



Faculty of Medicine & Dentistry

Faculty Council Procedure

Office of Accountability:	Dean Faculty of Medicine & Dentistry
Office of Administrative Responsibility:	Office of the Vice Dean Faculty Affairs
Approver:	FoMD Faculty Council
Scope:	Compliance with University of Alberta's GFC policy.
Date of Approval:	September 17, 2019

Purpose

To be in compliance with the University of Alberta's GFC Policy.

Refer to the General Faculties Council (GFC) Policy Manual, Section 55 (see <https://cloudfront.ualberta.ca/-/media/universitygovernance/documents/resources/policies-standards-and-codes-of-conduct/facultycouncilsexcerptgcpmsec551.pdf>)

Policy

The Faculty of Medicine and Dentistry ("FoMD") complies with the regulations set forth in the General Faculties Council (GFC) Policy Manual, Section 55. In compliance with this GFC Policy, the Faculty of Medicine and Dentistry has an established Faculty Council with the stipulated composition.

Faculty Council meetings are held four (4) times per year:

- a) a fall (September) meeting;
- b) two (2) winter (March & November) meetings;
- c) a spring (May) meeting, which must occur after the Academic Standings and Promotions Committee meeting, but before Spring Convocation.

The meetings are usually held on the 3rd Tuesday in the months of March, May, September and November, from 4:00pm to 5:30pm. in Classroom "D", or other suitable venue. The Executive Assistant to the Vice-Dean Faculty Affairs shall be responsible for preparing for each meeting.

Procedure

1. One month prior to a Faculty Council meeting, the Executive Assistant to the Vice-Dean will send a Notice of Meeting to all FoMD Faculty Council Members. This Notice includes the time and place of the meeting and a call for agenda items. All agenda items must be received by the Office of the Vice-Dean Faculty Affairs, three (3) weeks prior to the upcoming Faculty Council meeting. All agenda items submitted, require approval by the Dean prior to being placed on the agenda.
2. Two weeks prior to the meeting, the agenda for the meeting is set and approved by the Dean. The agenda will include:



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- a) Approval of Agenda;
 - b) Approval of Minutes of previous meeting;
 - c) Introduction of New Faculty (if any);
 - d) Tributes (if any);
 - e) Dean's Report;
 - f) Business Arising;
 - g) New Business;
 - i) Approval of Graduating students (at May meeting);
 - ii) Faculty Committee Election Results (at May meeting);
 - h) Reports;
 - i) Other Business;
 - j) Announcements;
 - k) Next Faculty Council Meeting; and
 - l) Adjournment.
3. Once approved, the Executive Assistant to the Vice-Dean Faculty Affairs sends the agenda to all FoMD Faculty Council Members, together with all supporting documentation.
 4. The Executive Assistant to the Vice-Dean Faculty Affairs, prepares and makes available at the meeting a sign-in sheet which is circulated at the meeting for attendance.
 5. Quorum at Faculty Council is represented by those faculty members present at a Faculty Council meeting.
 6. The Executive Assistant to the Vice-Dean Faculty Affairs attends the meeting for the purpose of minute taking.
 7. Attachments which were not collected prior to the meeting (e.g. tributes, items added to the agenda at the meeting) are collected following the meeting and distributed.

Attachments

Notice of Meeting