



**Faculty Academic Standing and Promotion Committee (FASPC)**

**Most Recent Approval Date: July 31, 2023**

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<b>Office of Accountability:</b>	Faculty Council
<b>Office of Administrative Responsibility:</b>	Vice Dean, Education
<b>Approver:</b>	Dean’s Executive Committee Faculty Council
<b>Scope:</b>	<b>Terms of Reference.</b> Compliance with University policy extends to all members of the University community.

*Changes to Terms of Reference are approved by the Dean’s Executive Committee; any substantive changes in function or responsibility must also be approved by Faculty Council.*

**1. AUTHORITY**

The Faculty of Medicine & Dentistry (FoMD) Faculty Council has delegated to the Faculty Academic Standing and Promotion Committee (FASPC), the responsibility for applying the Academic Standing regulations in the review of undergraduate Student academic performance in all undergraduate programs within the Faculty.<sup>1</sup>

**2. OVERVIEW**

In the FoMD, an undergraduate student’s Academic Standing is assessed at the end of the academic year by two committees: the program-level Academic Standing Committee (ASC), and the Faculty Academic Standings and Promotion Committee (FASPC).

The appropriate program ASC assesses Academic Standing for each Student in the program in accordance with the Academic Standing regulations set out in the University Calendar. The ASC prepares lists of Students in various Academic Standing categories and makes recommendations to the FASPC.<sup>2</sup>

**3. COMPOSITION**

<sup>1</sup> Language extracted from the Faculty Academic Appeals Policy, Section 3.0.

<sup>2</sup> Language extracted from the Faculty Academic Appeals Policy, Section 3.0.

### **Two Co-Chairs:**

The Dean, or delegate, will appoint two faculty members, to serve as Co-Chairs of the Faculty Academic Standing and Promotion Committee. The Co-Chairs are appointed from members of FoMD Faculty Council. They will be appointed for a term of three years, renewable at the discretion of the Dean. If the Co-Chair(s) is appointed from among the faculty members on the FASPC, upon appointment by the Dean or delegate, that seat shall be declared vacant, and will be replenished.

### **Voting Faculty Members Elected (6):**

- One faculty representative elected from the clinical departments (MD Program)
- One faculty representative elected from the basic sciences departments (MD Program)
- One faculty representative elected from the Dental Hygiene Program
- One faculty representative elected from the Doctor of Dental Surgery Program
- One faculty representative elected from the Department of Laboratory Medicine and Pathology
- One faculty representative elected from the Department of Oncology

### **Voting Student Members Elected or Appointed by the Appropriate Students' Association (5):**

- DDS Student Rep (Year 1, 2, 3 or 4)
- DH Student Rep (Year 2, 3 or 4)
- MD Student Rep (Year 1, 2, 3 or 4)
- MLS Student Rep (Year 2, 3 or 4)
- RADTH Student Rep (Year 2, 3 or 4)

### **Non-Voting Resource Members:**

Program Administrators from the following programs: DDS, DH, MD, MLS, RT

## **4. ELECTION PROCEDURES AND TERMS OF OFFICE**

- 4.1 The election of the six (6) faculty members to the FASPC shall normally take place through the Faculty election process in the spring of each year or through department election processes as required by specific program-level accreditation. Current members of the Dean's Executive Committee (DEC), the Faculty Academic Appeals Committee the Faculty Practice Review Board, any program ASC, and/or faculty members that currently provide senior education leadership in the undergraduate or postgraduate residency programs in the Faculty are not eligible to serve. Should there be a vacancy on the committee for any reason, and the Faculty's election processes cannot fill the position in a timely manner, Faculty Council, or its designate may fill the position until the next series of Faculty elections.
- 4.2 The respective student's associations shall normally elect or appoint five (5) student members in the following manner: one (1) from the Medical Students' Association, two (2) from Dentistry (one (1) from Dental Students' Association), and one (1) from Dental Hygiene), one (1) from Medical Laboratory Science program and one (1) from Radiation Therapy program. Current members of any program ASC are not eligible to serve.

- 4.3 The term of office for elected or appointed faculty members will normally be three years. To the extent possible the terms of faculty members will be staggered to provide continuity. Due to the timing imposed by varying program completion, FASPC terms are October 1 to September 30.
- 4.4 The student members may serve for terms up to two years. To the extent possible the terms of student members will be staggered to provide continuity.
- 4.5 Elected members are eligible for re-election once.

## **5. MANDATE OF THE COMMITTEE**

Upon receiving recommendations from the ASC the FASPC will apply the Academic Standing regulations in the review of undergraduate Student academic performance.

Responsibilities include but are not limited to:

- 5.1 Review of all motions from ASC;
- 5.2 determining whether or not a Student should be required to withdraw from the program of study;
- 5.3 determining whether or not a Student will be permitted an extension of the program of study to allow repetition of a full year of the program of study;
- 5.4 determining whether or not a Student who has a motion from ASC concerning a serious breach of professional conduct will be permitted to repeat courses or a portion of the program to meet criteria for promotion or graduation;
- 5.5 determining a review of any motion arising from an ASC meeting at the request of:
  - a. an ASC voting member or
  - b. the student involved in the motion from the ASC.

## **6. PROCEDURES**

### **6.1 Quorum**

The quorum for the Committee shall be at least one of the Co-Chairs and 50% of the voting members, with at least two voting members being Students.

Vacancies on the Committee are excluded when counting the voting members in order to establish quorum.

The Co-Chairs are voting members of the Committee.

### **6.2 Confidentiality**

Upon election or appointment student members will be required by the Faculty to sign a confidentiality agreement prior to serving.

### 6.3 Meetings

Normally, meetings will be held at the end of each academic year. Extraordinary meetings may be held throughout the academic year at the call of the Co-Chairs. The Co-Chairs shall normally establish pre-set meeting dates, and have the discretion to schedule additional meetings as necessary.

### 6.4 Meetings and Materials

Meetings of the Committee are closed and materials related to the meetings are confidential. The confidential and closed nature of the meetings means that only those persons who have a need to know about the matter may have access to the relevant material or information, including any arising minutes.

## 7. DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. <a href="#">▲ Top</a>	
<b>Academic Standing</b>	means any matter covered in a Faculty's academic standing regulations as approved by GFC, its Executive or the GFC Programs Committee (PC) and as published in the University Calendar. "Academic Standing comprises such matters as continuation in a program, promotion, graduation, and the requirement for a student to withdraw. Unless stated otherwise, changes to academic standing regulations affect new students, continuing students, and students readmitted to a program or Faculty. Students should refer annually to the Calendar for the academic standing regulations governing their degree programs." (University Calendar, Academic Standing). <sup>3</sup>
<b>ASC</b>	means Academic Standing Committee.
<b>FASPC</b>	means Faculty Academic Standing and Promotion Committee.
<b>FoMD</b>	means Faculty of Medicine & Dentistry.
<b>Faculty member</b>	means academic staff from the following categories A1.1, A1.3, A1.5 and A1.6
<b>Student</b>	means an undergraduate Student registered in the Faculty of Medicine & Dentistry.

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<sup>3</sup> Extracted from the University's Academic Appeals Policy at: [Academic Appeals Policy](#)

**8. RELATED SUBCOMMITTEES**

No Related Subcommittees for this Procedure

**9. RELATED LINKS**

No Related Links for this Procedure