

QUEEN'S UNIVERSITY
FACULTY OF HEALTH SCIENCES

***AUTHORITY, RULES AND PROCEDURE
OF
FACULTY BOARD***

***COMMITTEES AND DELEGATIONS
OF
FACULTY BOARD***

FACULTY BOARD

Faculty of Health Sciences

Animal Care Delegation
Bracken Health Sciences Library Advisory Committee
Delegation of Faculty Senators
Continuing Professional Development Advisory Committee
Education Awards Committee
Equity Issues Delegation
Nominating & Procedures Committee
Research Advisory Committee
Simulation Committee
Student Appeal Board

SCHOOL OF NURSING ACADEMIC COUNCIL

Undergraduate Student Admissions Committee
Undergraduate Student Awards Committee
Undergraduate Curriculum Committee
Undergraduate Student Academic Progress
& Graduation Committee
Undergraduate Program Evaluation Committee
Research Committee
Nominating Committee

SCHOOL OF MEDICINE ACADEMIC COUNCIL

Medical Education Advisory Committee
Undergraduate Admissions Committee
Curriculum Committee
Diversity Advisory Panel
Nominating Committee
Postgraduate Medical Education Committee
MD Academic Affairs Committee
Student Assessment Committee
Student Awards Committee
MD Program, Progress & Promotion Committee
MD Program Executive Committee
MD Program Professionalism Advisory Committee
Teaching, Learning and Innovation Committee
UGME Program Evaluation Committee

SCHOOL OF REHABILITATION THERAPY

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FACULTY BOARD
AUTHORITY, RULES AND PROCEDURES

INTRODUCTION

The Rules and Procedure of Faculty Board and resolutions to constitute a constellation of Standing Committees and Delegations of Faculty Board were drafted in 1970 and approved at a Special Meeting of Faculty Board on January 9, 1971 arising from a Dean's Committee on Committees. Amendments to terms of reference of committees, and new committees have been established from time to time, these changes are incorporated into this document, as the changes become official.

Basic Principles:

1. The Faculty Board is pre-eminent in academic affairs of the Faculty of Health Sciences, subject only to the authority of the Senate as authorized by the Board of Trustees in 1913 and changes since then on the recommendation of Senate. Faculty Board must therefore be privy to matters of academic concern in order to exercise its responsibility for the formation of academic policy and to make decisions affecting the academic work of its members. Faculty Board may choose to delegate certain functions to committees, if it believes that a committee would be more competent to reach a first and final decision, but such decisions are to be reported to Faculty Board.
2. The Dean derives his authority to administer the affairs of the Faculty from the Board of Trustees on the recommendation of the Principal, and on academic matters or other policy issues regularly seeks the advice and support of Faculty Board.
3. Committees of Faculty Board are subject to direction by the Board, and report to Board regularly or as required, and are responsible within the stated terms of reference, which may be amended by Board from time to time.
4. Committees should be small in number, the membership by election or appointed by the Dean as stated, should change regularly by stages, and should reflect the views of a broad segment of the Faculty of Health Sciences through consultation. Membership on committees is encouraged, towards promoting broad participation in Faculty affairs.

Note: Unless otherwise specified, reference to "Faculty" or "Faculty of Health Sciences" includes the Schools of Medicine, Nursing and Rehabilitation Therapy, and reference to "faculty" includes members in Medicine, Nursing and Rehabilitation Therapy

FACULTY BOARD

Membership

For the Faculty of Health Sciences, the members of Faculty Board are the Professors, Associate Professors, Assistant Professors, Lecturers, and Professor Emeritus who have a full-time or Adjunct 1 appointment in the Faculty of Health Sciences. Also the President, and a Vice-President of the Aesculapian Society, the Rehabilitation Therapy Student Society and the Nursing Society; the Student Senators representing the Schools of Medicine, Rehabilitation Therapy, and Nursing. The Presidents or a representative of each year class in Medicine, Nursing and Rehabilitation Therapy (MScOT, MScPT); and two representatives of the medical postgraduate students registered in the Faculty; as well as two representatives of Queen's University Staff Association and the Chief Librarian of Bracken Library. The Principal is an ex-officio member of the Faculty Board.

Authority

The members of Faculty Board for the Faculty of Health Sciences have power to meet as a separate Board and to administer the affairs of the Faculty under such regulations as the Board of Trustees may prescribe. (Queen's University at Kingston, A Consolidation of the Laws Constituting and Governing the University, October, 1963.)

Functions

The functions of the Board are:

Board is responsible for deciding all academic policies and regulations but may delegate certain on going functions to committees that may be more efficient and appropriate.“*”

- 1) To recommend to the Senate programs of study leading to a degree, and the conditions of admission*.
- 2) To decide upon requirements for admission or for change of program, subject to the academic regulations of the Senate*.
- 3) To submit to the Senate names for both ordinary and honorary degrees*.
- 4) To arrange for the time-tabling of classes, conducting of examinations, and for the editing of the calendar, subject to the approval of the Senate*.
- 5) To control registration, subject to the approval of the Senate*.
- 6) To deal with class failures*.
- 7) To exercise academic supervision over students*.

- 8) To award Faculty Scholarships, Medals, and Prizes*.
- 9) To make such recommendations to the Senate as may be deemed expedient for promoting the efficiency of the University*.
- 10) To pass such regulations and by-laws as may be necessary for the exercise of the functions of the Faculty*.
- 11) To review its membership, terms of reference and policies every three years or as necessary*.

Chairperson

The Faculty shall elect as Chair a senior member of the Faculty. Election shall be made from names presented by the Nominating and Procedures Committee. The Chair shall serve for three calendar years beginning July 1, and shall be eligible for re-election. In the absence of the Chair, the Chair and Secretary shall invite a senior member of the Faculty to preside. Duties are: to preside at Faculty Board meetings and assist the Secretary and Dean in preparation of the agenda.

Secretary

The duties of Secretary shall be performed by a person or persons appointed by the Dean for a period of years to be determined by the Dean. He or she will be eligible for reappointment. The Secretary shall serve as Secretary to Faculty Board, and will chair the Nominating and Procedures Committee and may attend but shall not be a member of the other committees of Faculty Board. It shall be the duty of the Secretary to:

- 1) Assist in agenda preparation for meetings of Faculty Board.
- 2) Be responsible for supervising the recording of the proceedings of Faculty Board, and the Nominating and Procedures Committee, and to advise on the recording of the proceedings of the other Committees of Faculty Board.
- 3) Arrange for contacting, at the direction of the Nominating and Procedures Committee, potential nominees in order to determine their willingness to stand for the elective positions within the jurisdiction of Faculty Board.
- 4) Ensure circulation of the agenda, minutes, reports and resolutions of Faculty Board, and, if necessary, transmittal to the Secretary of the Senate.
- 5) Maintain an official and permanent record of all agenda, minutes, reports, resolutions, and like documents of Faculty Board,
- 6) Ensure maintenance of a current list of those eligible for membership in Faculty Board and to ensure that a current copy of the Rules and Procedure for Faculty Board are available on the website.

- 7) Assist in the editing of the calendars of the Faculty of Health Sciences.
- 8) Chair (or appoint a delegate to chair) the Student Appeal Board and the Nominating and Procedures Committee.
- 9) Be a member of the Dean's Executive Committee.

Meetings

Regular Meetings

The regular meeting of Faculty Board shall be held on the first Thursday of the month of February, at 1630 hours (4:30 p.m.), unless otherwise ordered by the Dean.

Special Meetings

The Secretary to the Board, in consultation with the Chair of Faculty Board, may call for additional meeting(s) to deal with substantive issues that impact upon the entire Faculty that may not be School specific.

The Secretary to the Board, in consultation with the Chair of Faculty Board, will call a special meeting of Board to discuss a specific issue on condition that a significant number of faculty (25) have written the Secretary requesting a meeting of Board.

Duration of Meetings

No meeting shall exceed ninety minutes' duration unless two-thirds of the members present agree to a continuation of the meeting. If a meeting is not continued, a special meeting may be summoned within ten days of the discontinued meeting in order to complete the agenda.

Attendance

- (i) Regular attendance shall be expected of the members of Faculty Board and normally speaking shall be restricted to the members.
- (ii) At the Chairperson's discretion visitors may be invited to the meeting of Faculty Board; visitors may speak only at the invitation of the Chairperson, and may not vote.

Quorum

Twenty-five members of Faculty Board shall constitute a quorum at regular meetings of Faculty Board.

Order of Business

- (i) At each regular meeting, the business shall be presented in the following order:
 - Call to Order and Announcements
 - Approval of Agenda
 - Approval of minutes of last meeting
 - Business arising from the minutes
 - Dean's Report
 - Reports from the Schools
 - Report from the Committees of Faculty Board
 - Question Period
 - New Business
 - Motions
- (ii) At each special meeting, the business shall be confined to items appearing on the agenda.

Question Period

At each regular meeting there shall be a question period which shall not exceed fifteen minutes. Notice of questions requiring detailed information to be given in answer shall normally be submitted in writing to the Secretary at least 24 hours prior to the meeting at which the questions will be asked.

Mode and Style of Address

Every member of Faculty Board should rise when addressing the Chair and state their name and department. The style of "Doctor", "Professor", "Mr.", "Miss", "Mrs.", or "Ms." should be used when addressing or referring to others.

Rules of Order and Procedure

- (i) Unless otherwise specified in the Rules of Procedure for the Faculty of Health Sciences, those rules of order and procedure in the current Rules of *Procedure of the Senate of Queen's University which the Chairperson rules applicable to Faculty Board shall prevail.
 - * at present Bourinot Rules.
- (ii) Any rule governing the procedure of Faculty Board may be suspended if two-thirds of the members present consent to such suspension.
- (iii) Any rule governing the procedure of Faculty Board or governing the composition or functions of the Committees of Faculty Board may be repealed or amended provided that a notice of motion has been given during the previous meeting. Normally changes to rules will require notice of motion in February and be voted on in April. If the earlier meeting is

cancelled, notice of motion may be given by mail/email prior to the April meeting. Prior to decision at Faculty Board all motions regarding rules of governance or procedure must be reviewed by the Nominating and Procedures Committee.

Motions

Notice of Motion

All motions and resolutions of substance shall be preceded by a notice of motion given during the previous meeting or submitted in writing to the Secretary in time to be included in the agenda circulated before the meeting at which the motion is to be considered. Motions not preceded by a notice of motion shall be proceeded with only with the consent of two-thirds of the members of Faculty Board present.

Action on Motions

All motions of substance shall be in writing and shall be seconded; they shall be stated clearly by the Chairperson before debate and again before being put to a vote. Motions of substance may be subject to prior review by Academic Councils of School of Medicine, School of Nursing or School of Rehabilitation Therapy and when proposed in Faculty Board, may be referred to Committee, in which case the Secretary shall inform Faculty Board of the state of such motions until they have been reported.

Procedure

- (i) The Chairperson shall put all motions and amendments under discussion in reverse order to that in which they are moved.
- (ii) When a motion is under discussion, no motion shall be received unless, (a) to amend, (b) to refer to Committee, (c) to postpone, or, (d) to adjourn.
- (iii) Ordinarily no member shall speak more than once or for longer than ten minutes to the same question except to explain, with the permission of the Chairperson, a material part of his/her remarks which may have been misunderstood. The mover shall have the right to speak a second time after all others who choose to speak have spoken.

Voting

Voting shall normally be by show of hands, no tally being kept unless ordered by the Chairperson. The Chairperson may direct that a vote be taken by a standing count or by written ballot.

Committee of the Whole

Definition and Procedure

Faculty Board may, on a motion not requiring notice of motion, form itself into a Committee of the whole body to consider a specified subject. A motion made in Committee of the whole need not be seconded and any member may speak more than once on any question provided that all others who choose to speak have had an opportunity to do so. The Chairperson shall report consideration of the referred subject to Faculty Board.

Agenda, Minutes, Reports

Agenda

The agenda shall be prepared by the Secretary with the assistance of the Chairperson and the Dean and shall include notices of motion given at the previous meeting of Faculty Board. The Secretary shall distribute the agenda by electronic mail or campus mail to each member of Faculty Board at least 48 hours before the forthcoming meeting.

Minutes

Minutes of a regular meeting shall be circulated to all members of Faculty Board at least 48 hours before the next regular meeting. Minutes in whole or part may be distributed to those who are not members of Faculty Board, at the discretion of the Chair or the Dean.

Confidential Material

- (i) All material contained in minutes, reports, or agenda which is declared to be confidential by the Chairperson shall be so marked and is to be treated as confidential material at all times.
- (ii) All Members serving on Faculty Board shall maintain confidentiality on the academic progress of individual students or similar matters.
- (iii) All members of Faculty Board must declare conflicts of interest regarding issues under consideration.

Reports

Copies of all reports of Committees and Delegations shall accompany the agenda of the relevant meeting. Otherwise a report shall not be considered except by consent of two-thirds of the members of Faculty Board present.

Committees and Delegations

Terms of Reference

A Committee is bound by its terms of reference. Express permission by motion of Faculty Board is required for a Committee to reduce or extend an enquiry beyond the terms of reference provided by Faculty Board.

Delegations

A Delegation shall comprise those individuals elected or appointed to represent the Faculty of Health Sciences in any capacity and particularly on Committees, Councils and other groups which contain representation from other Faculties/Schools or groups as well as the Faculty of Health Sciences and which do not report in the first instance to Faculty Board of the Faculty of Health Sciences.

Chairperson

Unless otherwise provided, the Dean shall appoint the chairperson of each Committee or Delegation from the membership after consultation with the Nominating and Procedures Committee. Normally, a chairperson shall serve for a one-year term and shall be eligible for re-appointment.

Secretaries

Secretarial support shall be provided by the appropriate office.

Membership

Normally each member of Faculty Board shall be eligible to serve as an elected member on no more than two Faculty of Health Sciences Committees or Delegations. Normally each member shall serve no more than two consecutive terms on a particular Committee or Delegation.

Standing Committees and Delegations

- (i) Standing Committees are formed to recommend on recurring business of direct concern to Faculty Board and to report such recommendations to Faculty Board not less than annually.
- (ii) Standing Delegations are formed to represent the Faculty on Committees and other groups serving to recommend on recurring business of concern to the Faculty of Health Sciences as one of several groups together forming a wider constituency; Standing Delegations shall report to and request direction of Faculty Board as circumstances warrant and in any case not less than annually.
- (iii) Standing Committees and Delegations are established, and their membership and terms of reference determined, by resolution of Faculty Board; the membership shall change progressively and each Standing Committee or Delegation shall serve continuously.

- (iv) Standing committees are to review their membership, terms of reference, rules and policies as necessary and at least every three years, and to advise Faculty Board (through the Secretary) the results of the review.

Special Committees or Delegations

Special Committees and Delegations are formed to deal with specific questions originating in Faculty Board in the case of Committees, and asked of Faculty Board in the case of Delegations. A special Delegation may also represent the Faculty on a specific occasion or to report on a particular topic. A special Committee or Delegation is formed to report within a specified period not to exceed six months unless specifically extended by motion of Faculty Board; its membership and terms of reference are determined by resolution of Faculty Board.

Subcommittees

Unless otherwise provided, Committees of Faculty Board may establish Subcommittees and may co-opt to them members not on the present Committees.

Elections

The Nominating and Procedures Committee shall provide the Secretary with a report of nominations to all Standing Committees and Delegations and the Senate (other than Senators elected by students) for circulation with the agenda beginning with the February meeting of Faculty Board (for Senate nominations). The Chairperson shall call for other nominations received by the Secretary or from the floor at the March meeting and the election shall then be held. Those elected shall take office on 1 July following. Student members shall be elected or appointed under the auspices of the Aesculapian, Nursing Science and Rehabilitation Therapy Societies.

Replacement

Wherever a regular member of a Committee resigns or is unable to participate in the affairs of the Committee in a continuing manner, for whatever reason, the member shall be replaced by another member to complete the term of appointment.

Quorum

One-half of the membership plus the Chair of a Committee shall constitute a quorum except at times other than during the academic term when one-half of the number of members of Faculty on a Committee shall constitute a quorum.

Committee Procedures

- (i) A Committee may, by its own decision, have closed or open meetings. In

the case of closed meetings, only those who are elected or appointed or ex officio members, or are authorized to attend under the rules of procedure, or those who are specifically invited by the Chairperson, may attend.

- (ii) All Committees and Delegations may receive, directly or through the Secretary of Faculty Board, written submissions from members of Faculty and students.

Revised and approved by Faculty Board February 2, 2012
Revised October 5, 2006

FACULTY BOARD EXECUTIVE COMMITTEE

Terms of Reference

Membership

Membership is comprised of the Director's, or their delegate, of the Schools of Medicine, Nursing and Rehabilitation Therapy; one student representative, or their delegate, from each of the three Schools, the Chair of Faculty Board, and the Secretary to Board will serve as Secretary to Executive.

Meeting Frequency

Meetings of the Executive Committee will occur monthly, or as required.

Operation of Committee

- An agenda and attachments will be forwarded to all Board Executive members one-week prior to the meeting of Executive.
- Minutes will be kept of all meetings of Executive.
- The agenda, attachments, and minutes will be posted on the Faculty Board website for all faculty, staff and students to view.
- The Committee may invite visitors to attend if it is felt that their attendance would help in the deliberations of the Committee.

Items for Executive Approval

- Acting upon the delegated authority of Faculty Board, Faculty Board Executive can consider:
 1. Any item approved by the Academic Council of Medicine, Nursing, Rehabilitation Therapy or Graduate Council.
 2. Any items of an emergency nature that requires a time sensitive decision of Faculty Board.

COMMITTEES AND DELEGATIONS
OF
FACULTY BOARD

ANIMAL CARE DELEGATION

Membership

Six members of Faculty elected for a three-year term on a staggered basis. Members shall be eligible for re-election.

Officers

The Chairperson shall be appointed by the Dean.

Terms of Reference

1. To maintain liaison with the University Animal Care Committee and with the Director of the University Animal Care Service.
2. To receive submissions from Committees, Delegations and individuals.
3. To represent the interest of the Faculty of Health Sciences in matters relating to animal care.
4. To report to Faculty Board on the implications for the Faculty of Health Sciences policies initiated by the University Animal Care Service Committee or elsewhere within or outside the University, such as the Canadian Council on Accreditation of Animal Care Facilities.
5. To report to Faculty Board through the Vice-Dean Research, and the Vice-Dean Academic.

Removed Associate Dean Clinical December 31, 2009

Associate Dean Academic title changed to Vice-Dean Academic as of 1 March 2009

Associate Dean Research title changed to Vice-Dean Research as of 1 January 2009

UACC New Terms changed FHS members from 4 to 6 January 2008

Revised October 5, 2006

BRACKEN HEALTH SCIENCES LIBRARY ADVISORY COMMITTEE

Membership

The Bracken Health Sciences Library Advisory Committee shall include:

Five Faculty of Health Sciences faculty members: one clinician and one basic scientist from the School of Medicine, one faculty member from the School of Nursing, one faculty member from the School of Rehabilitation Therapy, one faculty member from the Faculty of Arts and Science; four students, with one from each of the following – Medicine, Nursing, Rehabilitation Therapy, Life Sciences; one graduate student from the Faculty of Health Sciences; one Resident. Faculty representatives shall serve for a two-year term and shall be eligible for re-election; the houses-staff and student representatives shall serve for a one-year term and shall be eligible for re-election.

Ex-officio member shall be: Dean, Faculty of Health Sciences or delegate; University Librarian or delegate; Head, Bracken Health Sciences Library; Collections and Assessment Librarian, and the Director of the Office of Health Sciences Education.

Officers

The Chairperson shall be appointed by the Dean, Faculty of Health Sciences, from the membership. Secretarial support for this Committee will be provided by Bracken Health Sciences Library.

Meetings

The Chair of the Committee shall call the meetings, as required, but no less than 3 times per year.

Terms of Reference

To serve as a users' committee with the primary purpose of informing the Head, Bracken Health Sciences Library, of the concerns and needs of the health and life sciences users communities.

To advise on changes in the range of user services offered by the Bracken Library; to ensure that, where appropriate, policy issues are brought to the attention of Faculty Board for action.

To gather information and submissions as necessary from the Bracken Health Sciences Library users in support of reports and proposals concerning Bracken Health Sciences Library.

To maintain awareness of policies and practices of the Queen's University library system as they pertain to the Bracken Health Sciences Library and its users.

To contribute to effective communication with the constituencies served primarily by the Bracken Health Sciences Library.

To maintain liaison with the Senate Library Committee.

To report to Faculty Board as required, but at least annually.

Ex-officio membership revised February 7, 2013 Faculty Board

Membership revised 1 Feb, 2007 Faculty Board (deleted Health Informatics Coordinator and deleted Kingston Area Health Libraries Association)

Committee name change– “Bracken Health Sciences Library Advisory Committee” – February 5, 2004 Faculty Board.

Membership change – February 5, 2004 Faculty Board

Membership addition – March 3/94 through Faculty Board

Terms of Reference – January 1993;

DELEGATION OF FACULTY SENATORS

Membership

The five Senators elected by Faculty Board (one from each of Basic Sciences, Clinical Medicine, Nursing, Rehabilitation Therapy and Graduate Council) and the three Senators representing the students in the Schools of Medicine, Rehabilitation Therapy and Nursing. Normally each Senator elected by Faculty Board will serve on the Senate and on the Delegation for three years; one shall retire each year and shall be eligible for re-election. The Dean shall be an ex officio member.

Terms of Reference

1. To report to Faculty Board and to advise the appropriate committees of Faculty Board on matters being considered by the University Senate or Committees of the Senate which might be of concern to the Faculty of Health Sciences.
2. To speak before Faculty Board on those matters which are referred by the University Senate to Faculty Board for expressions of opinion.
3. To assist, when requested, in the preparation of motions and reports arising from Faculty Board and being forwarded for consideration to the University Senate.
4. To meet as necessary to fulfil these obligations.

Revised Faculty Board February 2, 2012 (added Graduate Senator)
Revised October 5, 2006 Faculty Board

CONTINUING PROFESSIONAL DEVELOPMENT ADVISORY COMMITTEE

Terms of Reference

The CPD Advisory Committee will recommend to Faculty Board, policies concerning the continuing professional development activities for health professionals in the South-eastern Ontario region.

The Committee is charged with the responsibility to:

1. Ensure educational activities are consistent with the vision of Faculty of Health Sciences for Queen's University.
2. Recommend policy which will:
 - Ensure an effective organizational structure of the office of CPD commensurate with its roles within the Faculty of Health Sciences at Queen's University
 - Ensure sound fiscal arrangements exist between the Office of CPD and industry/ private partners
 - Ensure an appropriate ethical approach exists in the activities of the Office of CPD
3. Ensure that the Office of CPD supports and enhances the quality of care provided by health professionals practicing in the Queen's / Southeastern Ontario region through the provision of group based and self directed educational activities which are based on sound pedagogic principles.
4. Ensure that meaningful partnerships exist between the Office of CPD within the Faculty of Health Sciences and:
 - Health professionals
 - Regulatory Agencies
 - The College of Family Physicians of Canada
 - The Royal College of Physicians and Surgeons of Canada
 - The Canadian Nurses Association
 - Physiotherapy Education Accreditation Canada
 - The Canadian Physiotherapy Association
 - The Canadian Association of Occupational Therapists
 - Other relevant regulatory bodies for Registered Health Professionals
5. Support scholarly efforts in Continuing Professional Development.
6. Advise Faculty Board on the academic and resource implications of CPD requirements that may be influenced by national and provincial certifying and licensing bodies and other groups, agencies or associations outside Queen's University.
7. Ensure that Queen's University meets the accreditation standards of the Committee on the Accreditation of Canadian Medical Schools for Offices of Continuing Education.
8. The committee shall report to Faculty Board, at least annually.

Membership

Membership of the Continuing Professional Development Advisory Committee will represent a spectrum of organizations and professional associations interested in the efficacy and delivery of Continuing Professional Development for practicing health professionals through the Office of Continuing Professional Development in the Faculty of Health Sciences, Queen's University.

Membership will include:

Three Faculty representatives from Clinical departments, 1 member from the School of Nursing and 1 member from the School of Rehabilitation Therapy (elected by Faculty Board and to serve staggered 3 year terms, renewable once);

Four community practitioners (family or general medicine, nurse practitioner, **pharmacist** or rehabilitation professional) at least one of whom will hold certification with the College of Family Physicians of Canada (Suggested by CPD Office and Members of the CPD Advisory Committee, approached by CPD Office) to serve one three year term, renewable.

A Patient representative (non-voting)

The Director of the Office of Interprofessional Education and Practice (ex-officio)

The Director of Faculty Development (ex officio)

Director of Office of Health Sciences Education (ex officio)

Vice-Dean Education, School of Medicine (ex officio);

Associate Dean, Continuing Professional Development (ex officio);

Manager, Continuing Professional Development (non-voting).

Meetings

The Continuing Professional Development Advisory Committee will normally meet no more than 4 times per year. A minimum of two meetings per year will be held.

Revised terms approved by Faculty Board Executive May 22, 2015

Membership revised, changed four clinical faculty representatives from clinical departments to three – SOMAC, May 20, 2014 and Faculty Board Executive June 3, 2014

Membership revised (added a Patient representative (non-voting) – Faculty Board February 7, 2013

Revision approved by Faculty Board Executive – June 13, 2012

Revised May 15, 2012 - SOMAC

Associate Dean Medical Education title changed to Vice-Dean Medicine Education as of 1 January 2009

CME changed to CPD and Nursing and Rehab Faculty added to Membership October 5, 2006

Membership change – May 6, 2004 Faculty Board

New Terms of Reference – October 2000

Updated June 2006

EDUCATION AWARDS COMMITTEE

PURPOSE:

To promote and acknowledge excellence in teaching through the selection of recipients for the Faculty of Health Sciences Education Award.

MEMBERSHIP:

Director, Office of Health Sciences Education (Chair)

1 Faculty Representative from the School of Nursing

1 Faculty Representative from the School of Rehabilitation Therapy

1 Faculty Representative from the Basic Science Department

1 Faculty Representative from the Clinical Sciences Departments

President of the Aesculapian Society (or delegate)

President of the Rehabilitation Therapy Society (or delegate)

President of the Nursing Science Society,

1 Student Representative selected by the housestaff association

1 Student Representative selected by the graduate students in Life Sciences

1 Student Representative of Life Sciences and Honours Biochemistry as appointed by the Associate Dean

Ex Officio: Dean, Faculty of Health Sciences

Note:

Faculty representatives will be nominated by the Faculty Board Nominating Committee.

Student representatives will be appointed on an annual basis and will serve a one year term.

OFFICERS:

The Director, Health Sciences Education shall act as Chairperson. The Secretary shall be appointed from the membership.

TERMS OF REFERENCE:

1. To set the procedure and selection criteria for awards.
2. To seek nominations for Faculty Education Awards.
3. To select award winner(s).
4. To review the procedures and selection criteria at least every 3 years and forward to the Secretary of the Faculty any suggested changes.

CURRENT PROCESS FOR AWARD NOMINATION:

All members of faculty, both full-time and part-time, are eligible

At the beginning of the winter term, nominations will be solicited from either individuals or groups.

Nominations may recognize excellence in a range of teaching methods (small group, seminar, one on one supervision, lecture, etc), course or curriculum design, course organization, development of learning resources, education technology, evaluation, and innovation

All nominators will be asked to submit a brief description as to why the nominee is deserving of the award (see attached sample)

Nominations will be closed after a two-week period. At that time nominees will be informed that they have been selected and asked to submit supporting evidence (see attached list). Nominees will be encouraged to submit more than one form of supporting documentation. Department heads as well as student society representatives will be asked to assist in the submission of supporting evidence.

DEADLINE:

Material will be received in the Dean's Office until the end of March.

SELECTION PROCESS:

In making their selection the Committee will place emphasis on innovative approaches in education and ensuring that the teaching method or innovation is clearly linked to research studies and literature concerning the methods and activities of teaching.

PRESENTATION:

The Award will consist of a citation and will be presented at an appropriate event and will be announced in the Queen's Gazette.

EQUITY ISSUES DELEGATION

Membership

The membership shall consist of two officers to represent the Faculty, elected by Faculty Board. They shall serve a three-year term and shall be eligible for re-election.

Terms of Reference

1. To provide advice to the Dean and to Faculty Board on the environment of the Faculty of Health Sciences, with the aim of providing an atmosphere in which all students (undergraduate, graduate and postgraduate), faculty and staff are encouraged and enabled to reach their full potential.
2. To develop and recommend to Faculty Board policies and procedures which address the special circumstances of members of Faculty, especially as these relate to gender, race, culture and other equity issues.
3. To represent the Faculty to Provincial, National and International groups as deemed appropriate.

NOTE: DORMANT

Terms of Reference revised and approved October 5, 2006

THE NOMINATING & PROCEDURES COMMITTEE

Membership

Five elected members of Faculty, no more than two of whom shall be from the same department, and at least one member from each of the Schools of Rehabilitation Therapy and Nursing, each to serve for three consecutive years renewable once; one or two members shall retire each year and shall not be eligible for re-election for a period of one year. The Dean shall be an ex officio member.

Officers

The Chairperson shall be the Secretary of Faculty Board. The Office of the Secretary of Faculty Board shall provide secretarial support.

Terms of Reference

1. To prepare, in time to be circulated with the agenda beginning with the February meeting of Faculty Board, a report containing nominations for:
 - (i) Senators to be elected by Faculty*
 - (ii) Impending vacant positions on the Standing Committees of Faculty Board**
 - (iii) Impending vacant positions on the Standing Delegations of Faculty Board**

Members of Faculty who are nominated shall have been contacted by the Secretary and shall have given consent that their names be put forward in nomination.

2. To present nominations for casual vacancies on the Standing Committees and Delegations of Faculty Board.
3. To present nominations, at the request of the Dean, to Special Committees and Delegations of Faculty Board.
4. To foster, when securing nominations, an appropriate balance between diverse areas of responsibility, concern and interest within the Faculty. In the preparation of the slate of nominees as a whole, the Committee should bear in mind such varied factors as institutional affiliation, distinction between disciplines, the different ranks, categories and ages of Faculty members, and similar factors reflecting the breadth of identifiable interests within the Faculty.

* Election of Faculty Senators must be acted upon at the February meeting of Faculty Board.

** The Secretary of Faculty Board should contact the Aesculapian Society, the

Nursing Science Society, the Queen's Postgraduate Medical Students' Society and the Rehabilitation Therapy Students' Society to obtain the names of those students who are elected to the positions which are to be filled by undergraduate and postgraduate students.

5. To provide ongoing review of Policies & Procedures of Faculty Board and its committee, and to review notices of motion regarding new policies and procedures or changes to existing ones.

RESEARCH ADVISORY COMMITTEE

Membership

Seven members of Faculty, at least one from Nursing and Rehabilitation Therapy, each elected for a three-year term, to be, renewable once; the Vice-Dean (Research); the Dean (Health Sciences), as an ex officio member; the Director of Research (Basic/Clinical) as a non-voting member.

Officers

The Chairperson shall be the Vice-Dean (Research). Secretarial support shall be provided by the office of the Vice-Dean Research.

Terms of Reference

1. To advise the Dean and Faculty Board on the development of research, including recruitment and allocation of resources, when appropriate, in the Faculty of Health Sciences, and on the policies and regulations established both within and outside the University.
2. To recommend to Faculty Board policies relating to the use of research space, facilities and major equipment.
3. To advise the Dean regarding the allocation of research space.
4. To advise the Dean on Faculty research appointments where appropriate.
5. To consider and advise the Dean and Faculty Board on proposals for the development of and ongoing progress and productivity of groups, centres and institutes within or involving the Faculty of Health Sciences.
6. To recommend to the Dean the recipient of the Basmajian Award.
7. To maintain liaison with Committees and Delegations of Faculty Board having to do with matters relating to research.
8. To advise Faculty Board on mechanisms to provide advice to faculty members in relation to the regulations and requirements of the University and of external agencies providing for the support of research.
9. To report as necessary, and in any case not less than annually, to Faculty Board concerning the state of research in the Faculty of Health Sciences.

Associate Dean Research title changed to Vice-Dean Research as of 1 January 2009

Revised October 5, 2006

Revised -Director of Research added as a non-voting member – Faculty Board March 9, 2002

SIMULATION COMMITTEE, FACULTY OF HEALTH SCIENCES 2013
Terms of Reference

Membership

School of Nursing Faculty Representative (1)
School of Medicine Faculty Representative (1)
School of Rehabilitation Therapy Faculty Representative
(Occupational Therapy or Physical Therapy) (1)
Director, Office of Health Science Education (1)
Director, Office of Interprofessional Education and Practice Representative
Manager, Clinical Simulation Centre (continuing appointment)
Laboratory Manager, School of Nursing Simulation Laboratory (continuing appointment)
Student Representative chosen by the Aesculapian Society (1)
Student Representative chosen by the Nursing Student Society (NSS) (1)
Student Representative chosen by the Rehabilitation Therapy Student Society (1)

Guests may be invited to meetings to discuss simulation based educational issues.

Term of Office

The Chair 3-year appointed rotated between the 3 Schools.
Faculty – 3 years (eligible for 1 3-year term renewal)
Students – 1 year – eligible for second year renewal

All appointments will take effect on July 1st each year. These Terms of Reference will be reviewed in the Fall of 2014 and every two years thereafter.

Governance:

Chair

The Chair of the Committee will be a faculty member appointed by the Dean from the membership of the Committee. The position of Chair will be rotated among the 3 Schools given the interprofessional nature of the Committee.

Reporting

The Committee will report directly to the FHS Faculty Board.

Terms of Reference:

Mandate of the Committee

The mandate of the committee is to facilitate and coordinate the development and implementation of simulation-based educational programs and research for Faculty of Health

Sciences (FHS) students and faculty.

1. To develop and recommend policies regarding simulation in education to Faculty Board and apply simulation in education.
2. Facilitate communication between FHS and community based health professional educators interested in simulation-based education.
3. Centralize coordination of simulation-based education to optimize sharing of resources and expertise within our region.
4. Play a lead role in promoting simulation education and research.
5. Encourage development of inter-professional educational programs.
6. Facilitate research into effective teaching strategies and assessment of competence using simulation.

Activities will include, but not necessarily be limited to, the following roles:

- Develop and update policies and procedures.
- Promote the FHS Simulation Lab.
- Continual evaluation of the FHS Simulation Lab.
- Promote, and establish policies and procedures for professional education activities related to clinical health science education.
- Review simulation-based research projects.
- Interface with the Faculty of Health Sciences curriculum committees with respect to initiatives and issues.

The Committee will meet twice a year (once during the fall and winter terms). Additional meetings will be at the call of the Chair.

ToR and membership approved Faculty Board June 11, 2013
TOR and membership approved Faculty Board Feb3, 2011
QIPPED replaced with OIPEP May 2008
Revised and approved October 5, 2006
New Committee approved Faculty Board April 6, 2006

STUDENT APPEAL BOARD

Membership

Seven elected members of Faculty, at least two of whom shall be from the School of Nursing, each to serve for three consecutive years. Three members shall retire each year but will be eligible for a further term of three years. After a second term of appointment, a retired member will not be eligible for re-election for a period of one year. A member shall be excused from serving in a particular case if he/she, the Dean or the Chair deems that a conflict of interest may appear to exist. A quorum of the Board for general meetings shall consist of four members. A quorum of the Board to hear an appeal shall consist of five members. In case of necessity, the Dean may appoint temporary members to the board, for appeals in order to obtain a quorum.

Officers

The Chairperson of the Board shall be the Secretary of Faculty Board or a Faculty member appointed by the Dean. Secretarial support shall be provided by the office of the Secretary of Faculty Board.

Meetings

Meetings of the Board to hear an appeal shall be held in-camera unless otherwise determined by the Board, and will be held at the call of the Chair.

Terms of Reference

- a) The Appeal Board will meet as a whole to review policy and procedures and make recommendations to Faculty Board.
- b) The Appeal Board may meet as a whole to consider whether an appeal from a student merits a hearing.

Student Appeal

- (a) To act on the delegated authority of Faculty Board to consider, on referral from the Dean, appeals of decisions of the Student Progress and Promotions Committee of the Schools of Medicine, and Nursing, when the appeal is based on procedural grounds or extenuating circumstances.
- (b) To provide an opportunity for a student appealing a decision of the Student Progress and Promotions Committee on procedural grounds or extenuating circumstances, to appear in person with a representative (may be legal counsel) to state his/her case.
- (c) To receive all information concerning the procedure leading to an adverse decision,

or all information in confidence concerning extenuating circumstances from the appropriate source or sources, and to determine the merits of the grounds for appeal and to accept or deny the appeal.

- (d) To refer the final decision of the appeal, if necessary, to the Student Progress and Promotions Committees of the Schools.
- (e) To report the decision of the Board in writing to the appellant within seven days of the meeting, with the reason for the decision.
- (f) The decision of the Board is final. Students are advised that they have access to the Queen's University Senate Policy on Student Appeals, Rights & Discipline approved February 26, 2004.
- (g) To report in summary form the nature of the appeal and the decision of the Board, for information, to Faculty Board.
- (h) Procedures for an appeal hearing are available from the office of the Secretary of the Faculty.

SCHOOL OF MEDICINE COMMITTEES

SCHOOL OF MEDICINE ACADEMIC COUNCIL (SOMAC)

Membership

Members of the School of Medicine Academic Council shall consist of the Professors, Associate Professors, Assistant Professors and Lecturers who have a full-time or Adjunct 1 appointment in the School of Medicine. The President and a Vice-President of the Aesculapian Society, the student Senators and the Presidents of the four medical year classes,; two representatives of the Medical postgraduate students registered in the faculty; and a staff member within the School of Medicine.

Officers

Director of the School of Medicine shall be Chair. The Secretary will be the Secretary to the School of Medicine.

Authority

The members of the School of Medicine Academic Council have the power to meet and to administer the affairs of the School of Medicine.

Terms of Reference

1. to recommend to Faculty Board the programs leading to a degree.
2. to recommend to Faculty Board the requirements for Admission to the School of Medicine.
3. to make recommendations to the Director or Faculty Board regarding such things deemed expedient for promotion of efficiency of the Faculty.
4. To pass such regulations and by-laws as may be necessary for the exercise of the functions of the School.
5. To consider any other matters that may effect the achievement of the mission of the school and make recommendation to the Director of the School and to Faculty Board as appropriate.
6. SOM Executive will carry out the policies of SOMAC between meetings.

Meetings

The Council shall meet two (3) times a year or at the request of the Director, or 25 members of the school. The Council shall meet in the Fall, Winter and Spring and at other times as necessary.

Quorum

Twenty-five members of the Faculty of the School of Medicine shall constitute a quorum.

Revised and approved by SOMAC May 20, 2008

Created and approved by Faculty Board October 5, 2006

Secretary to the School of Medicine

1. Shall assist in the preparation of the agenda for the School of Medicine Academic Council meeting.
2. Shall be responsible for overseeing the recording of minutes of meetings of the School of Medicine Academic Council, and for presenting these with the agenda for the next meeting.
3. Shall Chair the Nominating Committee of the School of Medicine.
4. Shall be appointed by the Director of the School of Medicine and shall serve a term of 3 years, renewable.
5. Shall be a member of the Dean's Executive Committee.

Editorial changes made removal of School of Medicine Executive
Created and approved October 5, 2006

MEDICAL EDUCATION ADVISORY COMMITTEE (MEAC)

Membership

Vice-Dean, Medical Education; Associate Dean Undergraduate Medical Education; Associate Dean, Postgraduate Medical Education; Associate Dean, Continuing Professional Development; Director, Health Sciences Education; Director of Medical Education Technology; Director, Regional Education; Director, Student Affairs; Director, Faculty Development; Director, Career Counseling; Postgraduate Community Development Officer; Chair Glaxo Wellcome Clinical Education Centre; Director, International Medical Graduate Program; Postgraduate Academic Advisor; Head, Bracken Library; Bracken Chair, Clinical Skills.

Officers

The Chair will be the Vice-Dean Medical Education. Secretarial services will be provided by the office of the Vice-Dean of Medical Education.

Terms of Reference

1. To advise and lead on the identification and coordination of strategic priorities for the medical education components of the School.
2. To ensure that the various offices and individuals responsible for medical education function in a complementary and coordinated fashion.
3. To ensure that mechanisms are in place for the review of all aspects of educational programs in the School of Medicine and to advise the Director of the School and the School of Medicine Academic Council on the progress and results of such evaluations.
5. To advise the Director and SOMC on academic resources required to fulfill the educational mandate and attainment of strategic priorities within the School of Medicine.

Review of Committee

The Committee will review its membership, terms of reference, rules and procedures as necessary, and at least every three years, and report the results of the review to SOMAC and Faculty Board (through the Secretary).

NOTE: DORMANT, TO BE REVIEWED

Senior Associate Dean Medical Education title changed to Vice-Dean Medical Education 1 January 2009
Included into handbook October 5, 2006

THE ADMISSIONS COMMITTEE (SCHOOL OF MEDICINE)

Part I: Mandate and Responsibilities

Mandate

The mandate of the Admissions Committee is to develop all policies and procedures related to admitting applicants to the MD program, in accordance with accreditation standards.

Major Responsibilities

The committee has authority for oversight of admissions to the MD Program. This encompasses three general areas of responsibility:

1. To recommend to School of Medicine Academic Council policies concerning the admission of students to the MD, MD/MSc/PhD program and QuARMS.
2. Operational oversight for admission processes pertaining to the following:
 - a. The MD degree program
 - b. The MD/PhD/MSc program
 - c. The QuARMS (Queen's University Accelerated Route to Medical School) program
 - d. The Aboriginal Admissions Process.
3. Develop and publish technical standards for the admission, retention, and graduation of applicants or students with disabilities.
4. Ensure the School's compliance with the following accreditation standards: MS-1 to MS-15, IS-16. (Responsibility for IS-16 is shared with the MD Program Executive Committee).
5. Provide content material for accreditation reports as evidence to support the School's compliance with the above accreditation standards.

The Admissions Committee functions under the authority of the MD Program Executive Committee, which develops, approves and disseminates policies and procedures relevant to the overall program.

Specific Functions

- To consider the qualifications of applicants seeking admission as medical students.
- To select the applicants who are best qualified, according to the criteria established by the committee.
- To inform the University Registrar of the names of applicants who are permitted to register as medical students.
- To report data on the composition of the entering class to the School of Medicine's Academic Council.
- To liaise with the Registrar's Office staff and with those responsible for admissions at other Faculties and Schools of Medicine in Ontario and elsewhere, as considered appropriate.

Part II: Leadership & Membership

Leadership

The Admissions Committee is chaired by the Director, Admissions.

Where the Chair is absent for any reason, an Acting Chair may be appointed by the Chair, or in the absence of such an appointment, by the committee members present.

Only voting members may serve as Acting Chair.

The Chair, or Acting Chair, will only vote in order to break a tie.

Membership

The committee will have a membership of nine, as follows:

Seven faculty members from the School of Medicine.

Two medical students.

The Associate Dean, Undergraduate Medical Education, will serve as an ex-officio member on the committee.

All new members will receive these Terms of Reference and will be oriented to the position by the Chair.

Responsibilities of Members

All members will participate actively in the committee by:

- Reviewing all pre-circulated material
- Attending at least 70% of the meetings
- Communicating the committee's activities and decisions regarding policies, as appropriate
- Participating in candidate file review process and interview process for multiple admissions streams

Term of Membership

Faculty members will serve a three-year term, renewable for one year. Students will serve a non-renewable two-year term. Terms will be overlapping in order to ensure continuity of experience.

Part III: Meeting Procedures

Frequency and Duration of Meetings

Meetings will be held monthly. Additional meetings may be held at the call of the Chair.

Special Procedures

Meetings are closed to non-members, except for guests who have been authorized by the Chair to attend.

Minutes of the meetings are confidential.

Quorum

Quorum for the purpose of approving minutes or passing motions will be 50% plus one of all voting members, either present in person or via teleconference.

Meetings may be held in the absence of a quorum, but no decisions will be made.

Conflict of Interest

Members are expected to declare a conflict of interest if their real or perceived personal interests might be seen to influence their ability to assess any matter before the committee objectively. They can do so either by personal declaration at a meeting or in writing to the Chair. They will be excused from any discussions regarding the matter in question. The declaration and absences will be recorded in the minutes.

Decision-Making

Decisions that establish program policy changes or directions to sub committees or faculty members will be discussed in the context of specific motions, passed by a majority vote of members and recorded in the minutes. The Chair will aim to build consensus, if possible (see Appendix A), but the final decision will be made by voting. Votes may be conducted electronically, if necessary.

Part IV: Administrative Support & Communication

Administrative Support

The Secretary will be a member of the Staff of the Undergraduate Medical Education Office, appointed by a Manager.

Agendae & Minutes

- Agendae and minutes of committee meetings are to be distributed to the committee members by the recording secretary.
- Minutes are normally distributed electronically to all members within one week of meetings.
- Minutes will be uploaded to the committee's Web site.

Reporting Relationship

The Admissions Committee reports to the MD Program Executive Committee, which reports to the School of Medicine's Academic Council (SOMAC). SOMAC's membership includes all Clinical and Basic Science Department Heads. It is chaired by the Dean of the School of Medicine and it acts on behalf of University Senate.

The Admissions Committee will produce an annual report of its activities to be submitted to the MD Program Executive Committee and the SOMAC. That report will be written by the Chair and reviewed and approved by the committee before dissemination.

Recommendations for changes in policies and practices should initially be reviewed and approved by the MD Program Executive Committee and then submitted to SOMAC for final approval.

Part V: Evaluation

These terms of reference will be reviewed by the Admissions Committee on an annual basis and as required.

Part VI: Policy References

The School of Medicine's policies are posted to <http://meds.queensu.ca/undergraduate/policies>

Rules of Order

The School of Medicine's committees follow *Bourinot's Rules of Order*.

A summary of *Bourinot's Rules of Order* is available at:

<http://www.queensu.ca/secretariat/senate/Rules.html>

APPENDIX A

Consensus-Based Decision Making ***Rules for Building a Consensus***

A consensus requires that everyone involved in the decision must agree on the individual points discussed before they become part of the decision. Not every point will meet with everyone's complete approval. Unanimity is not the goal, although it may be reached unintentionally. It is not necessary that everyone is satisfied, but everyone's ideas should be reviewed thoroughly. The goal is for individuals to understand the relevant data, and if need be, accept the logic of differing points

of view.

The following rules are helpful in reaching a consensus:

- Avoid arguing over individual ranking or position. Present a position as lucidly as possible, but consider seriously what the other group members are presenting.
- Avoid “win-lose” stalemates. Discard the notion that someone must win and, therefore, someone else must lose. When an impasse occurs, look for the next most acceptable alternative for both parties.
- Avoid trying to change minds only in order to avoid conflict and achieve harmony.
- Withstand the pressure to yield to views that have no basis in logic or the supporting data.
- Avoid majority voting, averaging, bargaining or coin flipping. These techniques do not lead to a consensus. Treat differences of opinion as indicative of an incomplete sharing of information -- so keep probing.
- Keep the attitude that the holding of different views by group members is both natural and healthy. Diversity is a normal state; continuous agreement is not.
- View initial agreement as suspect. Explore the reasons underlying apparent agreement on a decision and make sure that all members understand the implication of the decision and support it willingly.

Approved by Faculty Board Executive November 6, 2013

Approved by SOMAC October 15, 2013

Approved by MD/PEC July 2, 2013

Revised terms approved by Faculty Board Executive November 6, 2013

Terms Revised October 5, 2006 when handbook was revised.

Terms of Reference-Revised February 25, 1999

Terms of Reference - November 4, 1993

Membership Updated May 2006

CURRICULUM COMMITTEE

Terms of Reference

Part I: Mandate and Responsibilities

Mandate

Under the jurisdiction of the Royal Charter of 1841 that established Queen's University, the Senate has responsibility for all academic matters within the University. Senate delegates the authority for academic governance to the Boards of individual Faculties. In the Faculty of Health Sciences, the Board, with the support of the Dean, delegates the responsibility for administering the academic affairs and educational programs of the School of Medicine to the School of Medicine Academic Council (SOMAC).

SOMAC and the Dean assign the MD Program Executive Committee (MD PEC) the responsibility for the administration, coordination and direction of the Medical Program. The MD PEC, with the consent of the Dean, assigns the responsibility for the design, administration, implementation and evaluation of the Medical Program curriculum to the Curriculum Committee.

Major Responsibilities

The committee has authority for oversight of all curricular aspects of the MD Program. This encompasses the following general areas of responsibility:

1. Developing and implementing policies regarding curricular hours, duty hours, curricular review, curricular design and content.
2. Establishing curricular content and design, including undergraduate program curricular objectives.
3. Overseeing curricular implementation and ongoing management. Managing the ongoing evaluation and revision of the curricular content.
4. Preparing and revising role descriptions and activity expectations for Year Directors, Course Directors, Discipline Leads and Competency Leads.
5. Ensuring the School's compliance with the following accreditation standards: IS-1, IS-14; ED-1 to ED-23, ED-29, ED-33, ED-34, ED-38; MS-16, MS-17, MS-31-A. The Curriculum Committee has primary responsibility for all of these accreditation standards, but delegates authority for specific standards to some of its subcommittees: the Student Assessment Committee (ED-6, ED-7, ED-15, ED-17A, ED-21, ED-23, ED-26, ED-27, ED-28, ED-30, ED-31, ED-32 and MS-31-A c), the Teaching, Learning and Innovation Committee (ED-5A, ED-18, ED-24, ED-37), the Course and Faculty Review Committee (ED-35, ED-47), the Program Evaluation Committee (ED-46, ED-47) and the Clerkship Committee (ED-8, ED-14, ED-16, ED-24, ED-25, ED-25-A, ED-27, ED-38).
6. Providing content material for accreditation reports as evidence to support the School of Medicine's compliance with the above accreditation standards.

Specific Functions

1. Development of Policy: The Curriculum Committee develops policies that direct the curriculum and recommends them to MC PEC for review and approval. Such policies include those supporting the curricular framework, curricular hours, duty hours, curricular content and workload, curricular review and new learning within the curriculum.
2. Establishment of Curricular Goals. The Curriculum Committee is responsible for the establishment and continuing review of overall curricular goals, competencies and educational objectives.
3. Curricular Design and Content. The Curriculum Committee is responsible for the design and structure of the curriculum so that it meets the School of Medicine's established Curricular Goals and Competency Objectives and so that it allows for the appropriate coordination of objectives, content and progression of learning. The Curriculum Committee approves the Academic Calendar. It monitors the content and workload of courses and establishes degree requirements. It sets standards for the curriculum regarding depth and breadth of knowledge, currency and relevance of content, and the extent of redundancy needed to reinforce the learning of complex topics.
4. Managing the Ongoing Evaluation and Revision of the Curricular Content: The Curriculum Committee reviews the curriculum as a whole. Individual courses and clerkship rotations are reviewed by the CFRC.
5. Curricular Administration. The Curriculum Committee is responsible for establishing an appropriate faculty and administrative leadership structure to ensure that all curricular goals are met.
6. Faculty Communication and Education. The Curriculum Committee is responsible for ensuring that all teaching and administrative faculty are aware of their responsibilities and of the School's curricular policies and objectives. It is also responsible for ensuring that faculty members are provided with development opportunities.
7. The Curriculum Committee establishes and oversees the activity of sub-committees to carry out specific aspects of its functions. These include, but are not necessarily limited to the:
 - Student Assessment Committee
 - Teaching, Learning and Innovation Committee
 - Course and Faculty Review Committee
 - Program Evaluation Committee
 - Clerkship Committee
 - Professional Foundations Committee

Part II: Membership and Chairmanship

Membership

Ex-officio members

Associate Dean, UME

Year 1 Director

Year 2 Director

Clinical Clerkship Director
Clerkship Curricular Courses Director
Clinical Skills Director
Chair, PF Committee
Director, Accreditation
Director, Student Assessment
Director, TLIC
Director, CFRC
Manager, Educational Development and Faculty Support
Aesculapian Society representative

Appointed Members

In addition, the committee will be augmented by the following members, who will be nominated by the standing members and appointed by the MD Program Executive Committee. In making appointments, the MD Program Executive Committee will strive to achieve appropriate diversity representation.

Scientific Foundations Course Director
Clinical Foundations Course Director
Clerkship Course Director
Competency Lead
Discipline Lead
Humanities Lead

Responsibilities of Members

All members will participate actively in the committee by:

- Reviewing all pre-circulated material
- Attending at least 70% of the meetings
- Participating in working groups, as required
- Communicating committee activities and decisions as appropriate

Term of Membership

Appointed members will normally serve a three-year term, renewable once.

Chairmanship

One of the *ex-officio* members will be appointed by the MD-PEC to act as Chair, normally for a two-year term.

Duties of the Chair:

1. To chair all Curriculum Committee meetings
2. To be responsible for the development and approval of meeting minutes
3. To develop agendas for all meetings

4. To monitor follow-up of all committee decisions
5. To orient new committee members

Part III: Meeting Procedures

Frequency and Duration of Meetings

Meetings will be held monthly during the academic year and otherwise at the call of the Chair.

Quorum

Quorum for the purpose of approving minutes or passing motions will be 50% plus one of all voting members, either present in person or via teleconference.

Meetings may be held in the absence of a quorum, but no decisions will be made.

Conflict of Interest

Members are expected to declare a conflict of interest if their real or perceived personal interests might be seen to influence their ability to assess any matter before the committee objectively. They can do so either by personal declaration at the beginning of a meeting or in writing to the Chair. They will be excused from any discussions regarding the matter in question. The declaration and absences will be recorded in the minutes.

Decision-Making

Decisions that establish program policy changes or directions to subcommittees or faculty members will be discussed in the context of specific motions, passed by a majority vote of members and recorded in the

minutes. The Chair will aim to build consensus, if possible (see Appendix A), but the final decision will be made by voting. Votes may be conducted electronically, if necessary.

Part IV: Administrative Support & Communication

Administrative Support

The Secretary will be a member of the Staff of the Undergraduate Medical Education Office, appointed by a Manager.

Agendae & Minutes

- Agendae and minutes of committee meetings are to be distributed to the committee members by the recording secretary.
- Minutes are normally distributed electronically to all members within one week of meetings.

- Minutes will be uploaded to the committee's Web site.

Reporting Relationship

The Curriculum Committee reports its decisions and recommendations to the MD Program Executive Committee, which reports to the School of Medicine's Academic Council (SOMAC).

Sub-committees of the Curriculum Committee will report to the Curriculum Committee at least once per academic year. Sub-committees' reports will comprise the major topic of discussion at meetings and will be accompanied by a written submission to be prepared and distributed in advance of the meetings.

Part V: Evaluation

These terms of reference will be reviewed by the Curriculum Committee on an annual basis and as required.

Part VI: Policy References

The School of Medicine's policies are posted to <http://meds.queensu.ca/undergraduate/policies>

Rules of Order

The School of Medicine's committees follow *Bourinot's Rules of Order*.

A summary of *Bourinot's Rules of Order* is available at:

<http://www.queensu.ca/secretariat/senate/Rules.html>

APPENDIX A

Consensus-Based Decision Making ***Rules for Building a Consensus***

A consensus requires that everyone involved in the decision must agree on the individual points discussed before they become part of the decision. Not every point will meet with everyone's complete approval. Unanimity is not the goal, although it may be reached unintentionally. It is not necessary that everyone is satisfied, but everyone's ideas should be reviewed thoroughly. The goal is for individuals to understand the relevant data, and if need be, accept the logic of differing points of view.

The following rules are helpful in reaching a consensus:

- Avoid arguing over individual ranking or position. Present a position as lucidly as possible, but consider seriously what the other group members are presenting.
- Avoid “win-lose” stalemates. Discard the notion that someone must win and, therefore, someone else must lose. When an impasse occurs, look for the next most acceptable alternative for both parties.
- Avoid trying to change minds only in order to avoid conflict and achieve harmony.
- Withstand the pressure to yield to views that have no basis in logic or the supporting data.
- Avoid majority voting, averaging, bargaining or coin flipping. These techniques do not lead to a consensus. Treat differences of opinion as indicative of an incomplete sharing of information -- so keep probing.
- Keep the attitude that the holding of different views by group members is both natural and healthy. Diversity is a normal state; continuous agreement is not.
- View initial agreement as suspect. Explore the reasons underlying apparent agreement on a decision and make sure that all members understand the implication of the decision and support it willingly.

DIVERSITY ADVISORY PANEL

Terms of Reference

Functions

The Diversity Advisory Panel is charged with promoting and advancing the objectives outlined in the School of Medicine Diversity Statement.

In doing so, the committee will:

- Increase awareness of our diversity objectives among faculty and students
- Encourage and promote the development of initiatives and projects to promote those diversity objectives
- Administer the Diversity Fund

Reporting Structure

The Diversity Advisory Panel reports to the MD Program Executive Committee (MD-PEC).

Membership

Panel members and Chair will be appointed by MD-PEC on the recommendation of the Associate Dean, Undergraduate Medical Education. The panel will include individuals with interest in Diversity issues and will be drawn from each of the following:

- School of Medicine teaching faculty
- Undergraduate Medical Students
- Undergraduate Medical Educational Leaders (Course Directors, Discipline Leads, Year Directors)
- Undergraduate Medical Program administrative staff
- The wider university community

Meeting Schedules and Procedure

- The committee will meet at least monthly through the academic year (September to June). Additional meetings may be called at the discretion of the Chair.
- The committee will establish regular meeting times.
- Agendas and meeting materials will be pre-circulated.
- Minutes will be kept, pre-circulated before each meeting and approved by vote.
- Issues will normally be decided by consensus. When issues require a vote, as decided by the chair, all committee chairs and Directors will be considered voting members. The Chair will cast deciding votes in the event of ties.

Duties of the Chair

1. To prepare meeting agendas.

2. To ensure meetings are conducted in an efficient fashion and that all members have opportunity for input.
3. To ensure discussion items are carried through and appropriate mechanisms for follow-up are in place.
4. To represent UPEC at the School of Medicine Council.

Administrative Support

The Undergraduate Office will provide an individual who will act as permanent administrative support to the committee. That individual's duties will include, but not necessarily be limited to the following:

1. Assisting the Chair with Agenda setting
2. Scheduling of regular and supplemental meeting
3. Meeting with the Chair in advance of meetings or as required to ensure appropriate follow-up and identification of relevant issues
4. Background research and information gathering relevant to committee functioning
5. Preparation and circulation of meeting material
6. Ensuring that minutes are taken, pre-circulated, and amended as necessary.
7. Maintaining all committee records.

Approved by Faculty Board Feb 5, 2015
Approved by SOMAC Oct. 21, 2014

NOMINATING COMMITTEE (SCHOOL OF MEDICINE)

Membership

Five elected members of faculty, no more than two of whom shall be from the same department, each to serve for three consecutive years renewable once; one or two members shall retire each year and shall not be eligible for re-election for a period of one year. The Director of the School shall be an ex officio member.

Officers

The Chairperson shall be the Secretary to the School of Medicine. The Office of the Secretary to the School of Medicine shall provide secretarial support.

Terms of Reference

1. To prepare, in time to be circulated with the agenda beginning with the February meeting of School of Medicine, a report containing nominations for:
 - i. Senators to go forward to Faculty Board for election*
 - ii. Impending vacant positions on the Standing Committees of the School of Medicine**
 - iii. Impending vacant positions on the Standing Delegations of the School of Medicine**

Faculty members who are nominated shall have been contacted by the Secretary and shall have given consent that their names be put forward in nomination.

2. To present nominations for casual vacancies on the Standing Committees and Delegations of the School of Medicine.
3. To present nominations, at the request of the Director of the School of Medicine, to Special Committees and Delegations of the School of Medicine.
4. To foster, when securing nominations, an appropriate balance between diverse areas of responsibility, concern and interest within the School of Medicine. In the preparation of the slate of nominees as a whole, the Committee should bear in mind such varied factors as institutional affiliation, distinction between disciplines, the different ranks, categories and ages of faculty members, and similar factors reflecting the breadth of identifiable interests within the School of Medicine.

* Nomination of Faculty Senators must be acted upon in order to be presented at the February meeting of Faculty Board.

** The Secretary to the School of Medicine should contact the Aesculapian Society, and, the Queen's Postgraduate Medical Students' Society to obtain the names of

those students who are elected to the positions which are to be filled by undergraduate and postgraduate students.

Review of Committee

The Committee will review its membership, terms of reference, rules and procedures as necessary, and at least every three years, and report the results of the review to SOMAC and Faculty Board.

Removed “And Procedures” from title and remove # 5, approved by SOMAC June 15, 2010
Created and approved October 5, 2006

POSTGRADUATE MEDICAL EDUCATION COMMITTEE

Part I: Mandate and Responsibilities

A. Mandate:

The Postgraduate Medical Education Committee (PGMEC) at Queen's University is responsible for the development of policy, operating principles and the review of all aspects of residency education.

B. Policy References:

The RCPSC accreditation A Standards govern PGMEC composition, responsibilities and reporting relationships. The A Standards are available at:

http://www.royalcollege.ca/portal/page/portal/rc/common/documents/accreditation/accreditation_purple_book_a_standards_e.pdf

C. Major Responsibilities (aligned with section 3 of A Standards):

The PGMEC must:

1. Establish general policies for residency education.
2. Establish and maintain appropriate liaison with the Directors of Residency programs and the administrators of affiliated institutions.
3. Conduct internal reviews of all residency programs as required by the Royal College of Physicians and Surgeons of Canada (RCPSC) and the College of Family Physicians of Canada (CFPC).
4. Ensure appropriate distribution of the resources necessary to support high quality learning across all residency programs.
5. Establish PGME policies to guide resident selection, supervision, assessment, promotion, and the requirement to withdraw.
6. Establish and maintain a PGME appeals mechanism for matters related to resident promotion, remediation, and the requirement to withdraw.
7. Promote an educational environment free of harassment and intimidation for our residents.
8. Establish policies governing resident safety related to travel, patient encounters, including house calls, after hour consultations in isolated departments and patient transfers.
9. Establish supervision policies that embody the concept of graduated professional

responsibility & guidelines for the supervision of residents.

10. Ensure all residency programs teach and assess residents' knowledge, skills and attitudes necessary for medical practice common across all disciplines and in keeping with the CanMEDS and/or CanMEDS – FM competencies.

11. Ensure adequate opportunities for faculty development for all postgraduate medical education faculty members.

D. Access to Information:

Members of the committee will have access to documents required to inform the effective management of postgraduate medical education.

Part II: Leadership & Membership

E. Membership:

Core Committee

Associate Dean PGME (Chair)

Program Directors of *all* RCPSC programs

Director of Core Internal Medicine

Director of Surgical Foundations

Program Director of Family Medicine

Family Medicine Enhanced Skills Program Director

Family Medicine Category 1 Enhanced Skills Program Coordinators (Anesthesia, Care of the Elderly, Emergency Medicine, Clinician Scholar)

Director of Regional Education

Director of Resident Affairs

Representatives of Affiliated Teaching Hospitals

Resident Representation (Facilitated by PAIRO): One PAIRO representative, One Chief/Senior resident from CFPC program, One Chief/Senior from RCPSC program

Non-voting:

Vice Dean Education

Program Manager, PGME Office

Program Coordinator, PGME Office

Family Medicine Site Directors

Medical Director, Academic Affairs, Lakeridge Health Corporation

Educational Developer

Assessment and Evaluation Specialist

Director of Marketing and Recruitment

Chair of the Educational Advisory Board

Chair of Resident Advisory Board

Standing Subcommittees

PGY1 Subcommittee

PGY4 Internal Medicine and Sub-specialty Critical Care Subcommittee

Educational Advisory Board

Resident Advisory Committee

Ad Hoc Committees as required (e.g., Internal review)

F. Leadership:

Core Committee

The position of Chair of the Core Committee is a responsibility associated with the position of Associate Dean PGME.

Subcommittees

Selected by Associate Dean PGME, or as defined by the Terms of Reference for the subcommittee.

Ad Hoc Committees

Selected by Associate Dean PGME.

G. Term of Membership:

All members are permanent by virtue of office except Resident Representatives who are appointed annually and renewable for an additional year.

H. Responsibilities of Members:

Attend meetings

Read pre-circulated material

Participate in discussions

Communicate committee activities and report feedback at meetings

Participate in Ad Hoc committees as required

Part III: Meeting Procedures

I. Frequency and Duration of Meetings:

- The PGMEC or its Subcommittees meet monthly throughout the academic year (September to June).
- Additional meetings may be called at the discretion of the Chair.

J. Quorum:

Core Committee

Minimum of 8 Program Directors

Sub-committees & Ad Hoc

Majority of members

K. Decision-Making:

- Committee members are encouraged to work towards consensus-based decision making (See Appendix 1).
- Motions will be passed by a majority vote.

L. Conflict of Interest:

Members **must** declare conflict of interest to Chair in advance who will determine an appropriate course of action.

M. Confidentiality:

All documents and files reviewed and prepared by members of the committee are confidential unless otherwise stipulated.

Part IV: Administrative Support & Communication

N. Administrative Support:

Provided by the Postgraduate Medical Education Office.

O. Agendas & Minutes:

- Agendas and Minutes to be distributed electronically to all members within 1 week of meetings.
- Agendas and minutes are available to others upon request.

P. **Reporting Relationship:**

Core Committee: Chair reports to SOMAC as required

Subcommittees: report to Core Committee annually, and as required

Ad Hoc committees: report to Core Committee as required

Q. Evaluation:

Terms of reference to be formally reviewed by the Core committee on an annual basis, and as required.

APPENDIX A: CONSENSUS-BASED DECISION MAKING

Rules for Building a Consensus

A consensus requires that everyone involved in the decision must agree on the individual points discussed before they become part of the decision. Not every point will meet with everyone's complete approval. Unanimity is not the goal, although it may be reached unintentionally. It is not necessary that everyone is satisfied, but everyone's ideas should be thoroughly reviewed. The goal is for individuals to understand the relevant data, and if need be, accept the logic of differing points of view.

The following rules are helpful in reaching a consensus:

- Avoid arguing over individual ranking or position. Present a position as lucidly as possible, but seriously consider what the other group members are presenting.
- Avoid "win-lose" stalemates. Discard the notion that someone must win and thus someone else must lose. When an impasse occurs, look for the next most acceptable alternative for both parties.
- Avoid trying to change minds only in order to avoid conflict and achieve harmony. Withstand the pressure to yield to views that have no basis in logic or supporting data.
- Avoid majority voting, averaging, bargaining, or coin flipping. These techniques do not lead to a consensus. Treat differences of opinion as indicative of an incomplete sharing of information, and so keep probing.
- Keep the attitude that the holding of different views by group members is both natural and healthy. Diversity is a normal state; continuous agreement is not.
- View initial agreement as suspect. Explore the reasons underlying apparent agreement on a decision and make sure that all members understand the implication of the decision and willingly support it.

Approved by Faculty Board Executive November 6, 2013

Approved by SOMAC October 15, 2013

Senior Associate Dean Medical Education title changed to Vice-Dean Medical Education 1 January 2009

Revised 24 June 2005 by the PGE Operations Cttee

Revised October 23/00 by the PGE Operations Cttee

PGE Terms- Approved by FacBoard-May6/99

MD PROGRAM ACADEMIC AFFAIRS COMMITTEE

Terms of Reference

1.0 Mandate and Responsibilities

1.1 Mandate

1.1.1 The MD Program Academic Affairs Committee is a subcommittee of the MD Program Executive Committee (MD PEC) whose purpose is to recommend policy and practice on matters related to the academic experience of students in the MD Program and Queen's University Accelerated Route to Medical School (QuARMS).

1.2 Major Responsibilities

1.2.1 To develop and recommend approval to MDPEC of policy and practice related to:

- student progress and promotion
- professionalism
- communicable diseases and immunization
- student registration
- leave of absence and reintegration
- student awards
- content of transcripts
- medical student performance records
- academic accommodation
- complaints
- ethical conduct
- the content and management of student records
- other issues as referred to it from time to time

1.2.2 To refer and receive recommendations for policy and practice from the Professionalism Advisory Committee, Student Awards Committee, QuARMS Committee, and Communicable Diseases and Immunization Committee.

1.2.3 To report regularly to MDPEC on its activities.

2.0 Leadership & Membership

2.1 Leadership

2.1.1 The Chair will be the Director, Academic Affairs.

2.1.2 Where the Chair is absent for any reason, an Acting Chair may be appointed by the Chair, or in the absence of such an appointment, by the committee members present.

2.1.3 Only voting members may serve as Acting Chair.

2.2 Membership

2.2.1 Voting members of the Committee shall consist of nine voting members, including the Chair.

2.2.2 Members will normally serve a two-year renewable term, unless a member by virtue of office in which case the term of membership will coincide with the term of office. Student members will normally serve a one-year term.

2.2.3 Voting Members

- The Chair
- Faculty member from Progress and Promotion Committee
- Chair, Professionalism Advisory Committee or delegate
- Chair, Student Awards Committee or delegate
- Chair, Communicable Diseases and Immunization Committee or delegate
- Academic Advisor, MD Program
- Director, Student Affairs or delegate
- Associate Dean, Undergraduate Medical Education
- Student Member as nominated by the Aesculapian Society

2.2.4 Non-voting Resources

- Committee Secretary

2.2.5 Members will be appointed by MDPEC on the recommendation of the Associate Dean, UGME.

2.2.6 The Chair may invite such guests as are necessary to conduct the meeting.

2.2.7 All new members will receive these Terms of Reference and will be oriented to the position by the Chair.

2.3 *Responsibilities of Members*

2.3.1 All members will participate actively in the committee by:

- Reviewing all pre-circulated material
- Attending at least 70% of the meetings
- Participating in working groups, as required
- Communicating committee activities and decisions as appropriate

3.0 **Meeting Procedures**

3.1 *Frequency and Duration of Meetings*

3.1.1 Meetings will be held 4 times per academic year, and at the call of the Chair.

3.1.2 Meetings will be open to faculty and students in the MD Program and QuARMS. Meeting attendees who are not voting members of the committee may observe proceedings and may receive agendas and minutes on request. They may participate in discussion at the discretion of the Chair.

4.0 **Conflict of Interest**

Members are expected to declare a conflict of interest if their real or perceived personal interests or involvement might be seen to influence their ability to assess any matter before the committee objectively. They can do so either by personal declaration at a meeting or in writing

4.1 to the Chair. They will be excused from any discussions regarding the matter in question.

4.2 In the case of student members, an alternate member may be appointed when necessary by the Chair on recommendation of the Associate Dean, Undergraduate Medical Education.

4.3 When quorum cannot be achieved due the absence of members because of declared conflict of interest, additional members may be appointed by the Dean, Faculty of Health Sciences to achieve quorum.

4.4 The declaration, absences and replacement members, where applicable, will be recorded in the minutes.

5.0 Decision-Making

- 5.1 Decisions will ordinarily be made by consensus of the members present.
- 5.2 When necessary at the discretion of the Chair, decisions may be made by majority vote of a quorum of members. The Chair, or Acting Chair, will only vote in order to break a tie.
- 5.3 Quorum will be at least four voting members of the Committee, including the Chair or Acting Chair, either present in person or via teleconference.

6.0 Administrative Support & Communication

6.1 Administrative Support

- 6.1.1 The Secretary will be a member of the staff of the Undergraduate Medical Education Office, appointed by a Manager.

6.2 Agenda & Minutes

- 6.2.1 Agendas and minutes of committee meetings are to be distributed to the committee members by the recording secretary.
- 6.2.2 Minutes are normally distributed electronically to all members within one week of meetings.
- 6.2.3 *Reporting Relationship*
The committee will recommend policy and produce a summary annual report of its activities to be submitted to the MDPEC.

7.0 Evaluation

- 7.1 The committee will review its membership, terms of reference, rules and procedures at least every three years, and as necessary. The Chair will report the results of the review to MDPEC.

8.0 Policies

- 8.1 The School of Medicine's policies are posted to <http://meds.queensu.ca/undergraduate/policies>

9.0 Appeals

- 9.1 Appeals of decisions of the committee will be in accordance with governing policy.

10.0 Rules of Order

10.1 The School of Medicine's committees follow Bourinot's Rules of Order. A summary of Bourinot's Rules of Order is available at:

<http://www.queensu.ca/secretariat/senate/Rules.html>

Approved by Faculty Board Feb. 5, 2015
Approved by SOMAC October 21, 2014

STUDENT ASSESSMENT COMMITTEE

Terms of Reference

Part I: Mandate and Responsibilities

Mandate:

The mandate of the Student Assessment Committee is to ensure that student assessment practices in the Undergraduate Medical Education curriculum are designed, managed, evaluated and revised in a coordinated fashion, consistent with accreditation and current educational standards.

Major Responsibilities:

The committee has oversight for all student assessment practices in the MD Program. This encompasses the following general areas of responsibility:

- 1 Developing and implementing policy and faculty development relevant to all formative and summative assessment methodologies utilized in the undergraduate program.
- 2 Adopting and applying new assessment methodologies and information technologies pertaining to student assessment, including any necessary faculty development.
- 3 Receiving reports and recommendations from the Undergraduate and Postgraduate Medical Education OSCE Team.
- 4 Ensuring compliance with and providing content material for all Accreditation Standards that pertain to student assessment.
- 5 Providing content material for accreditation reports as evidence to support the School of Medicine's compliance with the above accreditation standards.

The Student Assessment Committee functions under the authority of the Curriculum Committee, which reviews, approves and disseminates policies and procedures relevant to the overall program.

Specific Functions

- 1 Development of Policy: The Student Assessment Committee develops policies that direct assessment practices and recommends them to Curriculum Committee for review and approval. Such policies include those directing formative and summative assessment practices throughout the curriculum, overall conduct of assessment of student learning and reliability and validity of assessment methods.
- 2 Oversight of Assessment: The Student Assessment Committee has the responsibility for oversight of student assessment throughout the curriculum, through regular review of assessment practices in all courses, working with the Course and Faculty Review Committee where appropriate.
- 3 Faculty Development: The Student Assessment Committee is responsible for providing

guidance and support to Course Directors and Faculty Members on appropriate assessment methods, and for providing Faculty Development as required.

4 Development of Expertise: The Student Assessment Committee will provide guidance and support to Course Directors and Faculty Members on assessment which is guided by educational research literature and best practice.

Part II: Leadership and Membership

Leadership:

The Student Assessment Committee is chaired by the Director, Student Assessment.

Where the Chair is absent for any reason, an Acting Chair may be appointed by the Chair, or in the absence of such an appointment, by the committee members present.

Only voting members may service as Acting Chair. The Chair, or Acting Chair, will only vote in order to break a tie.

Membership

Ex-officio members

- Director, Student Assessment (Chair)
- Associate Dean, UME
- Assessment and Evaluation Consultant
- Aesculapian Society Representative

Appointed members

In addition, the committee will be augmented by eight (8) appointed members, who will be nominated by the standing members and appointed by the Curriculum Committee. Appointed members will include active faculty members representing both basic sciences and clinical departments who have demonstrated interest and/or training in assessment.

Appointed members will include individuals representing each Term from the pre-clerkship curriculum, from the expanded clerkship courses, and from clerkship. The Chair may invite such guests as are necessary to conduct the meeting. All new members will receive the Terms of Reference and will be oriented to the position by the Chair

Corresponding members

These are non-voting members who will receive agendas and minutes from the Student Assessment Committee but will not be expected to routinely attend meetings.

Director, Teaching, Learning and Innovation

Director, Course and Faculty Review
Director, Student Progress, Promotion and Remediation
Chair, Undergraduate and Postgraduate Medical Education Objective Structured Clinical Examination Team
Chair, Curriculum Committee

Responsibilities of Members All members will participate actively in the committee by:

- Reviewing all pre-circulated material
- Attending at least 70% of the meetings
- Participating in working groups, as required
- Communicating committee activities and decisions as appropriate.

Term of Membership

Appointed members will normally serve a three-year term, renewable once.

Part III: Meeting Procedures

Frequency and Duration of Meetings

Meetings will be held monthly during the academic year and otherwise at the call of the Chair.

Quorum

Quorum for the purpose of approving minutes or passing motions will be 50% plus one of all the voting members, either present in person or via teleconference.

Conflict of Interest

Members are expected to declare a conflict of interest if their real or perceived personal interests might be seen to influence their ability to assess any matter before the committee objectively. They can do so either by personal declaration at a meeting or in writing to the Chair. They will be excused from any discussions regarding the matter in question. The declaration and absences will be recorded in the minutes.

Decision-Making

Decisions that establish program policy changes or directions to subcommittees or faculty members will be discussed in the context of specific motions, passed by a majority vote of members and recorded in the minutes. The Chair will aim to build consensus, if possible (see Appendix A), but the final decision will be made by voting. Votes may be conducted electronically, if necessary.

Part IV: Administrative Support & Communication

Administrative Support

The Secretary will be a member of the Staff of the Undergraduate Medical Education Office, appointed by a Manager.

Agendae & Minutes

**Agendae and minutes of committee meetings are to be distributed to the committee members by the recording secretary.

** Minutes are normally distributed electronically to all members within one week of meetings.

**Minutes will be uploaded to the committee's Web site.

Reporting Relationship

The Student Assessment Committee reports to the Curriculum Committee.

The Student Assessment Committee will produce an annual report of its activities to be submitted to Curriculum Committee. That report will be written by the Chair and reviewed and approved by the committee before dissemination.

The Undergraduate and Postgraduate Medical Education OSCE Team will report to the Student Assessment Committee at least once per academic year. Sub-committees' reports will comprise the major topic of discussion at meetings and will be accompanied by a written submission to be prepared and distributed in advance of the meetings.

Recommendations for changes in policies and practices should initially be reviewed and approved by the Curriculum Committee.

Part V: Evaluation

These terms of reference will be reviewed by the Student Assessment Committee on an annual basis and as required.

Part VI: Policy References

The School of Medicine's policies are posted to <http://meds.queensu.ca/undergraduate/policies>

Rules of Order

The School of Medicine's committees follow *Bourinot's Rules of Order*. A summary of *Bourinot's Rules of Order* is available at: <http://www.queensu.ca/secretariat/senate/Rules.html>

APPENDIX A

CONSENSUS-BASED DECISION MAKING

Rules for Building a Consensus

A consensus requires that everyone involved in the decision must agree on the individual points

discussed before they become part of the decision. Not every point will meet with everyone's complete approval. Unanimity is not the goal, although it may be reached unintentionally. It is not necessary that everyone is satisfied, but everyone's ideas should be reviewed thoroughly. The goal is for individuals to understand the relevant data, and if need be, accept the logic of differing points of view.

The following rules are helpful in reaching a consensus:

- Avoid arguing over individual ranking or position. Present a position as lucidly as possible, but consider seriously what the other group members are presenting.
- Avoid "win-lose" stalemates. Discard the notion that someone must win and, therefore, someone else must lose. When an impasse occurs, look for the next most acceptable alternative for both parties.
- Avoid trying to change minds only in order to avoid conflict and achieve harmony.
- Withstand the pressure to yield to views that have no basis in logic or the supporting data.
- Avoid majority voting, averaging, bargaining or coin flipping. These techniques do not lead to a consensus. Treat differences of opinion as indicative of an incomplete sharing of information --so keep probing.
- Keep the attitude that the holding of different views by group members is both natural and healthy. Diversity is a normal state; continuous agreement is not.

View initial agreement as suspect. Explore the reasons underlying apparent agreement on a decision and make sure that all members understand the implication of the decision and support it willingly.

STUDENT AWARDS COMMITTEE (MEDICINE)

Membership

Five elected members of Faculty (consisting of two clinical faculty members, two non-clinical faculty members, and one faculty member at-large), each to serve for three consecutive years; one member shall retire each year and shall be eligible for re-election. The Associate Dean and the Manager of the Undergraduate Medical Education shall be an ex officio member.

Officers

The Chairperson shall be appointed annually by the Director of the School of Medicine from the elected membership and shall be eligible for re-appointment. The Committee shall appoint its own Secretary.

Terms of Reference

1. To act on the delegated authority of SOMAC to determine the recipients of those awards available in the School of Medicine which are not given on the recommendation of individual departments and to report the awards annually to SOMAC.
2. To maintain liaison with departments in regard to their recommending the recipients of departmental awards.
3. To recommend to School of Medicine Academic Council and thence to Faculty Board the policies of the School on the acceptance of gifts for scholarships, prizes and other awards from benefactors and others.
4. To recommend to School of Medicine Academic Council and thence to Faculty Board the policies of the School on the giving of scholarships, prizes and other awards which are under the jurisdiction of the School and its departments.
5. To review the terms and conditions prescribed for awards given by benefactors and others and for which students in the School of Medicine are eligible, and to advise School of Medicine Academic Council and thence to Faculty Board on the appropriateness of such terms and conditions, bearing in mind current custom, standards and methods of evaluation.
6. To act on the delegated authority of SOMAC to decide the terms and conditions of new awards in accordance with the policies established by Faculty Board.

Special Procedures

Normally the meetings of this Committee shall be closed and the minutes shall be confidential.

Review of Committee

The Committee will review its membership, terms of reference, rules and procedures as necessary, and at least every three years, and report the results of the review to SOMAC and Faculty Board (through the Secretary).

Membership to FIVE Revised and approved by SOMAC October 18, 2011
Revised October 5, 2006
Terms of Reference, January 1992

MD PROGRAM PROGRESS & PROMOTION COMMITTEE

Terms of Reference

1.0 Mandate and Responsibilities

1.1 Mandate

- 1.1.1 The MD Program Progress & Promotion Committee has as its primary responsibility decisions concerning all matters related to the progress, promotion and remediation of undergraduate students in the MD Program at Queen's University and students in Queen's University Accelerated Route to Medical School (QuARMS).

1.2 Major Responsibilities

- 1.2.1 To act on the delegated authority of the School of Medicine Academic Council (SOMAC) with respect to the progress, promotion and remediation of undergraduate students in the MD Program at Queen's University and in QuARMS.
- 1.2.2 To meet, as required, to discharge its responsibilities.
- 1.2.3 To receive reports and recommendations with respect to students' standing in each course or designated portion of the MD Program and in QuARMS.
- 1.2.4 To receive reports and recommendations from the Professionalism Advisory Committee with respect to a student's professional behavior.
- 1.2.5 To make decisions regarding the progress of each student registered in the MD Program and in QuARMS of the Faculty of Health Sciences with respect to cognitive, affective, professional, behavioural and skill components of the Program.
- 1.2.6 To consider the academic performance (cognitive, affective, professional, behavioural and skills) of any student who has been referred to the Committee.
- 1.2.7 To consider extenuating circumstances that may have impacted the performance of a student.

- 1.2.8 To provide considered requirements intended to facilitate the successful completion of the curriculum's educational objectives, including (but not limited to) meeting with the Associate Dean (Undergraduate Education), the Director of Student Affairs and external program staff, consultants and medical professionals.
- 1.2.9 To make decisions with respect to standing, promotion, remediation, supplemental privileges, repeating a portion of the MD Program and the requirement to withdraw from the further study of medicine at Queen's. Such decisions will constitute the official statement of standing.
- 1.2.10 To make decisions regarding the continuation of students in the QuARMS and the admission of QuARMS students to the first year of MD Program.
- 1.2.11 To report the decisions taken by the Committee, in summary form, to SOMAC and (through SOMAC) to the Faculty Board.
- 1.2.12 To recommend to SOMAC and (through SOMAC) to the Faculty Board any changes in policies or practices that the Committee may deem appropriate in the light of its operations and experience.
- 1.2.13 To act on the delegated authority of the Faculty Board to submit names to the Senate for ordinary degrees.
- 1.2.14 To act on the delegated authority of the Faculty Board to deal with failures.
- 1.2.15 To act on the delegated authority of the Faculty Board to exercise academic supervision over students.

2.0 Leadership & Membership

2.1 Leadership

- 2.1.1 The Director of MD Program Academic Affairs will chair the Committee.
- 2.1.2 Where the Chair is absent for any reason, an Acting Chair may be appointed by the Chair, or in the absence of such an appointment, by the committee members present.
- 2.1.3 Only voting members may serve as Acting Chair.

2.2 Membership

- 2.2.1 Voting members of the Committee shall consist of six faculty members in addition to the Chair, at least three of whom will hold the rank of Associate Professor or Professor.
- 2.2.2 Members will be appointed by SOMAC on the recommendation of the Nominating Committee.
- 2.2.3 Voting Members
- The Chair
 - Clinical Faculty Members (2)
 - Faculty at Large (2)
 - Faculty from the Department of Biomedical and Molecular Sciences, Pathology and Molecular Medicine, or Public Health Sciences (2)
- 2.2.4 Resources (non-voting)
- Associate Dean, UME (ex-officio)
 - Academic Advisor, or delegate
 - Director, Student Affairs, or delegate
 - Committee Secretary
- 2.2.5 The Chair may invite such guests as are necessary to conduct the meeting.
- 2.2.6 All new members will receive these Terms of Reference and will be oriented to the position by the Chair.

2.3 *Responsibilities of Members*

- 2.3.1 All members will participate actively in the committee by:
- 2.3.1.1 Reviewing all pre-circulated material
 - 2.3.1.2 Attending at least 70% of the meetings
 - 2.3.1.3 Participating in working groups, as required
 - 2.3.1.4 Communicating committee activities and decisions as appropriate

2.4 *Term of Membership*

- 2.4.1 Members will normally serve a three-year term, renewable once, unless a member by virtue of office in which case the term of membership will coincide with the term of office. Terms will be overlapping in order to ensure continuity of experience.

3.0 Meeting Procedures

3.1 *Frequency and Duration of Meetings*

- 3.1.1 Meetings will be held monthly during the academic year and otherwise at the call of the Chair.
- 3.1.2 All meetings will be held in camera and all discussions and decisions will be considered confidential.

4.0 Conflict of Interest

- 4.1 Members are expected to declare a conflict of interest if their real or perceived personal interests might be seen to influence their ability to assess any matter before the committee objectively. They can do so either by personal declaration at a meeting or in writing to the Chair. They will be excused from any discussions regarding the matter in question. The declaration and absences will be recorded in the minutes.

5.0 Decision-Making

- 5.1 Decisions will be made by majority vote of a quorum of members present.
- 5.2 Quorum will be at least four voting members of the Committee, including the Chair or Acting Chair, either present in person or via teleconference.
- 5.3 The Chair, or Acting Chair, will only vote in order to break a tie.
- 5.4 Meetings may be held in the absence of a quorum, but no decisions will be made.
- 5.5 Decisions will be discussed in the context of specific motions, passed by a majority vote of members and recorded in the minutes.

6.0 Administrative Support & Communication

6.1 Administrative Support

- 6.1.1 The Secretary will be a member of the staff of the Undergraduate Medical Education Office, appointed by a Manager.

6.2 Agenda & Minutes

- 6.2.1 Agendas and minutes of committee meetings are to be distributed to the committee members by the recording secretary.
- 6.2.2 Minutes are normally distributed electronically to all members within one week of meetings.
- 6.2.3 All minutes and supporting material will be held in confidence.

6.2.4 Dissemination of committee decisions will be made public only with the specific direction of the Chair and after discussion and approval by the committee.

6.3 *Reporting Relationship*

6.3.1 The committee will produce an annual report of its activities to be submitted to SOMAC.

7.0 Evaluation

7.1 The committee will review its membership, terms of reference, rules and procedures at least every three years, and as necessary. The Chair will report the results of the review to SOMAC and the Faculty Board.

8.0 Policies

8.1 The School of Medicine's policies are posted to <http://meds.queensu.ca/undergraduate/policies>

9.0 Appeals

9.1 Appeals of decisions of the committee will be in accordance with governing policy.

10.0 Rules of Order

10.1 The School of Medicine's committees follow Bourinot's Rules of Order. A summary of Bourinot's Rules of Order is available at: <http://www.queensu.ca/secretariat/senate/Rules.html>

Approved by Faculty Board Feb. 5, 2015
Approved by SOMAC Oct 21, 2014
Approved by Faculty Board Executive November 6, 2013
Approved by SOMAC May 20, 2008
Revised November 7, 2007 (UMEC)
Approved October 5, 2006 Faculty Board
Membership Updated May 2006
Terms of Reference – Revised February 1999
Terms of Reference - November 1994

MD PROGRAM EXECUTIVE COMMITTEE

Terms of Reference

Part I: Mandate and Responsibilities

Mandate

The MD Program Executive Committee (MD PEC) is charged with oversight of all aspects of the MD program at Queen's University. Its primary functions are therefore to:

- establish the overall goals of the MD program and make these known to all faculty and students.
- ensure that appropriate administrative components are in place to meet those goals, which will consist of committees, directorships and other leadership positions or groupings as required.
- support, review and refine those administrative functions as required.

Major Responsibilities

1. Developing the Mission and Strategic Plan for the Undergraduate Medical Education Program.
2. Overseeing the operation of the committees and directorships within the Undergraduate Medical Education Program by:
 - a. Receiving regular reports.
 - b. Receiving, reviewing and approving practice and policy issues arising from the committees and directorships.
 - c. Acting on all committee recommendations.
 - d. Approving appointments of all Directors and Committee Chairs.
3. Maintaining an inventory of all policies relevant to the operation of the Undergraduate Program.
4. Developing or approving any policy required for the operation of the Undergraduate Program.
5. Monitoring and ensuring compliance with accreditation standards, including IS-16¹, ED-9, ED-33, ED-34, FA-6, FA-11¹, FA-13 and FA-14.
6. Forming and maintaining appropriate linkages with SEAMO, the affiliated teaching hospitals and any other bodies or organizations relevant to the operation of the Undergraduate Program.

¹Shared with the Faculty of Health Sciences.

Reporting Structure, Policy Development and Implementation

MD PEC reports regularly to the School of Medicine Academic Council (SOMAC). The Terms of Reference of MD PEC and all component committees and directorships require review and ratification at SOMAC.

Policies can be developed or revised by any committee or Director within the program. Prior to a new or amended policy being submitted for MD-PEC approval, it must be published for review and comment by faculty and students within the School of Medicine. During this process, MD-PEC, the Dean, or SOMAC may seek input from SEAMO, affiliated Hospitals, Departments or any other body whose review or involvement may be appropriate. Once approved at SOMAC, policies are considered binding throughout the School of Medicine.

Part II: Leadership & Membership

Leadership

The MD-PEC is chaired by the Associate Dean, Undergraduate Medical Education.

Where the Chair is absent for any reason, an Acting Chair may be appointed by the Chair, or in the absence of such an appointment, by the committee members present.

Membership

Ex-officio members

- Associate Dean, Undergraduate Medical Education (Chair)
- Director, Student Admissions
- Director, Student Progress, Promotions and Remediation
- Director, Curriculum
- Director, Student Assessment
- Director, Teaching, Learning and Innovation
- Director, Course and Faculty Review
- Director, Program Evaluation
- Director, Student Affairs
- Director, Accreditation
- Undergraduate Operations Manager
- Vice-Dean, Education

Appointed Members

In addition, the committee will be augmented by the following members:

Department Head (Clinical Department). Appointed for a three-year term by the School of Medicine Academic Council.

Department Head (Basic Science Department). Appointed for a three-year term by the School of Medicine Academic Council.

Medical Student representative, as appointed by the Aesculapian society.

Should the same individual occupy more than one role, a designate may be appointed to represent one of the roles.

The Chair may invite such guests as are necessary to facilitate specific discussions.

All new members will receive these Terms of Reference and will be oriented to the position by the Chair.

Responsibilities of Members

All members will participate actively in the committee by:

- Reviewing all pre-circulated material
- Attending at least 70% of the meetings
- Participating in working groups, as required
- Communicating committee activities, recommendations and decisions as appropriate

Part III: Meeting Procedures

Frequency and Duration of Meetings

Meetings will be held monthly during the academic year and otherwise at the call of the Chair.

Quorum

Quorum for the purpose of approving minutes or passing motions will be 50% plus one of all voting members, either present in person or via teleconference.

Meetings may be held in the absence of a quorum, but no decisions will be made.

Conflict of Interest

Members are expected to declare a conflict of interest if their real or perceived personal interests might be seen to influence their ability to assess any matter before the committee objectively. They can do so either by personal declaration at a meeting or in writing to the Chair. They will be excused from any discussions regarding the matter in question. The declaration and absences will be recorded in the minutes.

Decision-Making

Decisions that establish program policy changes or directions to subcommittees or faculty members will be discussed in the context of specific motions, passed by a majority vote of members and recorded in the minutes. The Chair will aim to build consensus, if possible (see Appendix A), but the final decision will be made by voting. Votes may be conducted electronically, if necessary.

Part IV: Administrative Support & Communication

Administrative Support

The Secretary will be a member of staff of the Undergraduate Medical Education Office, or of the Associate Dean, Undergraduate Medical Education.

Agendae & Minutes

- Agendae and minutes of committee meetings are to be distributed to the committee members by the recording secretary.
- Minutes are normally distributed electronically to all members within one week of meetings.
- Minutes will be uploaded to the committee's Web site.

Reporting Relationship

MD PEC reports to the School of Medicine's Academic Council (SOMAC). MD PEC will produce an annual report of its activities to be submitted to SOMAC. That report will be written by the Chair and reviewed and approved by the committee before dissemination.

Sub-committees of MD PEC (Student Assessment; Admissions; Curriculum; Teaching, Learning & Innovation; Progress, Promotion & Remediation; Program Evaluation; Student Affairs), and any working groups will report to MD PEC at least once per academic year. Sub-committees' reports will comprise the major topic of discussion at meetings and will be accompanied by a written submission to be prepared and distributed in advance of the meetings.

Recommendations for changes in policies and practices should initially be reviewed and approved by MD PEC and then submitted to the SOMAC for final approval.

Part V: Evaluation

These terms of reference will be reviewed by MD PEC on an annual basis and as required.

Part VI: Policy References

The School of Medicine's policies are posted to <http://meds.queensu.ca/undergraduate/policies>

Rules of Order

The School of Medicine's committees follow *Bourinot's Rules of Order*.

A summary of *Bourinot's Rules of Order* is available at:

<http://www.queensu.ca/secretariat/senate/Rules.html>

Approved by Faculty Board Executive November 6, 2013

Approved by SOMAC October 15, 2013

Approved by SOMAC April 21, 2009

(Change in title) Accepted by Feb 17, 2009 SOME

Senior Associate Dean Medical Education title changed to Vice-Dean Medical Education 1 January 2009

Approved by SOMAC May 20, 2008

Accepted by UMEC August 23, 2007
Approved by School of Medicine Executive – March 18, 2008
Revised October 5, 2006
Terms of Reference - January 1992
Membership Updated June 2006

MD PROGRAM PROFESSIONALISM ADVISORY COMMITTEE

Terms of Reference

1.0 Mandate and Responsibilities

1.1 Mandate

1.1.1 The MD Program Professionalism Advisory Committee is a subcommittee of the MD Program Academic Affairs Committee that serves two primary purposes:

1.1.1.1 To review all matters related to professional behavior of MD Program and Queen's University Accelerated Route to Medical School (QuARMS) students in order to make recommendations regarding the classification and outcome of these matters to the MD Program Progress and Promotions Committee

1.1.1.2 To develop and recommend approval of policy and practice regarding professionalism in MD Program and QuARMS students to the MD Program Academic Affairs Committee

1.2 Major Responsibilities

1.2.1 To receive and review reports concerning the professional conduct of students as brought to the Committee's attention.

1.2.2 To advise the MD Program Progress and Promotions Committee regarding the classification of incidents related to student professional behaviour as outlined in the MD Program Student Professionalism Policy.

1.2.3 To receive and review reports of exemplary student professional behaviour and make recommendations to the Associate Dean, Undergraduate Medical Education for formal recognition.

1.2.4 To develop and recommend for approval to the Academic Affairs Committee policy and practice regarding professionalism.

2.0 Leadership & Membership

2.1 Leadership

- 2.1.1 The Chair the committee and will be appointed from the membership of the committee by MDPEC on the recommendation of the Associate Dean, Undergraduate Medical Education.
- 2.1.2 Where the Chair is absent for any reason, an Acting Chair may be appointed by the Chair, or in the absence of such an appointment, by the committee members present.
- 2.1.3 Only voting members may serve as Acting Chair.

2.2 *Membership*

- 2.2.1 Voting members of the Committee shall consist of seven voting members, including the Chair
- 2.2.2 Faculty members will normally serve a three-year term, renewable once. Student members will normally serve a one-year term.
- 2.2.3 Members will be appointed by MDPEC on the recommendation of the Nominating Committee.
- 2.2.4 All new members will receive these Terms of Reference and will be oriented to the position by the Chair.
- 2.2.5 Voting Members
 - 2.2.5.1 The Chair (1)
 - 2.2.5.2 Faculty member from School of Medicine clinical department (3)
 - 2.2.5.3 Faculty from School of Medicine Department of Biomedical and Molecular Sciences or Public Health Sciences (1)
 - 2.2.5.4 Queen's University Professional School Faculty Member – other than from the School of Medicine (1)
 - 2.2.5.5 Student Member nominated by the Aesculapian Society (1)
- 2.2.6 Non-voting Resources
 - 2.2.6.1 Director, Student Affairs
 - 2.2.6.2 Director, Academic Affairs
 - 2.2.6.3 UGME Career Counselor
 - 2.2.6.4 UGME Academic Advisor

2.2.6.5 Committee Secretary

2.2.7 The Chair may invite such guests as are necessary to conduct the meeting.

2.3 *Responsibilities of Members*

2.3.1 All members will participate actively in the committee by:

2.3.1.1 Reviewing all pre-circulated material

2.3.1.2 Attending at least 70% of the meetings

2.3.1.3 Participating in working groups, as required

2.3.1.4 Communicating committee activities and decisions as appropriate

2.4 Term of Membership

2.4.1 Members will normally serve a three-year term, renewable once with the exception of student members who will serve one year terms, renewable. Terms will be overlapping in order to ensure continuity of experience.

3.0 Meeting Procedures

3.1 *Frequency and Duration of Meetings:*

3.1.1 Meetings will be held at the call of the Chair.

3.1.2 All meetings where incidents are discussed will be held in camera and all discussions and decisions will be considered confidential.

4.0 Conflict of Interest

4.1 Members are expected to declare a conflict of interest if their real or perceived personal interests or involvement might be seen to influence their ability to assess any matter before the committee objectively. This would include, in the case of student members, being from the same graduating class. They can do so either by personal declaration at a meeting or in writing to the Chair. They will be excused from any discussions regarding the matter in question.

4.2 In the case of student members, an alternate member may be appointed when necessary by the Chair on recommendation of the Associate Dean, Undergraduate Medical Education.

4.3 When quorum cannot be achieved due the absence of members because of declared conflict of interest, additional members may be appointed by the Dean, Faculty of Health Sciences to achieve quorum.

4.4 The declaration, absences and replacement members, where applicable, will be recorded in the minutes.

5.0 **Decision-Making**

5.1 Decisions regarding the classification and outcome of incidents will be made by majority vote of a quorum of members. The Chair, or Acting Chair, will only vote in order to break a tie.

5.2 Quorum will be at least four voting members of the Committee, including the Chair or Acting Chair, either present in person or via teleconference.

5.3 Decisions regarding policy, practice and other matters will be achieved by consensus of members present.

6.0 **Administrative Support & Communication**

6.1 *Administrative Support*

6.1.1 The Secretary will be a member of the staff of the Undergraduate Medical Education Office, appointed by a Manager.

6.2 *Agenda & Minutes*

6.2.1 Agendas and minutes of committee meetings are to be distributed to the committee members by the recording secretary.

6.2.2 Minutes are normally distributed electronically to all members within one week of meetings.

6.2.3 All minutes and supporting material regarding matters relating to incident classification will be held in confidence.

6.2.4 Dissemination of committee decisions will be made public only with the specific direction of the Chair and after discussion and approval by the committee.

6.3 *Reporting Relationship*

6.3.1 The committee will recommend policy and produce a summary annual report of its activities to be submitted to the MD Program Academic Affairs Committee.

7.0 Evaluation

7.1 The committee will review its membership, terms of reference, rules and procedures at least every three years, and as necessary. The Chair will report the results of the review to MD Program Academic Affairs Committee.

8.0 Policies

8.1 The School of Medicine's policies are posted to
<http://meds.queensu.ca/undergraduate/policies>

9.0 Appeals

9.1 There are no appeals of the Committee's recommendations.

10.0 Rules of Order

10.1 The School of Medicine's committees follow Bourinot's Rules of Order. A summary of Bourinot's Rules of Order is available at:
<http://www.queensu.ca/secretariat/senate/Rules.html>

Approved by Faculty Board Feb. 5, 2015
Revised and approved by SOMAC October 21, 2014
Revised and approved by SOMAC April 26, 2011
New committee and approved by Faculty Board Feb3, 2011

TEACHING, LEARNING AND INNOVATION COMMITTEE

Terms of Reference

Part I: Mandate and Responsibilities

Mandate

The mandate of the Teaching, Learning and Innovation Committee (TLIC) is to ensure the optimal use of instructional methodologies and technologies within the Undergraduate Medical Education Program (UGME), consistent with accreditation and current educational standards. Additionally, the TLIC supports excellence in teaching by facilitating a culture of educational scholarship and participating in the planning of retreats and faculty development programming relevant to teachers in the UGME.

Major Responsibilities

The Teaching and Learning Committee functions under the authority of the Curriculum Committee, which reviews, approve and disseminates policies and procedures relevant to the overall program.

The committee has responsibility for oversight of all instructional aspects of the MD Program. This encompasses the following 6 general areas of responsibility:

1. Developing policies regarding instructional methods and technologies used in the MD Program.
2. Monitoring the implementation of teaching and learning policies in the MD Program
3. Pro-actively supporting instructional change and educational improvement within the MD Program
4. Identifying opportunities for innovation and scholarship related to teaching and learning.
5. Ongoing liaison and collaboration with other groups with related mandates including:
 - a. The UGME Educational Developer team
 - b. The Faculty of Health Sciences Educational Technology Unit
 - c. Bracken Library,
 - d. The Office of Faculty Development
 - e. The Office of Interprofessional Education and Practice,
 - f. The Centre for Teaching and Learning
 - g. The Office of Health Science Education
6. Ensuring the School's compliance with the following accreditation standards: ED 5A, ED 16, ED 18, ED 24, ED 25 and 25A.

Specific Functions

1. Development of Policy and Definition of Terms: The Teaching, Learning and Innovation Committee develops policy regarding instructional methods that are aligned to the mission and values of the MD Program and recommends them to Curriculum Committee

for review and approval. From time to time, the Committee may develop evidence-based briefing notes providing background and definitions to ensure a common understanding and facilitate effective implementation of preferred instructional techniques.

2. Ensuring Compliance with Instructional Methods Policy:. The Teaching, Learning and Innovation Committee is responsible for the tracking and verification of instructional methods used in the MD program, including the regular reporting of these statistics.
3. Supporting Changes in Instructional Methods and Technologies: The Teaching, Learning and Innovation Committee works with identified partners (5 a-g above) to support Course Directors, Competency Leads and individual faculty and administrative staff throughout instructional and technology changes within the MD Program. This includes the planning and development of regular Faculty retreats and the implementation of regular communication strategies about instructional policies, methods and available resources.
4. Educational Scholarship. The Teaching, Learning and Innovation Committee is responsible for the facilitation and communication of scholarship in education within the MD Program, in collaboration with the Office of Health Science Education. This includes the communication of scholarship opportunities and successes to the teaching faculty and support staff and the tracking of such activities as they relate to the MD Program.

Part II: Leadership & Membership

Leadership

The Teaching, Learning and Innovation Committee is chaired by the Director, Teaching, Learning and Innovation. Where the Chair is absent for any reason, an Acting Chair may be appointed by the Chair, or in the absence of such an appointment, by the committee members present. Only voting members may serve as Acting Chair. The Chair, or Acting Chair, will only vote in order to break a tie.

Membership

Director, Teaching, Learning and Innovation (Chair) Clinical Skills Director (or delegate)
Educational Developer Manager, Educational Development and Faculty Support Manger, Ed. Tech Unit (or delegate), Head Bracken Library (or delegate).

In addition, the committee will be supported by the following appointed members who will be nominated by the standing members and appointed by the Curriculum Committee.

Appointed Members

- faculty, representing Year 1, Year 2, Clerkship Clinical Rotations, Clerkship Curricular Courses, including at least 2 course directors
- 2 students nominated by the Aesculapian Society -normally the VP Academic (or delegate) and a second student from a different class

- 1 resident position shared by 2 residents nominated by the Associate Dean, Postgraduate Medical Education – both may attend or the two residents may elect to share the task by alternating attendance

“Corresponding” non-voting members – these members will receive agendas and minutes from the TLIC but will not be expected to routinely attend meetings:

- Associate Dean, UME
- Director, Office of Faculty Development
- Director, Office of Interprofessional Education and Practice
- Director, Office of Health Science Education
- Chair, Student Assessment Committee
- Chair, Course and Faculty Review Committee

Where a member represents more than one role, another designate should be appointed to represent one of the roles.

The Chair may invite such guests as are necessary to conduct the meeting.

All new members will receive these Terms of Reference and will be oriented to the position by the Chair.

Responsibilities of Members

All members will participate actively in the committee by:

- Reviewing all pre-circulated material
- Attending at least 70% of the meetings
- Participating in working groups, as required
- Communicating committee activities and decisions as appropriate

Term of Membership

Appointed members (with the exception of students and residents) will normally serve a three-year term, renewable once. Student and resident members will serve a one-year term, renewable once.

Part III: Meeting Procedures

Frequency and Duration of Meetings

Meetings will be held monthly during the academic year and otherwise at the call of the Chair.

Quorum

Quorum for the purpose of approving minutes or passing motions will be 50% plus one of all voting members, either present in person or via teleconference. Meetings may be held in the

absence of a quorum, but no decisions will be made.

Conflict of Interest Members are expected to declare a conflict of interest if their real or perceived personal interests might be seen to influence their ability to assess any matter before the committee objectively. They can do so either by personal declaration at a meeting or in writing to the Chair. They will be excused from any discussions regarding the matter in question. The declaration and absences will be recorded in the minutes.

Decision-Making

Decisions that establish program policy changes or directions to subcommittees or faculty members will be discussed in the context of specific motions, passed by a majority vote of members and recorded in the minutes. The Chair will aim to build consensus, if possible (see Appendix A), but the final decision will be made by voting. Votes may be conducted electronically, if necessary.

Part IV: Administrative Support & Communication

Administrative Support

The Secretary will be a member of the Staff of the Undergraduate Medical Education Office, appointed by a Manager. The committee will receive additional support from the Special Curricular Assistant who will attend meetings in person or virtually as required.

Agendas & Minutes

**Agendas and minutes of committee meetings are to be distributed to the committee members by the recording secretary. **Minutes are normally distributed electronically to all members within one week of meetings. **Minutes will be uploaded to the committee's Web site

Reporting Relationship

The Teaching, Learning and Innovation Committee will produce an annual report of its activities to be submitted to Curriculum Committee. That report will be written by the Chair and reviewed and approved by the committee before dissemination.

Part V: Evaluation

These terms of reference will be reviewed by the Teaching, Learning and Innovation Committee on an annual basis and as required.

Part VI: Policy References

The School of Medicine's policies are posted to <http://meds.queensu.ca/undergraduate/policies>

Rules of Order

The School of Medicine's committees follow *Bourinot's Rules of Order*. A summary of *Bourinot's Rules of Order* is available at:

<http://www.queensu.ca/secretariat/senate/Rules.html>

APPENDIX A

Consensus-Based Decision Making Rules for Building a Consensus

A consensus requires that everyone involved in the decision must agree on the individual points discussed before they become part of the decision. Not every point will meet with everyone's complete approval. Unanimity is not the goal, although it may be reached unintentionally. It is not necessary that everyone is satisfied, but everyone's ideas should be reviewed thoroughly. The goal is for individuals to understand the relevant data, and if need be, accept the logic of differing points of view.

The following rules are helpful in reaching a consensus:

- Avoid arguing over individual ranking or position. Present a position as lucidly as possible, but consider seriously what the other group members are presenting.
- Avoid "win-lose" stalemates. Discard the notion that someone must win and, therefore, someone else must lose. When an impasse occurs, look for the next most acceptable alternative for both parties.
- Avoid trying to change minds only in order to avoid conflict and achieve harmony.
- Withstand the pressure to yield to views that have no basis in logic or the supporting data.
- Avoid majority voting, averaging, bargaining or coin flipping. These techniques do not lead to a consensus. Treat differences of opinion as indicative of an incomplete sharing of information --so keep probing.
- Keep the attitude that the holding of different views by group members is both natural and healthy. Diversity is a normal state; continuous agreement is not.
- View initial agreement as suspect. Explore the reasons underlying apparent agreement on a decision and make sure that all members understand the implication of the decision and support it willingly.

Approved by Faculty Board Feb. 5, 2015

Approved by SOMAC October 21, 2014

UGME PROGRAM EVALUATION COMMITTEE

Terms of Reference

1.0 Mandate and Responsibilities

1.1. Mandate

- 1.1.1. The School of Medicine is committed to evaluation and providing faculty and administration with timely feedback in order to refine and improve the MD Program. The Program Evaluation Committee: collects quantitative and qualitative data on curriculum and supporting activities in order to inform decision making at all levels in the School.

1.2 Major Responsibilities

1.2.1 Is advisory to the Curriculum Committee

1.2.2 Develop a set of recommendations to inform the school of medicine on how to develop a robust program evaluation system for the MD Program. To accomplish this the committee will:

- Prioritize evaluation questions for UGME program
- Ensure the MCC and CGQ results are analyzed annually and feedback provided
- Determine timelines and recommend targets to present to Curriculum Committee
- Decide on data to be included in evaluations
- Develop questions of evaluations to be pursued
- Ensure stakeholders receive evaluations

- 1.3 Recommendations will directly address the accreditation standards MS-46 and MS-47 (see Appendix 2)

2.0 Leadership & Membership

2.1 Membership

2.1.1. Voting Members

- 5 Faculty members, one of whom will take on the position of chair
- 2 student representatives as appointed by the AS
- Educational staff with expertise in program evaluation
- One representative from MEdTech

2.1.2 All new members will receive the Terms of Reference and will be oriented to the position by the Chair.

2.1.3 Other stakeholders and content experts will be invited at the discretion of the Chair.

2.2. Responsibilities of Member

2.2.1. All members will participate actively in the committee by:

- Reviewing all pre-circulated material
- Attending at least 70% of the meetings
- Participating in working groups, as required
- Communicating committee activities and decisions as appropriate

2.3. Term of Membership

2.3.1 Appointed members will normally serve a three-year term. Membership will be staggered to ensure a regular turnover.

3.0 Meeting Procedures

3.1 Frequency and Duration of Meetings

3.1.1. Meetings will occur monthly or at the call of the Chair.

4.0 Conflict of Interest

4.1 Members are expected to declare a conflict of interest if their real or perceived personal interests might be seen to influence their ability to assess any matter before the committee objectively. They can do so either by personal declaration at a meeting or in writing to the Chair. They will be excused from any discussions regarding the matter in question. The declaration and absences will be recorded in the minutes.

5.0 Decision-Making

5.1 Agreement on the recommendations will be reached by a process of consensus building*
SEE DISCUSSION APPENDIX 1

5.2 Quorum

5.2.1 Quorum is achieved with a majority of voting members.

6.0 Administrative Support & Communication

6.1 Administrative Support

6.1.1 The Secretary will be a member of the staff of the Undergraduate Medical Education Office, appointed by a Manager.

6.2 Agenda & Minutes

6.2.1 Agendas and minutes of committee meetings are to be distributed to the

committee members by the recording secretary.

6.2.2 Minutes are normally distributed electronically to all members within one week of meetings.

6.2.3 All minutes and supporting material will be held in confidence.

6.2.4 Dissemination of committee decisions will be make public only with the specific direction of the Chair and after discussion and approval by the committee.

6.3 Reporting Relationship

6.3.1 The committee reports to MD Program Executive Committee.

6.3.2 The committee will have an active relationship with other committees that are vital for supplying data including but not limited to the CFRC and the Admissions Committee.

7.0 Evaluation

7.1 The committee will review its membership, terms of reference, rules and procedures at least every three years, and as necessary. The Chair will report the results of the review to MD program Executive Committee.

8.0 Policies

8.1 The School of Medicine's policies are posted to <http://meds.queensu.ca/undergraduate/policies>

APPENDIX 1

Consensus-Based Decision Making Rules for Building a Consensus

A consensus requires that everyone involved in the decision must agree on the individual points discussed before they become part of the decision. Not every point will meet with everyone's complete approval. Unanimity is not the goal, although it may be reached unintentionally. It is not necessary that everyone is satisfied, but everyone's ideas should be reviewed thoroughly. The goal is for individuals to understand the relevant data, and if need be, accept the logic of differing points of view.

The following rules are helpful in reaching a consensus:

- Avoid arguing over individual ranking or position. Present a position as lucidly as possible, but consider seriously what the other group members are presenting.
- Avoid “win-lose” stalemates. Discard the notion that someone must win and, therefore, someone else must lose. When an impasse occurs look for the next most acceptable alternative for both parties.
- Avoid trying to change minds only in order to avoid conflict and achieve harmony.
- Withstand the pressure to yield to views that have no basis in logic or the supporting data.
- Avoid majority voting, averaging, bargaining or coin flipping. These techniques do not lead to a consensus. Treat differences of opinion as indicative of an incomplete sharing of information—so keep probing.
- Keep the attitude that the holding of different views by group members is both natural
- and healthy. Diversity is a normal state; continuous agreement is not.*
- View initial agreement as suspect. Explore the reasons underlying apparent agreement on a decision and make sure that all members understand the implication of the decision and support it willingly.

* CONSENSUS BUILDING: To avoid silencing voices: In the event where consensus is not feasible, make decisions to proceed in a direction where data can be tracked and collected to inform, with an understanding that we are free to consider a previous approach. The process will include documentation of what is happening and testing against alternatives. Minutes become key.

APPENDIX 2

E. Evaluation of Program Effectiveness

ED-46. A medical education program must collect and use a variety of outcome data, including national norms of accomplishment, to demonstrate the extent to which its educational objectives are being met.

The medical education program should collect outcome data on medical student performance, both during program enrollment and after program completion, appropriate to document the achievement of the program's educational objectives. The kinds of outcome data that could serve this purpose include performance on national licensure examinations, performance in courses and clerkships (or, in Canada, clerkship rotations) and other internal measures related to educational program objectives, academic progress and program completion rates, acceptance into residency programs, and assessments by graduates and residency directors of graduates' preparation in areas related to medical education program objectives, including the professional behavior of its graduates.

ED-47. In evaluating program quality, a medical education program must consider medical student evaluations of their courses, clerkships (or, in Canada, clerkship rotations), and teachers, as well as a variety of other measures.

It is expected that the medical education program will have a formal process to collect and use information from medical students on the quality of courses and clerkships/clerkship rotations.

The process could include such measures as questionnaires (written or online), other structured data collection tools, focus groups, peer review, and external evaluation.

SCHOOL OF NURSING COMMITTEES

ACADEMIC COUNCIL (NURSING)

Purpose

The School of Nursing Academic Council meets to administer the academic affairs of the School under such regulations as the Faculty Board, Faculty of Health Sciences, University Senate, and the Board of Trustees may prescribe.

Membership

Members of the School of Nursing Academic Council shall consist of the Director, all tenured, tenure-track and continuing adjunct faculty members, representative term adjuncts, the President of the Nursing Science Society, the academic representative, the student Senator, the Presidents of each undergraduate class, a graduate student, and a staff member. The Dean, Faculty of Health Sciences or delegate shall be an *ex-officio* member.

Officers

The Director of the School of Nursing shall be the Chair. The chair will prepare the agenda, conduct the meetings and follow-up on decisions. A Vice-chair shall be elected from the faculty members to conduct meetings in the Director's absence. The Director's administrative secretary will act as Secretary of the Council. The Secretary's responsibilities include: assisting in the preparation of agenda for meetings of the Academic Council, preparing minutes and submitting them to the Academic Council for approval and circulating the agenda and supporting materials, and minutes of the Academic Council, as well as relevant documentation, to members, and such other persons as may from time to time be designated and maintaining an official and permanent record of all minutes.

Terms of Reference

1. To determine the principles, policies and priorities for the academic development of the School's programs.
2. To recommend to the Faculty Board, Faculty of Health Sciences or School of Graduate Studies, programs of study leading to the degrees, diplomas or certificates, the requirements for admission and the qualifications and standards required for completion of these programs.
3. To receive regular reports and consider recommendations from Standing Committees, Special Committees and Task Groups of Academic Council.
4. To approve policies governing class, laboratory, clinical and research fieldwork and, examinations.
5. To act on the delegated authority of Faculty Board, Faculty of Health Sciences with respect to promotion, standing, supplemental privileges, the repeating of a portion of the

program and the requirement to withdraw.

6. To recommend to the Faculty Board, Faculty of Health Sciences, the names of undergraduate degree or certificate candidates, those graduating with distinction and the recipient of the University Medal in Nursing.
7. To recommend to the Faculty Board, Faculty of Health Sciences, terms of reference for new permanent scholarships, medals and prizes for students in the School of Nursing.
8. To set the policy regarding non-academic discipline within the academic setting, academic dishonesty and the professional conduct of students, in conformity with University policy and the guidelines of the College of Nurses of Ontario.

NOTE: RULES FOR THE MEETINGS OF THE ACADEMIC COUNCIL (Contact School of Nursing)

Editorial changes, September, 2003, 2006, 2007, 2009, 2010
Approved at Faculty Board, Health Sciences, May 6, 1999
March 17, 1999

SCHOOL OF NURSING, FACULTY OF HEALTH SCIENCES
UNDERGRADUATE STUDENT ADMISSIONS COMMITTEE

Membership

Three faculty members. One undergraduate student will be included for policy discussion only.

Terms of Reference

1. To act as the delegated authority of the Academic Council in all matters directed by the terms of reference.
2. To recommend to Academic Council policies concerning student admissions.
3. To select applicants in accordance with the admission policies.
4. With the University Registrar (Admission Services) and in consultation with the Director, decide on the number of acceptances to be offered each spring.
5. With the Associate University Registrar (Admission Services) decide on the equivalency of nursing courses taken at another post-secondary institution for credit at Queen's University.
6. To maintain liaison with the Associate University Registrar (Admission Services) and with others in the university concerned with liaison with secondary schools in Ontario and elsewhere.
7. To report at the beginning of the Fall Term information on applications and enrolment in each of the undergraduate academic years.
8. Participate in and advise on new student recruitment.
9. To review annually and amend as needed the Personal Statement of Experience (PSE) form.

Special Procedures

Minutes are Confidential unless they relate to policy discussion.

1 February 2007 Faculty Board for information.

Updated at Academic Council, September 20, 2006

Approved Academic Council April 2006, effective immediately

Approved Academic Council, September 15, 2004, effective immediately

UNDERGRADUATE STUDENT AWARDS COMMITTEE (NURSING)

Membership

Three faculty members and two students (two undergraduate)

Terms of Reference

1. To review procedures for awards administered through the School of Nursing
 2. To develop terms of reference for new awards and recommend these to Academic Council.
 3. To select recipients of awards administered through the School of Nursing when the criteria involve more than academic standing.**
 4. To notify the applicants of the result of awards administered through the School of Nursing
 5. To maintain liaison with the Nursing Science Society regarding background, availability, and procedures for application of awards administered through the School of Nursing.
 6. To maintain liaison with the Student Awards office and the Development Officer for the Health Sciences.
 7. To report to Academic Council the recipients of the awards administered through the School of Nursing.
 8. To submit to Academic Council an annual report on the business of the Committee.
 9. To review the awards section in the School of Nursing calendar annually for revisions or changes.
- Bursaries will be treated as confidential and only faculty will participate in the selection process.
- ** Awards based on academic standing are identified through the Undergraduate Student Academic Progress and Graduation Committee.

Special Procedures

Minutes are confidential unless they relate to policy discussion.

Brought to February 1, 2007 Faculty Board for information.
Revised and approved at Academic Council, September 20, 2006
Approved Academic Council, April 26, effective immediately

UNDERGRADUATE CURRICULUM COMMITTEE
SCHOOL OF NURSING

Terms of Reference

1. To ensure that the curriculum enables students to achieve the stated program goals.
2. To ensure the curriculum meets the standards for accreditation set by the Canadian Association School of Nursing.
3. To review proposed changes to course objectives and/or major areas of content in order to assess the impact of such changes on the curriculum.
4. To monitor and utilize curriculum evaluation.
5. To recommend curriculum changes to Academic Council.

Membership

- Undergraduate Coordinator (Chair)
- Three faculty
- Two undergraduate students

- Ex-officio (non-voting)
 - Bracken Library rep
 - Glaxo Wellcome Clinical Education Centre (CEC) rep
 - Interprofessional Education and Practice (OIPEP) rep
 - Invited guests

Faculty Board for information May 13, 2010
Academic Council, October 14, 2009
Brought to Faculty Board 1 February, 2007 for information.
Revised and approved at Academic Council, September 20, 2006

**UNDERGRADUATE STUDENT ACADEMIC PROGRESS & GRADUATION
COMMITTEE (SCHOOL OF NURSING)**

Terms of Reference

1. To act as the delegated authority of the Academic Council as approved by Faculty Board, Faculty of Health Sciences in all matters directed by the terms of reference.
2. To review the grades and progress for all students for each term and determine those students who have met requirements for promotion and those who will be placed on academic probation or required to withdraw from the School of Nursing.
3. To consider records of borderline or failing students and make recommendations to students to seek counsel from the Undergraduate Academic Advisor about policies, procedures and resources available to students.
4. To report to Academic Council at the end of Fall, Winter, and Spring/Summer terms on academic progress of students.
5. To recommend to Faculty Board, Faculty of Health Sciences, students for graduation, graduation with honours, the University Medal in Nursing and the Governor General's Academic Medal nominee.
6. To identify recipients of awards and scholarships based on academic performance.
7. To report to the Administrative Assistant, School of Nursing, who notifies the University Registrar (Student Awards) on recipients of academic scholarships and awards.
8. To review student appeals as outlined in "Procedures for review of student progress and appeal processes" with respect to procedure, progression and graduation (approved Faculty Board, Faculty of Health Sciences, April 7, 2005).

Membership

Three faculty members will be members of the committee. One undergraduate student will attend meetings of the Committee for policy discussions. The student may also be in attendance and participate in discussion and decision-making regarding student appeals when the presenting student has knowledge of, and has given permission for the inclusion of the student member. The student member will be excluded from such discussion when permission has not been obtained. The student member will not attend when academic progress of students is discussed or academic award recipients are identified.

There is an understanding that one of the two members of the Committee may Chair appeals when the normal Chair would be in a conflict of interest.

Special Procedures

Minutes are confidential unless they relate to policy discussion.

May 13, 2010 , Faculty Board for information
SON Academic Council, October 14, 2009
Brought to February 1, 2007 Faculty Board for information.
Revised and approved at Academic Council, September 20, 2006
(TOR-approved Academic Council Mar.16, 2005, **Approved Faculty Board April 5, 2005**, effective
July 1, 2005.)

UNDERGRADUATE PROGRAM EVALUATION COMMITTEE
(SCHOOL OF NURSING)

Membership

Director, Undergraduate Coordinator, and the Undergraduate Academic Advisor.

Terms of Reference

1. To monitor the program evaluation plan (see Blueprint for Evaluation of the BNSc Program).
2. To advise on resources required for program evaluation activities.
3. To serve as a resource and coordinate program evaluation activities.
4. To collaborate and liaise with the Undergraduate Curriculum Committee, the Undergraduate Student Admissions Committee, the Undergraduate Student Academic Progress and Graduation Committee, and other committees as necessary.
5. To report to the Academic Council and to the relevant Undergraduate committees, with any necessary recommendations.
6. To collect and prepare data for candidacy review, CASN Accreditation, and internal reviews as required by Queen's.
7. To report the evaluation outcome to the Nursing Science Society annually.

Brought to February 1, 2007 Faculty Board for information.
Revised and approved at Academic Council, September 20, 2006.

RESEARCH COMMITTEE
(SCHOOL OF NURSING)

Terms of Reference

1. Enhance the scholarly and research environment in the School of Nursing.
2. To advertise, review, award, monitor and report on research applications submitted to internal School of Nursing administered funds.
3. To advertise, as requested, on the adequacy or need for resources to support scholarship and research activities including, but not limited to library and informational resources, computing and office support, clinical research space etc.
4. To enhance the research environment of the School of Nursing through the planning, implementing of activities such as seminars, workshops, visiting scholar programs, and annual research symposia.
5. To promote, support and collaborate in inter-agency and interdisciplinary research initiatives.
6. To provide advice and recommend directions for consideration by Academic Council in regard to research requests from investigators wishing to access nursing students as participants.
7. To provide advice, as requested, on research or scholarship matters within the School of Nursing.
8. To provide an annual report to the Academic Council in the Fall of each academic year.

Membership

Three Faculty members, 1 external nurse researcher, 1 graduate student, 1 undergraduate student, Students will be included for policy discussion only.

Meetings

Meetings will be held monthly between September and April, or at the call of the Chair.

May 13, 2010 Board for information

Revised and approved at Academic Council, May 6, 2009

Brought to February 1, 2007 Faculty Board for information

Revised and approved at Academic Council, November 8, 2006

Approved at Academic Council February 14, 2001

NOMINATING COMMITTEE
(SCHOOL OF NURSING)

Membership

Two faculty members

Terms of Reference

1. To prepare a slate of nominations of faculty members for Standing Committees, Renewal, Promotion, and Tenure Committee, Appointments/Personnel Committee and Council of Ontario University Programs in Nursing (COUPN) representation by May of each year.
2. To Solicit nominations for vacancies or new positions that arise during the year.

Brought to February 1, 2007 Faculty Board for information
Reviewed at Academic Council September 20, 2006

SCHOOL OF REHABILITATION THERAPY

You can access the School of Rehabilitation Therapy Organization and Governance on the School of Rehabilitation Therapy website <http://rehab.queensu.ca> under Our People and then policies.