

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

**Constitution
of
Faculty Council**

(Revised October 28, 2011, May 20 2015, Feb 10 2017)

The Council of the Leslie Dan Faculty of Pharmacy University of Toronto

CONSTITUTION

<p>DERIVATION OF AUTHORITY FROM THE U OF T ACT</p>	<p>I. The Council of the Leslie Dan Faculty of Pharmacy exercises its powers and duties under the provisions of the <i>University of Toronto Act, 1971, as amended</i>.</p>
<p>DEFINITIONS</p>	<p>II. In this Constitution and accompanying Bylaws:</p> <ul style="list-style-type: none"> a) "Faculty" means the Leslie Dan Faculty of Pharmacy of the University of Toronto; b) "Teaching Staff" means a member of the Leslie Dan Faculty of Pharmacy who holds an academic appointment of 50% or more in the Leslie Dan Faculty of Pharmacy and who holds the title of Professor; Associate Professor; Assistant Professor; Professor, Teaching Stream; Associate Professor, Teaching Stream; Assistant Professor, Teaching Stream; Senior Lecturer; Lecturer; Senior Tutor; Tutor; Assistant Professor (conditional); or Assistant Professor, Teaching Stream (conditional). c) "Other Academic Appointee" means a current University employee involved in the delivery of the Faculty's academic programs who holds a contract of one year or more with the Faculty, as either part-time faculty at a level of less than 50%, or as status or adjunct faculty. These members will be appointed to Council on the recommendation of the Striking Committee for a term of one year and may serve a maximum of 3 consecutive terms. d) "Administrative Staff" means an appointed staff member of the Faculty who is not a member of the Teaching Staff. e) "Undergraduate Student" means any student registered in a program of study leading to a degree, post-secondary diploma, or for credit certificate in the Leslie Dan Faculty of Pharmacy who is not registered in the School of Graduate Studies. f) "Graduate Student" means any student registered in the School of Graduate Studies in a program of study leading to a degree, post-secondary diploma, or for credit certificate in the Leslie Dan Faculty of Pharmacy. g) "Alumnus/a" means anyone who has received a degree, post-secondary diploma, or for credit certificate from the Faculty, or who has completed one year of full-time studies or equivalent while registered in the Faculty, who is no longer registered as a student and who is not a member of the teaching or administrative staff of the University. h) "Associate Dean" or "Assistant Dean" means an Associate Dean or Assistant Dean, respectively, of the Faculty; i) "CPD" means Continuous Professional Development; j) "Council" means the Council of the Faculty; k) "Dean" means the Dean of the Faculty; l) "Director of Academic Program" means the individual who

	<p>has primary administrative responsibility for an academic program of the Faculty;</p> <p>m) "IPG program" means the International Pharmacy Graduate Program;</p> <p>n) "Pharm.D." means the Doctor of Pharmacy degree;</p> <p>o) "Registrar" means the Registrar of the Faculty;</p> <p>p) "Year" means the academic year of the University.</p>
COUNCIL'S GENERAL POWERS, DUTIES AND RESPONSIBILITIES	<p>III. Subject to the provisions of the <i>University of Toronto Act, 1971</i>, and the approval, as required or as appropriate, of the Governing Council of the University, Council shall have the following powers and duties:</p> <p>a) Council shall determine its composition, and the number, composition and authority of its committees.</p> <p>b) Council recommends for approval to the appropriate body of Governing Council amendments to divisional academic policies. Academic policy sets out the principles for, the general directions of, and/or priorities for the teaching and research activities of the Faculty.</p> <p>c) Council plays an advisory role, tendering advice to the Faculty administration.</p>
COUNCIL'S SPECIFIC POWERS AND DUTIES	<p>IV. The specific power and duties of the Council are the following:</p>
<i>Determine Its Rules And Regulations</i>	<p>a) Council shall determine the rules and regulations for governing its procedures, and its decisions shall be made by resolutions passed at its meetings.</p>
<i>Bylaws</i>	<p>b) Council shall pass bylaws regulating the exercise of its powers and the calling and conduct of its meetings, and the method of appointment or election of its members.</p>
<i>Establish Committees</i>	<p>c) Council shall have the power to establish, alter, or disband its committees as deemed necessary and to determine their composition, authority, quorum, and method of appointment of their members and chairs. Council has authority over recommendations brought forward by such committees, be that in its decision-making capacity or in its advisory role.</p>
<i>Admissions</i>	<p>d) Council shall determine the standards of admission of students to the Faculty. New policies and practices or amendments to existing ones which affect the whole Faculty are recommended to the appropriate body of Governing Council for approval.</p>
<i>Academic Programs</i>	<p>e) Council shall consider the content, quality, and requirements of the academic programs and courses of study that lead to degrees, diplomas, certificates, and credit and non-credit courses over which the Faculty has authority; it shall consider proposals for the closure of any such programs or</p>

	<p>courses of study; and it shall monitor the quality and standards of the programs and courses of study.</p> <p>Council shall recommend for approval to the appropriate body of Governing Council proposals for new academic programs.</p> <p>Council shall have delegated authority to approve proposals for the establishment and closure of Category 1 and Category 2 for credit certificates in accordance with the Policy on Certificates (For Credit and Not-for-Credit).¹ These approvals shall be reported annually for information to the appropriate body of Governing Council.²</p> <p>Council shall have delegated authority to approve proposals for major and minor modifications to existing academic programs, diplomas,³ and certificates. All major modifications shall be reported annually for information to the appropriate body of Governing Council.</p>
Delegation Of Authority	f) Subject to the provisions of the above, Council may delegate its authority for the approval of minor modifications to academic programs to various committees. All such changes shall be reported for information to Council. The decision of whether a matter is major or minor may be made by the Committee Chair in consultation with the Chair of Council, and/or the Dean or his/her designate, and/or the Vice-President and Provost or his/her designate.
Awards	g) Council shall award scholarships, bursaries, prizes and other awards in the gift of the Faculty and may delegate this responsibility to committees or officers of the Faculty.
Petitions And Appeals	h) Council shall establish policies and procedures with respect to petitions and appeals by undergraduate students in connection with the application of academic rules and regulations by officers of the Faculty or by instructors in connection with academic standing in the Faculty. A Committee of Council shall make rulings on all such appeals and such rulings shall be final and binding, subject to an

¹ Definitions of Category 1, and 2 certificates are provided in the *Policy on Certificates (For Credit and Not-for-Credit)*. The *Policy* states that new Category 3 certificates “must undergo the appropriate divisional approval” and must be submitted to the Provost’s office for inclusion in an annual report to the Committee on Academic Policy & Programs.

² The *Policy on Certificates (For Credit and Not-for-Credit)* states that new Category 3 certificates “must undergo the appropriate divisional approval” and must be submitted to the Provost’s Office for inclusion in an annual report to the Committee on Academic Policy & Programs. The *Policy* does not provide an approval path for modifications to existing Category 3 certificates.

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

	<p>appeal to the Governing Council.</p> <p>Procedures for academic appeals by graduate students are determined by the School of Graduate Studies in accordance with the <i>Policy on Academic Appeals within Divisions</i>.</p>
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Academic and Interdisciplinary Units	i) Council shall also consider and recommend for approval to the Governing Council proposals concerning Academic Units and Extra-Departmental Units in the Faculty, pursuant to the <i>Policy on Interdisciplinary Education and Research Planning</i> .
Review of Academic Programs and Units	j) Council is one venue in which consideration and discussion of a review report of an academic program and/or unit in this Faculty should occur, consistent with the protocol outlined in the <i>University of Toronto Quality Assurance Process</i> .
Transcript Notations	k) Council shall have delegated authority to approve transcript notations within existing degree programs, in accordance with University policy. An annual report on such actions, as required by policy, shall be provided for information to the appropriate body of Governing Council.
POWERS, DUTIES AND RESPONSIBILITIES OF THE DEAN	<p>V.</p> <p>a) Council recognizes that the Dean exercises powers under the authority of the "Policy on Appointments of Academic Administrators" which states that "The Dean of a Faculty or School or the Principal of a College is the chief executive officer of the Faculty, School or College and reports directly to the Vice-President and Provost or his/her designate."</p> <p>b) While the Dean may delegate authority to other academic administrators in the Faculty, the Dean retains responsibility for the overall direction of the Faculty and, in particular, for authority over the budget, appointments and promotions, and extra-Faculty relationships. In this respect, Council recognizes that the Dean has ultimate authority for the allocation and management of the Faculty's resources.</p> <p>c) According to the "Policy on Appointments of Academic Administrators," the Dean shall consult with the members of the Faculty on matters of policy and practice but is ultimately responsible for all administrative decisions that are within his/her jurisdiction and authority.</p> <p>d) The Dean shall advise Council of the resource implications of proposed academic policy decisions.</p> <p>e) The Dean may consult with Council on administrative proposals that may have a significant impact on the academic programs of the Faculty.</p>

<p>MEMBERSHIP OF THE COUNCIL</p>	<p>VI. The membership of the Council shall be composed of the following voting members:</p> <p>a) Ex-officio members (if otherwise not a member of Council)</p> <ul style="list-style-type: none"> i) The President of the University or designate; ii) The Vice-President and Provost or designate; iii) The Vice-Provost, Relations with Health Care Institutions or designate; iv) The Dean of the School of Graduate Studies or designate; v) The professors emeriti of the Faculty; vi) The [Pharmacy] Librarian; vii) The Registrar of the Faculty; viii) Associate Deans of the Faculty⁴ ix) The Chief Administrative Officer, or equivalent role x) Directors of the Academic Programs and Research Centres of the Faculty; xi) The President of the Undergraduate Pharmacy Society; xii) The President of the Pharmaceutical Sciences Graduate Student Association; <p>and such other officials of this University or Faculty as may be deemed necessary by Council;</p> <p>b) All Teaching Staff of the Faculty</p> <p>c) Ten Other Academic Appointees</p> <p>d) Students</p> <ul style="list-style-type: none"> i) Undergraduate students selected through an election organized by the Undergraduate Pharmacy Society, with one (1) representative elected from each year of PharmD program; ii) One student representative elected by and from among students in the Pharm.D. for Pharmacists program; iii) One graduate student selected through an election organized by the Pharmaceutical Sciences Graduate Student Association; iv) One student representative elected by students in the IPG program from each of the two successive CPS II student cohorts in each academic year. Each representative will serve only while registered in the program. Thus there will only be one IPG representative to Council at a given time. <p>e) Administrative Staff</p> <p>Two (2) members to serve up to a 3-year term, nominated and elected by and from among the administrative staff of the Faculty.</p>
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⁴ This refers to academic administrators who have been appointed under the [Policy on the Appointment of Academic Administrators.](#)]

	<p>f) Alumni</p> <p>One representative of the alumni of the Faculty who is appointed by the Director, Advancement, or equivalent role. This individual will serve for a term of three (3) years and for a maximum of two consecutive terms.</p> <p>g) External Stakeholders</p> <p>These individuals will serve for a term of three (3) years renewable.</p> <p>i) One representative of the Ontario College of Pharmacists selected by the College;</p> <p>ii) One representative of the Ontario Pharmacists Association selected by the Association;</p> <p>iii) One representative of the Ontario Branch, Canadian Society of Hospital Pharmacists selected by the Branch;</p> <p>iv) Two (2) Pharmacy Directors of the Toronto Academic Health Science Network (TAHSN) hospitals to be appointed by Council on the recommendation of the Striking Committee.</p>
<p>TERM AND QUORUM OF COUNCIL</p>	<p>VII.</p> <p>a) The term of office for the Council shall be the Academic Year of the University, 1 July - 30 June, with some student members beginning in the September session.</p> <p>b) At all meetings of Council, one-third of the voting members shall constitute a quorum. <i>Ex officio</i> members shall not be counted in determining the number required for quorum or whether a quorum is present.</p>
<p>CHAIR VICE-CHAIR</p>	<p>VIII.</p> <p>a) The Council shall, every third year at its last meeting of the year, elect from among its members for the next year, a Chair and Vice-Chair for a period of three (3) years. Normally the Chair and Vice-Chair of Council will be members of the teaching staff who are not in an academic administrative position in the Faculty. Nominations for the Chair and Vice-Chair will be solicited in advance of the meeting, with nominations from the floor being accepted. No more than two consecutive terms may be served by any individual in a particular office; however, nothing shall preclude any individual from serving again, provided that a period of at least one year intervenes.</p> <p>b) The Chair shall preside at all meetings of Council for the year. The Chair shall, in addition to his/her duties as a member of Council, maintain order and decorum and exercise such authority as may be necessary to conduct meetings in conformity with the Bylaws of Council.</p> <p>c) In the absence of the Chair, the Vice-Chair shall preside. In the absence of both the Chair and the Vice-Chair, any member of the Executive Committee may convene the meeting and a Chair shall be chosen by a majority of the voting members</p>

	present for the meeting.
SECRETARY	IX. The Secretary of Council shall be appointed by the Dean in consultation with the Chair. The Secretary shall be a non-voting member of Council, unless otherwise eligible for membership on Council.
MEETINGS	X. a) Council shall meet at least three times in each year, with the inaugural meeting held in the fall term and the final meeting in the spring term. b) The schedule of meetings for the entire academic year shall be provided in September of each year. c) A notice of meeting, including proposed agenda, shall be given to members at least two (2) weeks in advance of each meeting. d) A special meeting may be called by the Chair of Council, the Dean of the Faculty, or upon written request of not fewer than 10% of members of Council, on not less than seventy-two (72) hours' or three (3) working days' notice. e) Meetings of Council shall be open to the public except when matters of a confidential nature may be discussed. The Faculty Council will then move <i>in camera</i> .
VOTING	XI. Unless otherwise provided for, all questions which come before Council or a Committee of Council shall be decided by a majority of members present, either in person or via telephone or other electronic means, and voting. In the case of a tie vote, the motion shall be considered to have failed. All members of Council, including <i>ex officio</i> members, have voting privileges at Council meetings with the exception of the Chair of Council. In contrast, Chairs of Council Committees shall have a vote in meetings of their respective committees.
PARLIAMENTARY AUTHORITY	XII. The rules contained in the most recent edition of <i>Robert's Rules of Order Newly Revised</i> shall govern the Council in all cases not provided for in the Constitution and/or Bylaws.
AMENDMENT	XIII. The Constitution of the Council may only be amended with the approval of the Council and the Governing Council. Voting on amendments shall take place at a regularly constituted meeting to which there has been 14 days' notice of the proposed amendment. An affirmative vote to amend the Constitution is required by two-thirds of the members of Council present and voting. Following approval of the recommended amendment by Council, the amendment is forwarded to Governing Council for approval. The Bylaws of the Council may be amended at any regular meeting of the Council by a two-thirds majority of those present and voting, provided that the proposed amendment has been

	submitted to members in writing at least 14 days before the next regularly constituted meeting of Faculty Council.
REVISED, REVIEW	XIV. This Constitution was last revised on October 28, 2011. It is subject to a review within 5 years.

Required amendments incorporated from the Secretary of the Governing Council, and the Vice Provost, Academic Programs and and Vice-Provost, Academic Programs and Vice-Provost, Faculty and Academic Life, January 20, 2017, memo: "Required Amendments to Faculty Constitution and By-Laws".

Prior revision approved by the Faculty of Pharmacy Council on October 28, 2011 and by the Executive Committee of the Governing Council on December 5, 2011.

Prior revision approved by the Faculty of Pharmacy Council on on June 4, 2002 and by the Executive Committee of the Governing Council on October 18, 2002.