty Affairs, in support of the Faculty’s mission and strategic priorities, which include continuous improvement of the workplace environment for all groups.

Composition
This committee is made up of ex officio, elected, and appointed members.

The Faculty of Medicine’s commitment to equitable and diverse membership on its committees and advisory councils guides its nomination and selection process.

Voting Members

Ex officio
- Executive Vice Dean (chair) (1)
- Executive Director, Faculty Affairs (1)
- Director, Human Resources (1)
- Director, Clinical Faculty Affairs (1)
- Executive Director, Communications (1)
- Chair, Professional Education Committee (1)

Elected
- One Department Head/School Director/Faculty- or Senate-approved Centre/Institute Director (1)
- One Regional Associate Dean (1)
- One senior departmental administrator (1)
- One staff member (1)
- One clinical faculty member (1)
- One faculty member (1)
Appointed

- One Department Head/School Directors/Faculty- or Senate-approved Centre/Institute Director (1)
- One senior departmental administrator (1)
- One staff member (1)
- One clinical faculty member (1)
- One faculty member (1)

Guests may be invited to join specific meetings or portions of specific meetings at the chair’s discretion.

Appointment Process

Ex officio members are members by virtue of their administrative appointment.

Appointed members are appointed by the Dean through the annual process initiated by the Dean’s Office.

Elected members are elected by their peers through the annual process initiated by the Dean’s Office.

Term

Ex officio members are members as long as they hold their administrative appointment.

Elected members are members for a two-year term and are eligible for renewal.

Appointed members are members for a two-year term and are eligible for renewal.

Chair

Chaired by the Executive Vice Dean.

Meeting Schedule and Administration

Normally meets approximately every three months and at the call of the chair.

All members are expected to attend all meetings in person or via videoconference or phone.

A staff member from the Office of the Executive Director, Faculty Affairs will capture meeting minutes. Minutes will be circulated to all members.

Records will be maintained in accordance with UBC and Faculty of Medicine records retention procedures.

Quorum and Decision Making Process

Quorum consists of 50% plus one of members.
Decisions are typically made by consensus. When consensus does not emerge, decisions will be made by vote, requiring 50% plus one of voting members present to pass.

**Lines of Accountability and Communication**

This committee:

- Reports and makes recommendations to the Dean.
- Provides an annual report summarizing the year’s activities to the Faculty Executive Committee, for information.
- Seeks input from the Department Heads and School Directors Committee before presenting recommendations to the Dean, as appropriate.
- May delegate responsibilities to subcommittees and/or ad hoc groups to make recommendations on, or conduct, specific aspects of the committee’s mandate.

Representatives of this committee liaise with other academic and administrative committees and advisory councils, as needed.

**Responsibilities**

This committee:

1. Makes recommendations to the Dean regarding optimal approaches to organizational development and effectiveness based on best practices.
2. Considers all staff, clinical faculty, and full-time faculty to continuously improve the workplace environment.
3. Updates, develops, and oversees implementation of existing and new methods to strengthen the Faculty of Medicine’s workforce, including supporting career development, leadership development, and mentorship.
4. Identifies solutions and approaches that have been successful in other workplaces to learn from and apply to the Faculty where appropriate.
5. Engages actively in supporting organizational development.
6. Adheres to the [FoM General Responsibilities of Standing Committees](#).

**Approval**

This version of these terms of reference has been approved by the Faculty Executive Committee on September 26, 2017.

**Version History**
Finance Committee Terms of Reference

Purpose and Authority
The purpose of this committee is to:

- Recommend to the Dean allocation of financial resources in support of the Faculty’s mission and priorities.
- Provide advice and recommendations to the Dean and Executive Director, Finance and Operations regarding the Faculty of Medicine’s finance function as a whole.

Composition
This committee is made up of ex officio, elected, and appointed members.

The Faculty of Medicine’s commitment to equitable and diverse membership on its committees and advisory councils guides its nomination and selection process.

Voting Members

Ex officio

- Dean, Faculty of Medicine (chair) (1)
- Executive Vice Dean (1)
- Executive Director, Finance and Operations (1)
- Senior Director, Finance (1)
- Executive Director, Faculty Affairs (1)
- Executive Associate Dean, Education or delegate (1)
- Executive Associate Dean, Research or delegate (1)

Elected

- Three Department Heads/School Directors (3)
- One Faculty- or Senate-approved Centre/Institute Directors (1)
- One UGME program student (1)
- One Health Professions program student (1)

Appointed

- Two Department Heads/School Directors (2)
- One departmental senior administrator (1)

Guests may be invited to join specific meetings or portions of specific meetings at the chair’s discretion.

Appointment Process
Ex officio members are members by virtue of their administrative appointment.
Appointed members are appointed by the Dean through the annual process initiated by the Dean’s Office.

Elected members are elected by their peers through the annual process initiated by the Dean’s Office.

**Term**

Ex officio members are members as long as they hold their administrative appointment.

Elected students are members for a one-year term and are eligible for one renewal.

Other elected members are members for a three-year term and are eligible for one renewal.

Appointed members are members for a three-year term and are eligible for one renewal.

**Chair**

Chaired by the Dean, Faculty of Medicine.

**Meeting Schedule and Administration**

Normally meets approximately monthly and at the call of the chair.

All members are expected to attend all meetings in person or via videoconference or phone.

A staff member from the Office of the Executive Director, Finance and Operations will capture meeting minutes. Minutes will be circulated to all members.

Minutes, notes, and discussion of all meetings are confidential.

Records will be maintained in accordance with UBC and Faculty of Medicine records retention procedures.

**Quorum and Decision Making Process**

Quorum consists of 50% plus one of members.

Decisions are typically made by consensus. When consensus does not emerge, decisions will be made by vote, requiring 50% plus one of members present to pass.

**Lines of Accountability and Communication**

This committee:

- Reports to the Dean.
- Makes recommendations to the Dean and/or the Executive Director, Finance and Operations, as appropriate.
- Provides an annual report summarizing the year’s activities to the Faculty Executive Committee, for information.
Seeks input from the Department Heads and School Directors Committee before presenting recommendations to the Dean, as appropriate.

May delegate responsibilities to subcommittees and/or ad hoc groups to make recommendations on, or conduct, specific aspects of the committee’s mandate.

Representatives of this committee liaise with other academic and administrative committees and advisory councils, as needed.

**Responsibilities**

This committee:

1. Advises and assists the Dean in the allocation of resources to support the mission and strategic priorities of the Faculty.
2. Supports the Dean to ensure that the finances of the Faculty are managed in accordance with sound and transparent management policies and practices and in a manner that contributes to the academic mission and fiscal health of the Faculty.
3. Develops and oversees implementation of financial management guiding principles.
4. Oversees budget development process.
5. Reviews proposals for higher-level and strategic change in financial policy, procedures, or structures and advises the Dean on the impact of such changes.
6. Adheres to the FoM General Responsibilities of Standing Committees.

**Approval**

This version of these terms of reference has been approved by the Faculty Executive Committee on September 26, 2017.

**Version History**

- Composition change approved by the Finance Committee on February 2, 2017.
- Approved by Faculty Executive on November 18, 2015.
Faculty Appointments, Reappointments, Promotion, and Tenure Committee Terms of Reference

Purpose and Authority
The purpose of this committee is to:

- Recommend to the Dean new appointments at, or promotion to, the ranks of Senior Instructor, Professor of Teaching, Associate Professor, or Professor, as well as all tenure decisions in accordance with the provisions of the Collective Agreement and Faculty of Medicine Policy on Partner Appointments.
- Recommend to the Dean reappointment of Instructors, Assistant Professors, and Associate Professors only when a negative recommendation has been made to the Dean by a Department Head or School Director.

Composition
This committee is made up of elected and appointed members.

The Faculty of Medicine’s commitment to equitable and diverse membership on its committees and advisory councils guides its nomination and selection process.

Voting Members
Elected
- Six senior faculty members (Professors with tenure), at least two scientists and at least two clinicians (6)

Appointed
- Four senior faculty members (Professors with tenure), two scientists and two clinicians (4)
- Two Department Heads/School Directors (2)

Non-voting Members
Ex officio
- Dean, Faculty of Medicine or delegate (chair)

Appointment Process
Elected members are elected by faculty through the annual process initiated by the Dean’s Office.

Appointed members are appointed by the Dean through the annual process initiated by the Dean’s Office.
Term
Elected members are members for a four-year term.
Appointed members are members for a four-year term.

Chair
Chaired by the Dean or delegate.

Meeting Schedule and Administration
Normally meets approximately twice a month from September to June and at the call of the chair.
All members are expected to attend all meetings in person or via videoconference.
The Faculty HR Managers, Faculty Affairs will capture voting results.
Records will be maintained in accordance with UBC and Faculty of Medicine records retention procedures.

Quorum and Decision Making Process
Quorum consists of 50% of voting members (six members).
Decisions are made by vote, requiring 50% plus one of voting members present to pass. The chair does not vote.

Lines of Accountability and Communication
This committee:
  • Reports and makes recommendations to the Dean.

Responsibilities
This committee:
1. Makes recommendations to the Dean regarding:
   a. New appointments at, or promotions to, the ranks of Senior Instructor, Professor of Teaching, Associate Professor, or Professor;
   b. Granting of tenure;
   c. Reappointment of grant tenure track and tenure track Instructors, Assistant Professors, and Associate Professors only when a negative recommendation for reappointment has been made to the Dean by a Department Head or School Director.
2. Reviews Faculty, Departmental, and School procedures regarding appointment, reappointment, promotion, and tenure reviews and, as needed, recommends procedural changes to the Dean.
3. Adheres to the Faculty of Medicine General Responsibilities of Standing Committees.
Approval

This version of these terms of reference has been approved by the Faculty Executive Committee on September 26, 2017.

Version History

• Approved by Faculty Executive on November 18, 2014.
Clinical Faculty Appointment and Promotion Appeals Committee Terms of Reference

Purpose and Authority

The purpose of this committee is to:

- Recommend to the Dean a course of action on contested decisions made by Departmental Clinical Appointment and Promotions Committees, and to adjudicate appeals arising from such decisions.
- Review each case to determine whether a clinical faculty member has met the specific requirements for appointment, reappointment, or promotion in accordance with the Faculty of Medicine Policy on Clinical Faculty Appointments.

Composition

This committee is made up of elected and appointed members.

The Faculty of Medicine’s commitment to equitable and diverse membership on its committees and advisory councils guides its nomination and selection process.

Voting Members

Elected

- Three Clinical Professors (3)

Appointed

- Three Clinical Professors (3)

Appointment Process

Elected members are elected by faculty through the annual process initiated by the Dean’s Office.

Appointed members are appointed by the Dean through the annual process initiated by the Dean’s Office.

Term

Elected members are members for a three-year term.

Appointed members are members for a three year term.
Chair

Chaired by one of the three elected members of the committee.

Meeting Schedule and Administration

Meets at the call of the chair, as needed.

All members are expected to attend all meetings in person or via videoconference or phone.

A staff member from the Office of the Dean will capture voting results.

Records will be maintained in accordance with UBC and Faculty of Medicine records retention procedures.

Quorum and Decision Making Process

Quorum consists of 50% plus one of voting members.

Decisions are made by vote, requiring 50% plus one of voting members present to pass.

If any member has a conflict of interest (e.g.: is a member of the department related to the case), that member must not participate in the deliberations of the Clinical Faculty Appointment and Promotions Appeals Committee in any way concerning that case.

Lines of Accountability and Communication

This committee:

- Reports and makes recommendations to the Dean.

Responsibilities

This committee:

1. Reviews appeal files provided by the Dean.
2. Provides the Dean, via the chair of the committee, with the committee’s final recommendation. The Dean considers the recommendation and makes a decision, which is final.
3. Provides a written explanation to the Dean and the applicant.
4. Adheres to the FoM General Responsibilities of Standing Committees.

Approval

This version of these terms of reference has been approved by the Faculty Executive Committee on September 26, 2017.
Version History

- Approved by Faculty Executive on November 18, 2014.
Nominating Committee Terms of Reference

Purpose and Authority
The purpose of this committee is to:

- Recommend to the Dean candidates to fill vacancies on the Faculty of Medicine’s major standing committees.

Composition
This committee is made up of elected and appointed members.

The Faculty of Medicine’s commitment to equitable and diverse membership on its committees and advisory councils guides its nomination and selection process.

Voting Members

Elected
- Four members of the Faculty, two scientists and two clinicians (4)

Appointed
- Four members of the Faculty, two scientists and two clinicians (4)

Appointment Process
Elected members are elected by faculty through the annual process initiated by the Dean’s Office.

Appointed members are appointed by the Dean through the annual process initiated by the Dean’s Office.

Term
Elected members are members for a three-year term.
Appointed members are members for a three-year term.

Chair
Chaired by a committee member who is elected chair by the committee members.

Meeting Schedule and Administration
Normally meets approximately once a year in the spring and at the call of the chair.
All members are expected to attend all meetings in person or via videoconference.
A staff member from the Dean’s Office will capture meeting minutes. Minutes are confidential and retained by the chair.

Records will be maintained in accordance with UBC and Faculty of Medicine records retention procedures.

**Quorum and Decision Making Process**

Quorum consists of 50% plus one of voting members.

Decisions are made by vote, requiring 50% plus one of voting members present to pass.

**Lines of Accountability and Communication**

This committee:

- Reports and makes recommendations to the Dean.
- Provides the Dean with a brief written annual report to be presented at Full Faculty, usually in November.

**Responsibilities**

This committee:

1. Recommends to the Dean eligible and willing candidates to fill vacancies on the Faculty’s major standing committees on an annual basis.
2. Recommends to the Dean eligible and willing candidates to fill committee vacancies arising mid-term or to fill positions on newly constituted or ad hoc committees within the Faculty, if requested.
3. Recommends to the Dean eligible and willing candidates to serve as representatives to other Faculties, if requested.
4. Adheres to the FOM General Responsibilities of Standing Committees.

**Approval**

This version of these terms of reference has been approved by the Faculty Executive Committee on September 26, 2017.

**Version History**

- Approved by Faculty Executive on November 18, 2014.
Student Appeals Committee Terms of Reference

Purpose and Authority

The purpose of this committee is to:

- Review student appeals on academic standing referred by the Dean and to make recommendations to the Dean regarding the disposition of the appeal. The committee will review information relevant to the issues raised in the appeal before making a recommendation to the Dean.

The committee will confine itself solely to questions arising from the grounds of appeal set out in these terms of reference, including the procedure in the appendix. The committee may not substitute its academic judgment for that of the faculty on the basis that, on the evidence, the committee would have reached a different conclusion.

Composition

This committee is made up of ex officio and appointed members.

The Faculty of Medicine’s commitment to equitable and diverse membership on its committees and advisory councils guides its nomination and selection process.

Ex officio

- Executive Associate Dean, Education (chair) (1)
- Executive Associate Dean, Clinical Partnerships and Professionalism or alternate appointed by the chair (1)

Appointed

- One Department Head/School Director (1)

In the event a committee composed of these individuals cannot be constituted in a timely manner the chair may appoint a senior faculty member as an alternative committee member.

Appointment Process

Ex officio members are members by virtue of their administrative appointment.

Appointed members are appointed by the Dean through the annual process initiated by the Dean’s Office.

Term

Ex officio members are members as long as they hold their administrative appointment.
Appointed members are members for the duration of the appeal process in which they were called to participate.

**Chair**
Chaired by the Executive Associate Dean, Education, or designee.

**Meeting Schedule and Administration**
Meets at the call of the chair, as needed.

**Quorum and Decision Making Process**
Quorum consists of all voting members.
Decisions are made by vote, requiring 50% plus one of voting members present to pass.

**Lines of Accountability and Communication**
This committee:
- Makes recommendations to the Dean.
- Receives information from the decision maker and student.

**Responsibilities**
This committee:
- Follows the Appeal Process for Appeals on Academic Standing for Undergraduate Medicine, Undergraduate Medical Laboratory Sciences, and Midwifery Programs in the Faculty of Medicine (see the Appendix).

**Approval**
This version of these terms of reference, including the appendix, has been approved by the Faculty Executive Committee on September 26, 2017.

**Version History**
- Minor revisions: August 19, 2013; September 10, 2015
- Approved by Faculty Executive: May 15, 2012, effective June 1, 2012
- Minor revisions: August 18, 2011; February 10, March 15, May 10, 2012
- Created January 23, 2008
Appendix: Appeal Process for Appeals on Academic Standing for Undergraduate Medicine, Undergraduate Medical Laboratory Sciences, and Midwifery Programs in the Faculty of Medicine

This document establishes the appeal process for appeals on Academic Standing for students in undergraduate medicine; undergraduate medical laboratory sciences; and midwifery programs in the Faculty of Medicine. Every effort will be made to decide student appeals under this policy in a timely manner.

Initiating an Appeal

All appeals on academic standing for students in undergraduate medicine; undergraduate medical laboratory sciences; and midwifery programs in the Faculty of Medicine are made to the Dean. The student must forward a letter of appeal to the Dean identifying the decision under appeal and clearly setting out the grounds of appeal in accordance with this Policy. The letter of appeal must include any documents in support of the appeal that the student wishes to be considered. The student’s letter of appeal must be received in the Dean’s office within 10 days of the decision the student wishes to appeal.

The Dean, or delegate, will review the letter of appeal to determine whether the appeal is based on one of the grounds of appeal set out in this Policy. If the Dean, or delegate, determines that the appeal is not based on a ground of appeal set out in this policy then the Dean may dismiss the appeal.

If the Dean, or delegate, determines that the appeal is based on one of the permissible grounds of appeal set out in this Policy then the Dean will refer the appeal to a committee (“committee”) which will be chaired by the Executive Associate Dean Education (“Chair”) or designate.

Grounds for Appeal

A decision on academic standing reflects the assessment of faculty as to whether a student has met the academic standards of his or her undergraduate program. It is a decision determined through the exercise of academic judgment in the evaluation process utilized by the undergraduate program.

A student may appeal a decision on academic standing only on the following grounds:

- The decision is inconsistent with the policies for evaluation and promotion adopted by the undergraduate program;
- The decision did not take into account all relevant evidence or relied on irrelevant evidence;
- The decision is based on an arbitrary or discriminatory exercise of academic judgment by the faculty or program.

In rare circumstances a student may appeal a decision on the basis of additional mitigating evidence that was not known to the student, and not available to the decision maker, at the time the decision was made.

A student may not appeal a decision solely on the basis that the student does not agree with the application of an evaluation or promotions policy or with the academic judgment of faculty.
Committee Meeting

The committee will notify the decision maker (e.g.: Chair of promotions committee, head of program or school) of the request for appeal and will provide the decision maker with a copy of the letter of appeal. The decision maker may be asked to provide a written response to the matters raised in the appeal. A copy of any written response provided by the decision maker will be provided to the student and the student will be allowed to respond either in writing or orally during the meeting with the committee.

The committee will review all materials relevant to the decision under appeal and the grounds of appeal including any applicable evaluation or promotions policies, the student’s academic record, any applicable narrative assessments and any faculty committee minutes relevant to the decision under appeal.

The committee will schedule a meeting with the student to discuss the appeal and to attempt to resolve the dispute. At the discretion of the Chair the decision maker may also be invited to attend this meeting. Neither the student nor the decision maker will be represented by legal counsel at this meeting. However, the student may be accompanied by a support person. This meeting could be arranged through videoconferencing as appropriate.

Either before or during the meeting with the student the committee may request additional information, oral or written, related to the decision or the grounds of appeal. All such additional information will be shared with the student and the decision maker and they will be given an opportunity to respond to the additional information.

After consideration of all information relevant to the appeal the committee will make a recommendation to the Dean with respect to the disposition of the appeal based on a majority vote of the committee members who reviewed the appeal,

The decision and recommendation of the committee will be provided to the Dean in writing.

The committee may recommend that the decision be overturned, modified with specific directions or upheld as written.

Decision of the Dean

Upon receipt of the recommendation of the committee the Dean may request additional information from the student or the decision maker before making a final decision. Any additional information provided in response to a request from the Dean will be provided to the student or faculty and they will have an opportunity to respond to the information.

The Dean will make the final decision regarding the disposition of the appeal after consideration of the committee’s recommendation and of any additional information provided in response to the Dean’s request under paragraph 6.1.

The Dean will notify the student of the final decision in writing at the earliest opportunity.

A student may appeal the decision of the Dean to the Senate Committee on Academic Standing. Information on how to bring an appeal to the Senate Committee is available in the UBC calendar.
Conflict of Interest/Conflict of Commitment Internal Review Committee Terms of Reference

Purpose and Authority
The purpose of this committee is to:

- Review declarations of conflict of interest and conflict of commitment from faculty members.
- Recommend to the Dean whether to approve, modify, or reject the declaration.
- Comply with UBC Policy 97 and any other applicable UBC policies.

Composition
This committee is made up of ex officio and appointed members.

The Faculty of Medicine’s commitment to equitable and diverse membership on its committees and advisory councils guides its nomination and selection process.

Voting Members

Ex officio
- Executive Vice Dean (chair) (1)

Appointed
- Four senior faculty members (4)

Appointment Process

Ex officio members are members by virtue of their administrative appointment.

Appointed members are appointed by the Dean through the annual process initiated by the Dean’s Office.

Term

Ex officio members are members as long as they hold their administrative appointment.

Appointed members are members for a two-year term.

Chair

Chaired by the Executive Vice Dean.
Meeting Schedule and Administration

Meets as required at the call of the chair.

All members are expected to attend all meetings in person or via videoconference.

A staff member from the Office of the Executive Vice Dean will capture meeting minutes. Minutes are held in strict confidence and kept in the office of the Executive Vice Dean.

Records will be maintained in accordance with UBC and Faculty of Medicine records retention procedures.

Quorum and Decision Making Process

Quorum consists of 50% plus one of voting members.

Decisions will be made by vote, requiring 50% plus one of voting members present to pass.

Lines of Accountability and Communication

This committee:

- Reports and makes recommendations to the Dean.
- Provides an annual report summarizing the year’s activities to the Faculty Executive Committee, for information.

Responsibilities

This committee:

1. Reviews declarations of conflict of interest or commitment from faculty members at the request of the Executive Vice Dean.
2. Develops management plans, in consultation with Legal Counsel, as required.
3. Adheres to the FOM General Responsibilities of Standing Committees.

Approval

This version of these terms of reference has been approved by the Faculty Executive Committee on September 26, 2017.

Version History

- Approved by Faculty Executive on November 18, 2014.
Distributed Program Planning Committee (DPPC)

Terms of Reference

Purpose and Authority

The purpose of this committee is to:

- Recommend to the Dean allocation of Ministry of Advanced Education (AVED) funds held in trust at UBC for the distributed program (known as the “Distributed UGME Program Budget”) to each of the collaborating universities for the UGME program and associated activities at the distributed sites.
- Inform and secure approvals needed from the collaborating institutions, namely the University of Northern British Columbia (UNBC), University of Victoria (UVic), and University of British Columbia (UBC Okanagan and Vancouver), the UBC Faculty of Medicine, and others as required, in the spirit of academic collaboration.
- Ensure that the highest standards of education and research continue to be incorporated into the distributed UGME program and associated activities at the distributed sites.
- Liaise with the UBC Faculty of Medicine Finance Committee to ensure Faculty-wide financial alignment.

DPPC was established through the affiliation agreements between UBC and UNBC, and between UBC and UVic. It replaced the Implementation Planning Subcommittee for Medical Education (IPSME), which was originally established at the direction of AVED to approve the distribution of the government grant held in trust by UBC.

Composition

DPPC is comprised of six members from UBC and three from each of UVic and UNBC. The UBC members include representatives of the Vancouver Fraser Medical Program (VFMP), based in Vancouver, and the Southern Medical Program (SMP), based in Kelowna. The intent of this composition is to ensure that UBC has the same number of voting members as the two collaborating universities combined.

This committee is made up of ex officio members.

Voting Members

UBC

- Executive Associate Dean, Education, UBC Faculty of Medicine, or delegate (1)
- Associate Dean, Undergraduate Medical Education, UBC Faculty of Medicine, or delegate (1)
- Regional Associate Dean, Vancouver Fraser, UBC Faculty of Medicine (1)
- Provost and Vice Principal, Academic, UBC Okanagan, or delegate (1)
- Regional Associate Dean, Interior and Associate Vice Provost, Medical Sciences, UBC Okanagan (1)
• Comptroller and Senior Budget Officer, UBC, or delegate (1)

UNBC
• Vice President, Academic and Provost, UNBC, or delegate (1)
• Vice President Finance and Business Operations, UNBC, or delegate (1)
• Regional Associate Dean, Northern BC and Associate Vice President, NMP, UNBC (1)

UVic
• Vice President, Finance and Operations, UVic, or delegate (1)
• Associate Vice President, Academic Planning, UVic, or delegate (1)
• Regional Associate Dean, Vancouver Island and Head, Medical Sciences, UVic (1)

Non-voting Members
• Provost and Vice President Academic, UBC, or delegate (chair) (1)
• Dean, UBC Faculty of Medicine, or delegate (1)
• Executive Director, Finance and Operations, UBC Faculty of Medicine, or delegate (1)
• Senior Director, Education Programs and Services, UBC Faculty of Medicine, or delegate (1)

Guests may be invited to join specific meetings or portions of specific meetings at the chair’s discretion.

Appointment Process
Ex officio members are members by virtue of their administrative appointment.

Term
Ex officio members are members as long as they hold their administrative appointment.

Chair
Chaired by UBC’s Provost and Vice President, Academic, or delegate. If delegated, the chair must be agreed to by all members.

The chair convenes this committee and is a non-voting member.

Meeting Schedule and Administration
Normally meets approximately quarterly or more frequently at the call of the chair.

A staff member from the UBC Faculty of Medicine will capture meeting minutes. Minutes will be circulated to all members.

Records will be maintained in accordance with UBC and Faculty of Medicine records retention procedures.
Quorum and Decision Making Process

Quorum consists of at least one representative from each of the four collaborating sites (UNBC, UVic, UBC-O, and UBC-V), other than a Regional Associate Dean. However, meetings are usually scheduled so that the majority of members are able to attend.

The intent of DPPC is to make decisions by consensus. Where this does not occur, the committee will decide by vote, requiring 50% plus one of voting members present to pass.

DPPC receives resource allocation recommendations from the UGME Regional and Resource Advisory Council. DPPC considers the recommendations and decides whether to request changes or to recommend them to the Dean, UBC Faculty of Medicine for final approval. If the Dean is not in agreement with the DPPC recommendation, he/she will request that DPPC further deliberate and discuss in an effort to bring the matter to resolution.

If any member is in fundamental opposition to a DPPC decision made by vote or if DPPC cannot agree on a new recommendation following feedback from the Dean, DPPC may strike an ad hoc working group with appropriate membership to develop a resolution and propose it to DPPC, which DPPC will consider and decide whether to recommend to the Dean.

If DPPC remains unable to reach consensus on a revised recommendation to the Dean, any member may trigger the formal dispute resolution process, which requires the chair to refer the matter to the Inter-University Planning Council\(^1\) (IUPC), which will establish a dispute resolution process for DPPC and manage it, if required.

Lines of Accountability and Communication

This committee:

- Receives recommendations and items or reports for discussion from the UGME Regional and Resource Advisory Council.
- Considers recommendations and decides whether to request changes or recommend them to the Dean, UBC Faculty of Medicine for final approval. In some cases, recommendations or reports are also made to senior administration of the collaborating universities, as appropriate.
- Makes its resource allocation recommendations to the Dean via the UBC Faculty of Medicine Finance Committee, which is chaired by the Dean, to ensure coordination of overall Faculty of Medicine financial management.
- Provides an annual report summarizing the year’s activities to the UBC Faculty of Medicine Faculty Executive Committee, for information, and each member is responsible to make any necessary reports to his or her institution’s governing bodies.
- May delegate responsibilities to subcommittees and/or ad hoc groups to make recommendations on, or conduct, specific aspects of the committee’s mandate.

\(^1\) In the event that the IUPC no longer meets, an ad hoc council with the same members and mandate as IUPC, as referenced in Schedule 4 of the Affiliation Agreements between UNBC and UBC, and between UVic and UBC, will be called.
Responsibilities

This committee:

1. Ensures that the Distributed UGME Program Budget and expenditure is aligned with the distributed UGME program and associated activities at distributed sites, UGME accreditation requirements for geographically distributed programs, and the UBC Faculty of Medicine strategic plan.
2. Recommends processes to ensure the effective and appropriate reporting of allocated funds.
3. Reviews budget proposals from the UGME Regional and Resource Advisory Council and recommends to the Dean, UBC Faculty of Medicine the implementation of those proposals as judged appropriate.
4. Identifies and makes recommendations where appropriate regarding the creation of funding or cost reduction strategies to resolve any shortfall in financial resources.
5. Via its members, informs and secures approvals from the collaborating institutions, the UBC Faculty of Medicine, and others as required.
6. Encourages coordinated communication and ensures that all stakeholders are kept apprised of the progress of the distributed UGME program and associated activities at distributed sites.
7. Encourages coordinated communication and integration of all distributed Faculty of Medicine education programs, including postgraduate medical education programs.
8. Ensures that senior administration of each university is kept apprised of issues related to the distributed UGME program and associated activities and informed of budgetary implications, and assists in resolving budgetary issues that arise.
9. Ensures that the DPPC terms of reference are reviewed by UNBC, UVic, and UBC representatives annually, normally in June, and any changes are approved by the Dean, UBC Faculty of Medicine.
10. The Committee will adhere to the FoM General Responsibilities of Standing Committees.

Approval

This version of these terms of reference has been approved by DPPC on September 13, 2017 and by the Faculty Executive Committee on September 26, 2017.

Version History

- Reviewed and approved by Faculty Executive July 21, 2015
- Reviewed and approved by DPPC June 3, 2015
- Reviewed and approved by Faculty Executive July 15, 2014
- Reviewed and approved by DPPC June 4, 2014
- Reviewed and approved by DPPC April 11, 2012
- Reviewed and approved by DPPC October 12, 2011
- Reviewed and approved by DPPC March 4, 2009
- Reviewed and approved by DPPC January 10, 2007
- Reviewed and approved by UNBC, UVic, and UBC through affiliation agreements, May 18, 2004
Advisory Councils

Following are the proposed updated terms of reference for the advisory councils within the proposed renewed structure.

The following diagram highlights the advisory councils in the proposed structure.
Dean’s Executive (DEX) Advisory Council Terms of Reference

Purpose and Authority
The purpose of this advisory council is to:

- Advise the Dean on Faculty-wide administrative matters related to represented committees and portfolios.
- Support the Dean’s decision making process with diverse perspectives from across the Faculty’s administrative functions.
- Enable information to flow among portfolios and inform members about activities and decisions in other areas.

Composition
This advisory council is made up of ex officio and elected members.

The Faculty of Medicine’s commitment to equitable and diverse membership on its committees and advisory councils guides its nomination and selection process.

Ex officio
- Dean, Faculty of Medicine (chair) (1)
- Executive Vice Dean (1)
- Executive Associate Deans (3)
- Associate Dean, Health Professions (1)
- Executive Director, Communications (1)
- Executive Director, Development & Alumni Engagement (1)
- Executive Director, Faculty Affairs (1)
- Executive Director, Finance & Operations (1)
- Special Advisor, Government Relations (1)

Elected
- One Regional Associate Dean (1)
- One Department Head/School Director (1)

Guests may be invited to join specific meetings or portions of specific meetings at the chair’s discretion.

Appointment Process
Ex officio members are members by virtue of their administrative appointment.

Elected members are elected by their peers through the annual process initiated by the Dean’s Office.
Term
Ex officio members are members as long as they hold their administrative appointment.
Elected members are members for a one-year term.

Chair
Chaired by the Dean, Faculty of Medicine. The Executive Vice Dean is the alternate chair, as needed.

Meeting Schedule and Administration
Normally meets approximately every week and at the call of the chair.
All members are expected to attend all meetings in person or via videoconference or phone.
A staff member from the Office of the Dean will capture meeting minutes. Minutes will be circulated to all members.
Records will be maintained in accordance with UBC and Faculty of Medicine records retention procedures.

Quorum and Decision Making Process
Meetings will normally be cancelled if fewer than half of members can attend.
This advisory council provides advice based on the input of all members. Members typically reach consensus on that advice, but may convey multiple perspectives if consensus does not emerge.
The Dean will consider the advisory council’s advice when making a decision, either in the meeting or outside of the meeting.

Lines of Accountability and Communication
This advisory council:
- Provides advice to the Dean, Faculty of Medicine.
- Reviews and provides feedback on recommendations made by other committees to the Dean.
Representatives of this advisory council liaise with other academic and administrative committees and advisory councils, as needed.

Responsibilities
This advisory council:
1. Reviews and provides feedback on recommendations from other committees to the Dean, as needed.
2. Provides advice to the Dean in support of the Dean’s role and mandate.
3. Provides a forum for communication of issues that affect individual members and portfolios.
4. Reviews its terms of reference on an approximately annual basis and recommends updates to the Dean, as needed.

Approval

This version of these terms of reference has been approved by the Faculty Executive Committee on September 26, 2017.

Version History
Clinical Faculty Advisory Council Terms of Reference

Purpose and Authority

The purpose of this advisory council is to:

- Advise the Dean on matters related to Clinical Faculty members.
- Engage representatives of the Clinical Faculty community from across the province and across Faculty of Medicine programs to enhance the vital partnership between Clinical Faculty and the Faculty of Medicine.
- Provide a multi-way communication forum among Clinical Faculty representatives and the Faculty of Medicine.
- Facilitate interprofessional collaboration among Clinical Faculty representatives from across the Faculty of Medicine’s programs.
- Assist the Clinical Faculty Affairs function through advice to the Director, Clinical Faculty Affairs.

Composition

This advisory council is made up of ex officio, appointed, and elected members.

The Faculty of Medicine’s commitment to equitable and diverse membership on its committees and advisory councils guides its nomination and selection process.

Ex officio

- Director, Clinical Faculty Affairs (chair) (1)
- Executive Director, Faculty Affairs (1)

Elected

- One clinical faculty member from each of the following (20)
  - Department of Anesthesiology, Pharmacology and Therapeutics
  - Department of Dermatology & Skin Science
  - Department of Emergency Medicine
  - Department of Family Practice, MD Programs
  - Department of Family Practice, Midwifery Program
  - Department of Medical Genetics
  - Department of Medicine
  - Department of Obstetrics and Gynaecology
  - Department of Occupational Science and Occupational Therapy
  - Department of Ophthalmology and Visual Science
  - Department of Orthopaedics
  - Department of Pathology and Laboratory Medicine
  - Department of Pediatrics
  - Department of Physical Therapy
  - Department of Psychiatry
Appointed

- Two clinical Department Heads/School Directors or designates (2)
- One member from the Island Medical Program (1)
- One member from the Northern Medical Program (1)
- One member from the Southern Medical Program (1)
- One member from the Vancouver Fraser Medical Program (1)

Guests may be invited to join specific meetings or portions of specific meetings at the chair’s discretion.

Appointment Process

Ex officio members are members by virtue of their administrative appointment.

Appointed regional medical program representatives are appointed by their Regional Associate Dean through the annual process initiated by the Dean’s Office.

Appointed clinical Department Heads/School Directors are appointed by the Dean through the annual process initiated by the Dean’s Office.

Elected members are elected by their peers through the annual process initiated by the Dean’s Office.

Term

Ex officio members are members as long as they hold their administrative appointment.

Appointed members are members for a three-year term and are eligible for renewal.

Elected members are members for a three-year term and are eligible for renewal.

Chair

Chaired by the Director, Clinical Faculty Affairs.

Meeting Schedule and Administration

Normally meets approximately every months and at the call of the chair.

All members are expected to attend all meetings in person or via videoconference or phone.

A staff member from the Office of Clinical Faculty Affairs will capture meeting minutes. Minutes will be circulated to all members.
Minutes of meetings are confidential and are retained by the Office of Clinical Faculty Affairs. Records will be maintained in accordance with UBC and Faculty of Medicine records retention procedures.

**Quorum and Decision Making Process**

Meetings will normally be cancelled if fewer than half of members can attend. This advisory council provides advice based on the input of all members. Members typically reach consensus on that advice, but may convey multiple perspectives if consensus does not emerge.

**Lines of Accountability and Communication**

This advisory council:

- Provides advice to the Dean.
- Provides an annual report summarizing the year’s activities to the Faculty Executive Committee.
- Serves as a communication forum between Clinical Faculty members and the Faculty of Medicine.
- Seeks input from the Department Heads and School Directors Committee, as appropriate.

Representatives of this advisory council liaise with other academic and administrative committees and advisory councils, as needed.

**Responsibilities**

This advisory council:

1. Represents the interests of Clinical Faculty across the province.
2. Works to foster and promote career development initiatives and opportunities for Clinical Faculty.
3. Identifies issues of concern to Clinical Faculty and to develop and recommend actions to address.
4. Supports the interprofessional mandate of the Faculty of Medicine by hearing and considering perspectives from all Faculty of Medicine programs.
5. Communicates information on relevant Faculty of Medicine initiatives to Clinical Faculty members in their Departments/Schools/Programs.
6. Discusses academic and administrative changes arising in the Faculty of Medicine, considers the potential impacts of them on Clinical Faculty, and gathers input from Clinical Faculty regarding that potential impact.

**Approval**

This version of these terms of reference has been approved by the Faculty Executive Committee on September 26, 2017.
Version History

The terms of reference for the former Clinical Faculty Affairs Committee were approved by Faculty Executive on:

- March 17, 2015
- November 18, 2014
- May 9, 2009