

FACULTY OF MEDICINE

BYLAW NUMBER NINE

A bylaw relating to the Standing Committees of the Faculty of Medicine

PREAMBLE

The Faculty of Medicine will have the following Standing Committees which shall report annually to the Faculty of Council. Faculty Council shall have the authority to establish additional standing committees as appropriate or to terminate committees when deemed no longer necessary.

[ADMISSIONS COMMITTEE](#)

[ADVISORY COMMITTEE ON EQUITY, DIVERSITY AND GENDER ISSUES](#)

[COMITE STATUAIRE DES PROGRAMMES FRANCOPHONES DE MEDECINE](#)

[COORDINATING COMMITTEE ON CONTINUING MEDICAL EDUCATION](#)

[GRADUATE STUDIES COMMITTEE](#)

[POSTGRADUATE EDUCATION COMMITTEE](#)

[POSTGRADUATE MEDICAL EDUCATION RESIDENT PLACEMENT COMMITTEE](#)

STRATEGIC RESEARCH GROUP

[STUDENTS PROMOTION EXECUTIVE COMMITTEE](#)

[UNDERGRADUATE CURRICULUM COMMITTEE](#)

[UNIVERSITY MEDICAL RESEARCH FUND](#)

[RESEARCH RESOURCES OPTIMIZATION COMMITTEE](#)

INTERFACULTY COMMITTEES

[MEDICINE AND HEALTH SCIENCES LIBRARY ADVISORY COMMITTEE](#)

[FINANCE COMMITTEE](#)

SPACE COMMITTEE

GUIDELINES

GUIDELINES FOR THE ESTABLISHMENT OF UNIVERSITY DIVISIONS IN A
CLINICAL DEPARTMENT IN THE FACULTY OF MEDICINE

GUIDELINES FOR THE CREATION OF RESEARCH AND ACADEMIC CENTRES
WITHIN THE FACULTY OF MEDICINE

Reviewed	-Faculty Advisory Board	November 25th, 2009
	-Faculty Council	December 17th, 2009
	-Executive Committee of the Senate	December 14th, 2009

**Admissions Committee
Terms of Reference
2009**

MEMBERSHIP OF THE COMMITTEE ON ADMISSIONS

The Executive Committee:

- Assistant Dean, Admissions, who will act as chair
- Associate Dean, Undergraduate Medical Education
- Assistant Dean, Office of Francophone Affairs
- Director, Aboriginal Program
- The Admissions Officer
- At least one representative from the Faculty, who is a member of the Admissions Committee
- At least two representatives from the community, who are members of the Admissions Committee
- At least two representatives from the allied health and the community at large, who are not currently members of the Admissions Committee

1. The Executive will be responsible for recommending changes in policies or procedures to the Faculty Council and to the Faculty Advisory Board and for responding in a timely manner to pressing issues as they arise. It shall meet on a regular basis.
2. Only the Faculty members of the Executive Admissions Committee are voting members and will also approve the rank order list for offers of admission provided by the admissions Office.

The Admissions Committee:

1. The Admissions Committee is responsible for the interview of eligible candidates to enter the Undergraduate Medical Program of the Faculty of Medicine.
2. The Admissions Committee selects on a competitive basis from amongst the eligible candidates those who are best suited for training in medicine in accordance with the selection procedures and admission policies of the Faculty of Medicine, as approved by the Faculty Council.
3. The Admissions Committee maintains close collaboration with the Subcommittees of the Undergraduate Curriculum Committee to coordinate admission policies with the overall goals and curricular objectives of the Faculty of Medicine.
4. The Assistant Dean of admissions when needed reports to the Faculty Council.

The Admissions Committee Members:

1. In addition to the members of the Executive of the Admissions Committee, the

Admissions Committee members will include representation from each of the groups as outlined below.

2. Nominations for each of the groups should take into consideration issues of gender balance, francophone representation, experience and background of nominees, and will be ratified by the Faculty Council and the Faculty Advisory Board.

3. The Assistant Dean of admissions decides on the suitability of any member to sit on the Admissions Committee.

1. Faculty Members:

Faculty members will be appointed by the Faculty Council and the Faculty Advisory Board on the recommendation of the Assistant Dean of Admissions, for a three-year term renewable. Nominations can be submitted by all members of the Executive Committee as well as from each of the other groups as outlined below. A term shall run from July 1 to June 30 of the following year to coincide with the admissions cycle.

2. Community Members:

Members of the community will be appointed by the Faculty Council and the Faculty Advisory Board in a number sufficient to deal with the interview workload for a three year term renewable. The number of members is to be established yearly on the advice of the Assistant Dean of Admissions.

3. Interviewer Members for Special groups:

Other members in a number sufficient to deal with the interview workload for the special programs such as the "Consortium national de formation en santé" (CNFS), the Canadian Forces (CF), the aboriginal students, the M.D./Ph.D. program, and all other aspects of the admission process requiring additional interviewers for at least a three year mandate. The number of members is to be established yearly on the advice of the Assistant Dean, Admissions. This group may include other Faculty members, members of other faculties, and members of the community.

4. Interviewer Members from the Faculty of Science:

A representative from the Faculty of Science, who will act as a regular member of the Admissions Committee for at least one three year mandate.

5. Interviewer Members from the Faculty of Health Sciences:

A representative from the Faculty of Health Sciences, who will act as a regular member of the Admissions Committee for at least one three year mandate.

6. Fourth year Medical Student Interviewers:

A list of fourth year medical students will be submitted to the Assistant Dean, Admissions, by the two fourth year students that have been previously appointed by the Aesculapian Society. At least nineteen (19) students will be chosen by the Assistant Dean, Admissions to deal with the workload of the interviews. Training workshops will be provided to them before the actual interviews are held. Attendance to the workshops will be mandatory.

7. Undergraduate Medical Student Interviewers:

At least two (2) students will be chosen every year by the Aesculapian Society,

nominations should take into consideration Francophone and Anglophone representation for a total of eight (8) students for the four years. They will meet with the Assistant Dean, Admissions at least three (3) times during the school year to give their input on the Admission process.

Approved:

CCRC:	N/A
UCC:	N/A
Faculty Advisory Board:	27 October, 2009
Faculty Council:	18 November, 2009
Executive Committee of the Senate:	30 November, 2009

Effective: 28 February 2010

**FACULTY OF MEDICINE
TERMS OF REFERENCE**

ADVISORY COMMITTEE ON EQUITY, DIVERSITY AND GENDER ISSUES

The Mandate of the Committee is to assist the Director of the Office of Equity, Diversity and Gender Issues and the Dean of the Faculty in raising awareness and encouraging sensitivity to gender issues in all aspects of medical school activity (undergraduate and postgraduate education, research, faculty development, as well as the working environment for both faculty members and support staff).

Education:

- i) to promote a comprehensive understanding of health by increasing sensitivity to the social, cultural, psychological and biological issues which may have a different impact for men and women as well as people with different ethnic and racial background;
- ii) to identify and address gender bias in the curriculum
- iii) to promote educational objectives designed to address learners' attitudes, knowledge and skills in the area of gender and cultural issues.
- iv) To promote an intimidation and harassment free working environment through education for learners and Faculty members.
- v) **To achieve an inclusive education in which diversity is valued and all individuals are respected, the committee, in keeping with the priority of the Ontario Ministry of Education, will identify and minimize gaps in student achievement.**

Medical Research:

- i) to promote research in women's and men's health;
- ii) to promote research in minority health, including aboriginal health;
- iii) to explore ways to eliminate ways of gender bias in research.

Working and Learning in the Medical Environment:

- i) to develop mechanisms for the structural integration of women and minorities into the Faculty of Medicine;
- ii) encourage learners and Faculty members to develop awareness of how gender, race, gender and minority role socialization and gender and cultural bias may have an impact on professional conduct, research and health services;
- iii) encourage and facilitate development of student and faculty ability to respond appropriately and effectively to gender and cultural issues;

- iv) heighten awareness of, and increase responsiveness to, the particular challenges facing women and minority faculty members in MD, Basic Sciences programs, and in medical training;
- v) address gender and minority issues pertaining to the recruitment and retention of women and minority faculty in both clinical and basic sciences.

Membership:

- i) the Director, Office of Equity, Diversity, and Gender Issues (ex-officio) will act as Chair of the Committee;
- ii) the HR Academic Specialist (ex-officio);
- iii) the Chair of the Equity, Diversity and Gender Issues Committees of each Department and Research Institute;
- iv) three medical students nominated by the Aesculapian Society; these medical students will be nominated in year one for a three-year term;
- v) at least one resident chosen through PAIRO for a two-year term;
- vi) two graduate students chosen by their Association for a two-year term;
- vii) one post-doctoral fellow chosen by their Group for a two-year term;

Subcommittees may be formed to address special issues.

Reviewed

- **Faculty Advisory Board - October 21, 2008**
- **Faculty Council - December 17, 2008**
- **Executive Committee of the Senate – November 30, 2009**

**FACULTY OF MEDICINE
TERMS OF REFERENCE**

**STATUTORY COMMITTEE ON FRANCOPHONE MEDICAL EDUCATION
PROGRAMS**

The statutory committee shall serve as an advisory group to the Management Team and support all aspects of the Faculty of Medicine's Francophone programs. It will promote the improvements and innovations proposed in the various action plans for the improvement of medical education programs.

Needs assessment of the Francophone community

- i) evaluate the report on the study concerning the Francophone community's expectations with respect to French-language medical training;
- ii) advise the Management Team regarding the means to meet the expectations of the Franco-Ontarian community.

Recruitment of Francophone students

- i) evaluate the various strategies used in the student recruitment campaign;
- ii) advise the Management Team on the means to facilitate the recruitment of Franco-Ontarian students into the medical program.

French-language medical education programs

- i) evaluate the current state of French-language undergraduate, postgraduate and continuing education programs;
- ii) review the proposed interventions to improve on what is already being done and offer advice on this subject;
- iii) become familiar with the new projects proposed in the action plans, for instance, the clinical skills learning laboratory, Francophone community immersion rotations, and the creation of French-language clinical teaching units;
- iv) offer suggestions to the Management Team on the means to implement the action plans at all levels.

Evaluation of the French-language medical education program

- i) participate in the evaluation of French-language medical education programs;
- ii) advise the Management Team on the means to correct any problems that are noted.

Representing the program to the Faculty

- i) report to Faculty Council on the Management Team's progress setting up the program;
- ii) help create a setting that is conducive to French-language medical studies at the Faculty of Medicine.

Composition

The Committee shall be composed of the following individuals:

- a) The director of the Management Team or his/her delegate (ex-officio) shall act as Chairperson.
- b) The project manager shall be an ex-officio member
- c) A member of the Francophone teaching staff from the following hospitals: The Ottawa Hospital, Children’s Hospital of Eastern Ontario, Montfort Hospital, Royal Ottawa Hospital, Services de santé des Sœurs de la Charité d’Ottawa and a Francophone representative of the regional community hospitals.
- d) A Francophone member of the basic sciences teaching staff.

The Nominating Committee shall nominate representatives for (c) and (d) after consulting with the Francophone Program's Management Team; they will be approved by Faculty Council.

- e) Four (4) members representing the Francophone community appointed by the Management Team.
- f) Three (3) students, representing respectively Pre-clerkship, Clerkship, and postgraduate programs.

Reviewed - **Advisory Board, November 25, 2008**
 - **Faculty Council, December 17, 2008**
 - **Executive Committee of the Senate, uOttawa, October 5, 2009**

Continuing Medical Education Steering Committee

October, 2008

Terms of Reference

The University of Ottawa Continuing Medical Education Steering (CMES) Committee has the responsibility to advise the Assistant Dean of Continuing Medical Education related to the establishment of policies and procedures which support and foster the activities, functions, vision and direction for the University Office of Continuing Medical Education. This committee will be responsible to:

1. Establish and implement a vision for Continuing Medical Education for the University of Ottawa and the region it serves.
2. Ensure that the University of Ottawa meets the accreditation standards of the Committee on the Accreditation of Canadian Medical Schools for Offices of Continuing Medical Education.
3. Support and enhance the quality of care provided by health professionals practising in the Champlain Local Health Integrated Network (LHIN - including Ottawa-Carleton, North Eastern Ontario) and Western Quebec, through group based and self-directed education activities.
4. Foster meaningful partnerships between the University Office of Continuing Medical Education and the Faculty of Medicine, the Ottawa Hospital, the medical community of the Champlain LHIN, other health professionals, regulatory agencies, the Canadian College of Family Practice, the Royal College of Physicians and Surgeons of Canada and other professional associations.
5. Support the creation of a program of continuing education research to enhance physician performance and health care outcomes.
6. Establish policies and procedures related to:
 - 6.1 Creation of an effective, centralized, organizational structure for the University Office of Continuing Medical Education commensurate with its roles and responsibilities within the University of Ottawa and the Ottawa Hospital.
 - 6.2 Fiscal arrangements of the Office of Continuing Medical Education including funding arrangements with the Pharmaceutical Industry.
 - 6.3 Ethical actions related to the activities of the University Office of Continuing Medical Education.
7. Ensure the University of Ottawa's Office of Continuing Medical Education has the personnel, space and resources to support its vision and functions.

Membership

Membership of the Continuing Medical Education Steering Committee will represent a spectrum of organizations and professional associations interested in the efficacy and delivery of continuing education for practising health professionals through the University of Ottawa, Office of Continuing Medical Education. The membership will include:

1. Chair: Assistant Dean for Continuing Medical Education
2. Associate Dean, Professional Affairs, Faculty of Medicine
3. Assistant Dean, Academy of Innovation in Medicine, Faculty of Medicine or representative
4. Director of Faculty Development, Faculty of Medicine
5. Vice-president, Medical Affairs, Quality and Patient Safety, The Ottawa Hospital
6. Faculty Representatives: nominated by the Chairs of Departments in the Faculty of Medicine:
7. Representative from the Royal College of Physicians and Surgeons of Canada
8. Representative from the Canadian College of Family Physicians
9. Representative from the Champlain Local Health Integrated Network

Meetings

The Continuing Medical Education Steering Committee will meet no less than four (4) times per year. The committee will be chaired by the Assistant Dean, Continuing Medical Education, University of Ottawa who will be responsible to:

1. Establish the dates and locations of meetings.
2. Circulate an agenda prior to each meeting.
3. Keep and circulate minutes from each meeting.

Reporting

The Continuing Medical Education Steering Committee will report through its chair to:

1. Dean of Medicine, University of Ottawa
2. Associate Dean of Professional Affairs, University of Ottawa
3. Vice-President, Medical Affairs, Quality and Patient Safety, The Ottawa Hospital.

October 23, 2008

Committee
Faculty Advisory Board
Faculty Council
Executive Committee of the Senate,

Date of Approval
October 21, 2008
December 17, 2008
May 11, 2009

TERMS OF REFERENCE

FACULTY OF MEDICINE GRADUATE STUDIES COMMITTEE

The Graduate Studies Committee is a standing committee of the Faculty of Medicine whose mandate is to enhance the profile of the graduate programs in the Faculty of Medicine. It will achieve this by providing leadership in all areas pertaining to the administration and activities of the graduate programs in the Faculty of Medicine. The committee will also facilitate and support the activities of the individual graduate programs and in so doing will provide greater visibility, continuity and equity between programs. The committee reports to the Vice-Dean Research, the Faculty Council and the Faculty of Graduate and Postdoctoral Studies through the Assistant Dean Graduate and Postdoctoral Studies.

Membership of the committee will be derived primarily from graduate program directors, representatives from affiliated research institutes, the Faculty of Medicine's Graduate Studies Administrator, and student representatives. The committee is to meet monthly or at the call of the Chair. Meeting minutes are available to all members in good standing of the Graduate Programs of the Faculty of Medicine.

1. Mandate

1.1 To provide a forum for the graduate programs within the Faculty to meet and discuss issues arising with graduate studies in the Faculty and university wide. The objective is to enhance communication between graduate programs in the Faculty.

1.2 Provide a forum to co-ordinate and support the administration of the graduate programs in the Faculty of Medicine. The committee will work to develop and maintain an overall framework for the administration of the Graduate Programs through the Faculty of Medicine's Graduate Studies Academic Secretariat. The Graduate Studies Academic Secretariat will also ensure visibility and consistency in the administration of funding, stipend support and scholarships within the graduate programs.

1.3 Attract high quality graduate students to the programs of the Faculty of Medicine. The committee will lead and oversee the implementation and the ongoing development of Faculty-wide graduate student recruitment programs. The committee will also develop strategies to facilitate the recruitment of international students into graduate programs of the Faculty of Medicine.

1.4 Provide a forum for ensuring the maintenance of equitable standards and consistency between graduate programs with respect to student support. Specifically, the committee will develop policies to ensure fairness in graduate student support (scholarships, awards, etc) and equitable distribution of new and existing resources and funding.

1.5 To provide a forum for the presentation and discussion of proposals for new programs and courses to be offered in the Faculty. This includes (i) discussion of proposals for new graduate courses, course surveys, and to consider the addition, deletion or modification of courses based on student requirements. (ii) approval process for the addition of new programs and courses in the Faculty of Medicine and (iii) approval process for the integration of new programs and courses within the existing framework of programs already in place.

1.6 Oversee the development of Faculty-wide initiatives and the coordination of ethical standards between the graduate programs as appropriate. This refers to the delivery of activities such as career development, graduate research symposia and ethics in graduate education.

1.7 To promote bilingualism at every opportunity.

2. Membership

Membership is to reflect the diversity of the training environments offered within the Graduate Programs of the Faculty of Medicine.

2.1 Chair, Assistant Dean Graduate and Postdoctoral Studies.

2.2 Vice-Dean Research, Faculty of Medicine (ex-officio)

2.3 Vice-Dean, Faculty of Graduate and Postdoctoral Studies (or delegate)

2.4 Faculty of Medicine graduate and collaborative program directors

2.5 One graduate student representative from each of the three basic science departments of the Faculty of Medicine. Graduate student representation is to be reviewed annually to promote the broadest possible representation.

2.6 Additional members as required at the invitation of the Chair in consultation with the committee to ensure appropriate representation from the training environments not otherwise represented on the committee. These include representatives from affiliated research institutes (OHRI, University of Ottawa Heart Institute).

Committee
Faculty Advisory Board
Faculty Council
Executive Committee of the Senate, uOttawa

Date of Approval
June 17, 2008
September 9, 2009
November 30, 2009



**FACULTY POSTGRADUATE EDUCATION (PGEC)
and FULL PROGRAM DIRECTORS (FPD) COMMITTEE**

TERMS OF REFERENCE

PREAMBLE

The Faculty Postgraduate Education Committee is a standing committee of the Faculty of Medicine that coordinates Postgraduate Education in all recognized programs, be they:

- (a) Specialty Training Programs
- (b) Family Physician Programs

It must be clearly understood that each postgraduate program must have its own Postgraduate Education Committee.

MEMBERSHIP

The Faculty PGEC will include the Associate Dean, Postgraduate Education (Chair) and the Dean of the Faculty of Medicine as ex-officio members as well as Program Directors, representatives from Hospital Administration and representatives from postgraduate trainees.

The Faculty PGEC membership shall comprise:

- a) Program Directors (or delegates) representing the following programs. These programs will retain permanent positions on the Faculty PGEC.
 - Anesthesia
 - Emergency Medicine
 - Family Medicine
 - Family Medicine Enhanced Skills
 - General Surgery
 - Internal Medicine
 - Laboratory Medicine
 - Obstetrics & Gynecology
 - Orthopedic Surgery

- Pediatrics
- Psychiatry

- b) Seven program directors (or delegates) representing all other programs. These Program Directors will be appointed on a rotational basis for duration of two years.
- c) The Director of the Faculty's Clinician Investigator Program
- d) The Director of Faculty Distributed Medical Education (DME)
- e) Representatives from Administration of the two major teaching hospitals (TOH and CHEO).
- f) Two resident representatives elected by PAIRO.
- g) The Associate Dean of PGME from the Northeastern Ontario School of Medicine (NOSM) (or delegate).
- h) Guests from affiliated organizations will be invited to meetings as needed at the discretion of the Chair.

FREQUENCY OF MEETINGS:

The Faculty PGEC will meet 10 times per year from September to June. Four (4) of these meetings will be held to include the entire contingent of Program Directors (or delegates) and will be known as the Full Program Directors' meeting.

While permanent members are required to attend all PGEC and Full Program Directors' meetings, any Program Director can choose to attend any or all meetings.

QUORUM:

The quorum for PGEC and Full Program Directors' meetings shall be at least 1/3 of the total number of members or such greater number of members as the PGEC may determine.

FUNCTION:

1. Admissions and Registration:
 - a) Ensure appropriate admissions criteria and procedures are established for all levels of postgraduate trainees.

b) It must also ensure that appropriate conditions of enrollment are in place, whether these conditions are local or provincial requirements (i.e. PRP, AVP, PEAP, Immunization, Licensure, and Malpractice Insurance)

2. Evaluation with respect to:

a) Established Standards of Accreditation according to the RCPSC and CFPC.

b) Maintaining an effective Evaluation Policy, Appeal Mechanism and Promotions policy

3. Monitoring of programs.

Establish and administer an Accreditation Subcommittee for the purposes of:

a) Preparing for the on site Accreditation visits from the Royal College of Physicians and Surgeons of Canada, and the College of Family Physicians of Canada, as well as the Faculty LCME Faculty Accreditation visit.

b) Conducting Internal Reviews and the review and approval of reports.

c) Ensuring that Educational Sites meet Standards of Accreditation.

4. Accountability. The PGEC is accountable to the Dean, the Faculty Council and the Advisory Board of the Faculty of Medicine.

The PGEC is also accountable to report, as necessary, to:

i) the Royal College of Physicians and Surgeons of Canada

ii) the College of Family Physicians of Canada

5. Subcommittees:

The PGEC may establish Subcommittees as are necessary to implement policies and procedures as listed above. Terms of reference are to be determined by each Subcommittee and approved by the PGEC.

Chairs or delegates of these Subcommittees should report to the PGEC on an annual basis.

Subcommittees include:

- Resident Placement Subcommittee
- Evaluation Subcommittee
- Foreign Programs Subcommittee
- Restricted Registration Subcommittee
- Appeal Subcommittee

- Accreditation Subcommittee

RECOGNITION:

It is recognized that the University of Ottawa, Faculty of Medicine, has agreements with each hospital defining their affiliation with the University. It is recognized that the affiliated hospitals through the Council of Academic Hospitals of Ontario (CAHO) represent the teaching hospitals and the University of Ottawa for the purposes of negotiating non-academic terms and conditions related to residents with the Professional Association of Interns and Residents of Ontario (PAIRO). For matters pertaining to their employment status, residents are responsible to their employer.

Approved: Faculty Council – November 24, 1992

University Senate – January 25, 1993

2003 Revisions approval:

PGEC - March 19, 2003

Faculty Council - September 9, 2003

2008 Revisions approval:

PGEC – September 24, 2008

Faculty Council – September 9, 2009

Executive committee of the Senate – November 30, 2009



Resident Placement Committee Terms of Reference

A Sub-Committee of the Postgraduate Education Committee acting in an advisory capacity and reporting as necessary on issues relevant to resident planning at the University of Ottawa in terms of the allocation of residency positions to postgraduate programs.

TERMS OF REFERENCE:

On an annual basis, the Committee will:

1. Review the existing allocation of MOHLTC Residency positions to postgraduate training programs.
2. Review information relating to the need, strengths, and weaknesses of the current and potential postgraduate programs within the Faculty.
3. Make recommendations to the PGEC regarding the number of residency positions allocated to each postgraduate program based on the pre-established criteria.
4. Assess the Rationalization Criteria and include recommendations for changes to the criteria in the final report.

MEMBERSHIP:

Four elected members are determined and accepted by program directors at a Full Program Directors meeting. PAIRO will select one resident member. Members serve a three year term renewable by election once.

Chairperson: Associate Dean of Postgraduate Medical Education, University of Ottawa

Members must be chosen on the basis of their ability, experience and impartiality, with the following considerations:

- Input from the PGEC Committee at large;

- Input from the Faculty of Medicine in the name of the Dean of the Faculty of Medicine;
- Input from individuals familiar with Postgraduate Education, yet not directly involved;
- Input from Residents
- New members cannot be active primary specialty program directors or Chairpersons of University Departments/Divisions. If a member of the RPC assumes such a position, the individual will be asked to step down as a member of the Committee.

Modifications approved: Full Program Directors' meeting – Sept. 24, 2008

Faculty Advisory - October 21, 2008

Faculty Council - September 9, 2009

Executive Committee of the Senate – November 30, 2009

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**TERMS OF REFERENCE
FACULTY OF MEDICINE
STUDENT PROMOTION EXECUTIVE COMMITTEE 2008**

Mandate

1. Receive, review and approve the results of student examinations from all units, courses and rotations of the MD program.
2. Make recommendations for counseling and/or remediation of students.
3. Inform the Undergraduate Curriculum Committee of their activities on a yearly basis.
4. Act according to the responsibilities delegated to it by Faculty Council and report back to Faculty Council at the conclusion of the academic year or earlier if required.
5. Recommend to Faculty Council as to whether students should be:
 - a) Promoted to the succeeding year
 - b) Allowed to write supplemental examination(s)
 - c) Allowed to repeat the year
 - d) Required to withdraw from the Faculty
 - e) Required to undertake specific remedial activities.

Membership

- a) The Associate Dean of Undergraduate Medical Education (Chair)
- b) The Director of Clerkship, Anglophone Stream
- c) The Director of Clerkship, Francophone Stream
- d) The Director of Pre Clerkship, Anglophone Stream
- e) The Director of Pre Clerkship, Francophone Stream
- f) The Co Directors of Evaluation
- g) The Assistant Dean, francophone affairs
- h) A Faculty member with expertise in Professionalism
- i) The Academic Advisor (non voting member)

A quorum shall consist of the Chairperson plus any three voting members.

Approved at:

Advisory Board

Faculty Council

Committee on Undergraduate Studies

Executive Committee of the Senate, uOttawa

October 21, 2008

December 17, 2008

January 15, 2009

October 5, 2009

**TERMS OF REFERENCE
FACULTY OF MEDICINE
UNDERGRADUATE CURRICULUM COMMITTEE
2012**

MANDATE

The Undergraduate Curriculum Committee (UCC) is responsible to:

1. Ensure that the curriculum reflects educational objectives for the undergraduate medical program;
2. Provide central oversight of the overall design, management and evaluation of a coherent and coordinated curriculum;
3. Develop methods to evaluate the quality of teaching and tutorial supervision by professors and tutors, consistent with University policy;
4. Analyze aggregate student evaluations from the Student Promotion Executive Committee on a regular basis;
5. Analyze aggregate faculty evaluations from all components of the curriculum on a yearly basis;
6. Receive program evaluations of all components of the curriculum on a yearly basis;
7. Make recommendations to Faculty Council regarding the curriculum and evaluation.

MEMBERSHIP

The UCC shall be composed of:

1. Associate Dean of Undergraduate Medical Education (Chair);
2. Assistant Dean of Francophone Affairs;
3. Chair or Co-Chairs of the UCC subcommittees;
4. Director of Curricular Integration;
5. Director of Curricular Delivery;
6. Director of Aboriginal Program;
7. Director of Distributed Medical Education;
8. Assistant Dean of Admissions;
9. Assistant Dean of Student Affairs;
10. iMed Director;
11. Director of Community Service Learning
12. Director of Professionalism or designate;
13. Accreditation Coordinator;
14. Ten (10) students: one Francophone and one Anglophone from each year, and the Junior and Senior Vice-President Academic of the Aesculapian Society;
15. Two (2) graduates from the University of Ottawa MD Program within two years of graduation, one from Family Medicine and one from another specialty, nominated by the Associate Dean, Postgraduate Medical Education for a two year term (nonvoting);
16. One (1) UGME representative from each department (nonvoting);

17. Director of Health Sciences Library (nonvoting);
18. Operations Manager, UGME (nonvoting);
19. IT Manager (nonvoting);
20. Project Manager, UGME (nonvoting);
21. Academic Administrator, UGME (nonvoting);
22. Assistant to the Associate Dean UGME (nonvoting).

The quorum shall consist of one third of the voting members.

PRECLERKSHIP SUBCOMMITTEE

Mandate

The Preclerkship Subcommittee acts in an advisory capacity to the Undergraduate Curriculum Committee of the Faculty of Medicine and to the Associate Dean, Undergraduate Medical Education. It addresses all issues pertinent to the delivery of the Undergraduate Education Program in years I and II of the curriculum (Preclerkship). The scope of the activities of the Preclerkship Subcommittee will encompass, but is not limited to, the following areas:

1. Ensures that the Preclerkship curriculum is presented effectively, and in a manner consistent with the accreditation standards described in the document “Structure and Function of a Medical School”;
2. In cooperation with the Undergraduate Curriculum Content Review Subcommittee, reviews the Preclerkship objectives and ensures that these objectives reflect the educational objectives of the Faculty of Medicine;
3. Regularly reviews the methods of implementation of the educational objectives to ensure integration and coordination of Preclerkship as a whole. Receives feedback from the unit committees and students to ensure that the educational objectives are achieved in both languages;
4. Works closely with the Evaluation Subcommittee to determine the appropriate methods and configuration of formative and summative examinations and other evaluations of students;
5. Develops and supports methods of evaluation of the Preclerkship program, of its educational components and educators;
6. Maintains communication with the Clerkship Subcommittee to ensure continuity and coordination between Preclerkship and Clerkship;
7. Advises on human physical and other resources required for effective delivery of the Preclerkship curriculum;
8. Strives for representation of the basic and clinical sciences in both languages in each of the Unit Committees;
9. Reports regularly to the Undergraduate Curriculum Committee through the Directors of Preclerkship.

Membership

The Preclerkship Subcommittee shall be composed of:

1. Directors of Preclerkship, one Anglophone and one Francophone (Co-Chairs);
2. Unit leaders, one Anglophone and one Francophone, for each unit;
3. Directors, one Anglophone and one Francophone, of Society, the Individual and Medicine (SIM) course;
4. Director of Aboriginal Program;
5. Director of Distributed Medical Education;
6. One (1) representative of the Evaluation Subcommittee;
7. Director of Curricular Delivery;
8. Director of iMed;
9. Directors of Clerkship, one Anglophone and one Francophone;
10. Directors of Clinical Skills, one Anglophone and one Francophone;
11. Five (5) student representatives: one Anglophone and one Francophone from first and second year, and the Junior Vice-President Academic of the Aesculapian Society;
12. IT Manager (nonvoting);
13. Operations Manager, UGME (nonvoting);
14. Academic Administrator, UGME (nonvoting) ;
15. Year I Liaison Officer (nonvoting);
16. Year II Liaison Officer (nonvoting).

The quorum shall consist of one third of the voting members.

CLERKSHIP SUBCOMMITTEE

Mandate

The Clerkship Subcommittee acts in an advisory capacity to the Undergraduate Curriculum Committee of the Faculty of Medicine and to the Associate Dean, Undergraduate Medical Education. It addresses all issues pertinent to the delivery of the Undergraduate Medical Education Program in years III and IV of the curriculum (Clerkship) at any of the hospitals and community practices participating in undergraduate medical education. The scope of the activities of the Clerkship Subcommittee will encompass, but is not limited to, the following areas:

1. Ensures that the Clerkship curriculum is presented effectively, and in a manner consistent with the accreditation standards described in the document “Structure and Function of a Medical School”;
2. In cooperation with the Undergraduate Curriculum Content and Review Subcommittee, reviews the objectives of each clerkship rotation and ensures that these objectives reflect the educational objectives of the MD Program;
3. Regularly reviews the methods of implementation of the educational objectives of the clerkship rotations to ensure integration and coordination within each rotation and in Clerkship as a whole. Receives feedback from the rotation committees and students to ensure that the educational objectives are achieved in both language streams;

4. Works closely with the Evaluation Subcommittee to determine the appropriate methods and configuration of formative and summative examinations and other evaluations of students;
5. Develops and supports methods of evaluation of the Clerkship program and its educational components and educators;
6. Maintains communication with the Preclerkship Subcommittee to ensure continuity and coordination between Preclerkship and Clerkship;
7. Advises on human, physical and other resources required for the effective delivery of the Clerkship curriculum;
8. Reports regularly to the Undergraduate Curriculum Committee through the Directors of Clerkship.

Membership

The Clerkship Subcommittee shall be composed of:

1. Directors of Clerkship, one Anglophone and one Francophone (Co-Chairs);
2. Directors, one Anglophone and one Francophone, of each rotation;
3. Directors for Link Block, Electives and Back to Basics Course;
4. Director of Aboriginal Program;
5. Director of Distributed Medical Education;
6. One (1) representative of the Evaluation Subcommittee;
7. Directors of Preclerkship, one Anglophone and one Francophone;
8. Director of iMed;
9. Five (5) student representatives: one Anglophone and one Francophone from third and fourth year, and the Senior Vice-President Academic of the Aesculapian Society;
10. IT Manager (nonvoting);
11. Operations Manager, UGME (nonvoting);
12. Academic Administrator, UGME (nonvoting);
13. Year III Liaison Officer (nonvoting);
14. Year IV Liaison Officer (nonvoting).

The quorum shall consist of one third of the voting members.

UNDERGRADUATE CURRICULUM CONTENT REVIEW SUBCOMMITTEE

Mandate

The Undergraduate Curriculum Content Review Subcommittee is responsible to conduct timely and systematic review, revision and planning of the curriculum. All proposals for curricular change must be approved by this subcommittee. The scope of the activities of the Undergraduate Curriculum Content Review Subcommittee will encompass, but is not limited to, the following areas:

1. Reviews, on a regular basis, the educational objectives of the undergraduate medical education program;

2. Ensures that a balanced viewpoint of the generalist and specialist perspectives in the curriculum is achieved;
3. Forms ad hoc committees (working groups) as needed for consideration of topics relevant to the undergraduate curriculum, each committee having a group leader and a student member;
4. Considers reports of special committees and task forces relevant to the curriculum;
5. Evaluates the effect of curricular changes;
6. Brings recommendations for change to the Undergraduate Curriculum Committee.

Membership

The Undergraduate Curriculum Content Review Subcommittee shall be composed of:

1. Director of Curricular Content (Chair);
2. Director of Curricular Delivery;
3. Director of Curricular Integration;
4. Director of Evaluation;
5. Director of Practical Examinations;
6. Assistant Dean of Francophone Affairs;
7. Associate Dean of Undergraduate Medical Education;
8. Directors of Preclerkship, one Anglophone and one Francophone;
9. Directors of Clerkship, one Anglophone and one Francophone;
10. Directors of Clinical Skills, one Anglophone and one Francophone;
11. Director of iMed;
12. Three (3) student representatives: the Junior and Senior Vice-President Academic, and the Assistant to the Vice-Presidents of the Aesculapian Society;
13. IT Manager (nonvoting);
14. Operations Manager, UGME (nonvoting);
15. Academic Administrator, UGME (nonvoting);
16. Project Manager, UGME (nonvoting);
17. Assistant to Director of Curricular Content (nonvoting).

The quorum shall consist of one third of the voting members.

EVALUATION SUBCOMMITTEE

Mandate

The scope of the activities of the Evaluation Subcommittee will encompass, but is not limited to, the following areas:

1. Through the Undergraduate Curriculum Committee, assists the Subcommittees in developing the appropriate evaluation instruments to be used for the assessments of knowledge, skills and behaviors of students;

2. Collaborates with the Preclerkship and Clerkship Subcommittees to determine the timing and configuration of the formative and summative examinations and evaluations;
3. Develops methods for the evaluation of all teachers and follows the requirements of the APUO Collective Agreement, when applicable;
4. Assists in the development of appropriate methods for the evaluation of the educational units. Acts in an advisory capacity to the chairpersons of the educational units;
5. Reports regularly to the Undergraduate Curriculum Committee.

Membership

The Evaluation Subcommittee shall be composed of:

1. Director of Evaluation (Chair);
2. Two (2) Preclerkship Subcommittee representatives;
3. Two (2) Clerkship Subcommittee representatives;
4. Director of Distributed Medical Education;
5. Director of Faculty Development;
6. One (1) representative from the Electives Subcommittee;
7. Two (2) student representatives nominated by the Aesculapian Society;
8. Academic Administrator, UGME (nonvoting).

The quorum shall consist of one third of the voting members.

ELECTIVES SUBCOMMITTEE

Mandate

The scope of the activities of the Electives Subcommittee will encompass, but is not limited to, the following areas:

1. Oversees the development and implementation of elective experiences in the MD program;
2. Reviews regularly the elective programs to ensure that the educational objectives reflect the educational objectives of the MD Program;
3. Obtains feedback from students on elective experiences to initiate improvement of the program;
4. Reviews the evaluation of student performance during electives and brings forward to the appropriate Promotions Committee students with performance issues;
5. Determines the need to change policy/procedure regarding electives;
6. Reports regularly to the Undergraduate Curriculum Committee.

Membership

The Electives Subcommittee shall be composed of:

1. Director of Electives (Chair);

2. Director of Office of Global Health;
3. Director of Distributed Medical Education;
4. One (1) Francophone preceptor;
5. Six (6) student representatives nominated by the Aesculapian Society, one from each language stream for years I, II and III;
6. Electives Coordinator (nonvoting).

The quorum shall consist of one third of the voting members.

CLINICAL SKILLS SUBCOMMITTEE

Mandate

The scope of the activities of the Clinical Skills Subcommittee will encompass, but is not limited to, the following areas:

1. Oversees the development and implementation of clinical skills teaching in the MD program;
2. Oversees the evaluation of students in the various clinical skills components;
3. Submits any changes regarding clinical skills curriculum to the Undergraduate Curriculum Content and Review Subcommittee;
4. Facilitates clinical skills preceptor recruitment, development and evaluation;
5. Collaborates with the Preclerkship, Clerkship, Evaluation Subcommittees and curricular unit committees to ensure effective integration of the various components of clinical skills teaching, as well as the use of appropriate student evaluation methods;
6. Reports regularly to the Undergraduate Curriculum Committee.

Membership

The Clinical Skills Subcommittee shall be composed of:

1. Directors of Clinical Skills, one Anglophone and one Francophone (Co-Chairs);
2. Director of Interviewing skills;
3. Coordonnateur des séances de cliniques simulées;
4. Directors of Physician Skills Development (PSD/DAC), one Anglophone and one Francophone;
5. Directors of Link Block / Stage préparatoire, one Anglophone, one Francophone;
6. Director of Community Preceptor Program;
7. Six (6) student representatives, one from each language stream for years I, II and III;
8. Coordinators of Clinical Skills, one Anglophone and one Francophone (nonvoting).

The quorum shall consist of one third of the voting members.

Committee	Date
Faculty Advisory Board	27 March 2012
Faculty Council	25 April 2012
Executive Committee of the Senate	30 April 2012

FACULTY OF MEDICINE

TERMS OF REFERENCE

UNIVERSITY MEDICAL RESEARCH FUND COMMITTEE

This committee will report to the Dean on matters dealing with the operation of the University Medical (Research) Fund and shall act as a peer review committee for the scientific aspect of the evaluation of the applications to the Fund.

The Dean shall be chairperson and the committee's composition will be made up of the Vice Dean Research and members of the Clinical Chairs Committee and the Chief Administrative Officer.

The committee will review applications to the Fund, assure that the procedures and mechanisms being applied for its operation are consistent with University Policy, Federal income tax requirements, and make recommendations relating to the expenditures of the Fund to the Board of Governors of the University.

Reviewed	-	Faculty Advisory Board	November 25th, 2008
	-	Faculty Council	December 17th, 2008
	-	Executive Committee of the Senate uOttawa	December 14th, 2009

MEDICINE AND HEALTH SCIENCES LIBRARY ADVISORY COMMITTEE

TERMS OF REFERENCE

Purpose

The Library Advisory Committee: Medicine and Health Sciences assists in the provision of high quality library service to the staff and students of the Faculties of Medicine and Health Sciences by advising the Director, Health Sciences Library and reporting to the Deans of the two Faculties.

Membership

Representation on the Committee should reflect the needs of the various user groups on the basis of level of material used, special needs, and not only by subject discipline. Just as more research projects are collaborative ventures and as education is multidisciplinary, the Library Advisory Committee needs to take a cooperative approach. As a bilingual institution, membership reflects both English and French streams of the educational programs.

The Committee shall consist of:

- a. Two (2) full time Faculty of Medicine members, representing the first two years of the undergraduate medical education programme, one of whom is from an affiliated hospital.
- b. Two (2) full time Faculty of Medicine members, representing the clinical years (third and fourth) of the undergraduate medical education programme.
- c. One full time Faculty of Medicine member representing the Faculty's research programme.
- d. One School of Nursing member with responsibilities for the graduate nursing programme who also teaches in the post RN programme.
- e. One School of Nursing member representing the generic nursing programs.
- f. One representative for the Occupational therapy, Physiotherapy or Audiology/Speech Pathology programmes, on a rotation basis.
- g. Two undergraduate students from the Faculty of Medicine.
- h. One graduate student from the Faculty of Medicine.
- i. One student representing Occupational therapy, Physiotherapy or Audiology/Speech Pathology Programmes, on a rotation basis.
- j. One student from the undergraduate or graduate nursing programmes.
- k. The Deans of the Faculties of Medicine and Health Sciences or their delegates (ex officio).
- l. The incumbent of the Hannah Chair (ex officio).
- m. The director of an affiliated hospital library (ex officio).
- n. The Director of the Health Sciences Library (ex officio).
- o. The Director of Medical Learning and Technology, Faculty of Medicine (ex officio).

Terms of Appointment

- a. The chair is appointed by the Deans of the Faculties on the recommendation of the committee and from the membership of the committee for a term of two years.
- b. The chair alternates between the Faculties of Medicine and Health Sciences.
- c. Academic personnel: two years, renewable.
- d. Undergraduate and graduate student representatives are nominated by their respective bodies at the beginning of each academic year. A student representative may serve on the Committee for a period not exceeding two years.
- e. Members may send delegates when they are unable to attend.
- f. f. Guests may be invited at the discretion of the chair.

Responsibilities

The Committee should advise in the following specific areas ;

- a. Policies and procedures related to library use and services
- b. Planning of new facilities
- c. Collection development in terms of recommending new books, journals, audio-visual materials; the removal of out-dated or inappropriate material; and cancellation of subscriptions. A list of potential cancellations will be submitted to the Deans for consultation before any decisions are made.

The Chair of the Committee will report to the Deans at least annually.

The Committee members will facilitate the two-way communication between the library and its clients.

Reviewed : **Advisory Board, September 17, 2002**
 Faculty Council, September 25, 2002
 Executive Committee of the Senate November 19, 2002

Faculty of Medicine
Finance Committee – Terms of Reference

Objective:

The Finance committee will serve to provide advice to the Chief Administrative Officer and the Dean on Financial matters as they pertain to the financial affairs of the Faculty of Medicine to ensure strategic alignment of scarce financial resources. More specifically, the committee will review and make recommendations with regard to the operating and capital budgets of the faculty, new funding and / or constraints allocation in a collegial manner so as to fully satisfy the fiduciary* role assigned to the committee.

Membership:

Membership shall be comprised of the following:

Permanent membership:

- Chief Administrative Officer;
- Dean
- One representative of the Research Office (Vice Dean or Assistant Deans);
- One representative of the Medical Education office (Vice Dean or Associate Dean Undergraduate or Associate Dean Post Graduate);
- Assistant Dean – Francophone Affairs;
- Director of Advancement;
- An AFP representative (to be appointed by the Dean);

Rotating membership (every 2 years, to be staggered):

- 2 clinical chairs to represent the clinical chairs at large
- One basic science chair to represent the basic science chairs at large

A member cannot send a substitute replacement to the committee. Resource members (eg. Manager, Administrative Services) shall be convened as required by the Chair.

Chairperson: The meeting shall be chaired by the Chief Administrative Officer.

Reporting: Minutes of the meeting will be prepared by the Chief Administrative Officer and distributed to:

- i) committee members; and
- ii) clinical and basic science chairs.

Frequency of Meetings: Meetings shall be held at a minimum four times a year to coincide with the budget cycle of the Faculty or at the call of the Chief Administrative Officer.

Evaluation: An evaluation of the functioning of the committee shall be undertaken every two years.

Created October 2, 2006

Committee

Faculty of Medicine – Advisory Board

January 16, 2007

Faculty of Medicine – Faculty Council

March 1, 2007

REVISED in June 2007

Faculty of Medicine – Advisory Board

September 18, 2007

Faculty of Medicine – Faculty Council

October 10, 2007

Executive Committee of the Senate, uOttawa

October 31, 2007

* A fiduciary duty is the highest standard of care imposed at either equity or law. A fiduciary is expected to be extremely loyal to the person to who they owe the duty (the “principal”): they must not put their personal interests before the duty, and must not profit from their position as a fiduciary, unless the principal consents. The fiduciary relationship is highlighted by good faith, loyalty and trust, and the word itself originally comes from the Latin *fides*, meaning faith, and *fiducia*.

Faculty of Medicine
Space Committee – Terms of Reference

Objective:

The Space Committee will serve to provide advice to the Chief Administrative Officer and the Dean on space issues pertaining to the Faculty of Medicine. More specifically, the committee will review and make recommendations with regard to space requests, allocation and schedule for implementation of recommendations.

Membership:

Membership shall be comprised of the following:

Permanent membership:

- Chief Administrative Officer;
- One representative of the Research Office (Vice Dean or Assistant Deans);
- One Basic Science Department Chair or representative as determined by the Basic Science Department Chairs;
- One representative of the Animal Care and Veterinary Service;
- Facility Manager;
- One representative of the Undergraduate Medical Education Office;
- One Graduate Trainee representative.

Resource members (eg. Manager, Administrative Services) shall be convened as required by the Chair.

Chairperson: The meeting shall be chaired by the Chief Administrative Officer.

Reporting: Minutes of the meeting will be prepared by the Chief Administrative Officer and distributed to the membership.

Frequency of Meetings: Meetings shall be held at a minimum four times a year or at the call of the Chief Administrative Officer.

Evaluation: An evaluation of the functioning of the committee shall be undertaken every two years.

Created October 2, 2006

Revised July 4, 2007

Committee
Faculty of Medicine, Faculty Advisory Board
Faculty of Medicine, Faculty Council
Executive Committee of the Senate, uOttawa

Date of Approval
September 18, 2007
November 28, 2007
December 12, 2007

GUIDELINES

Guidelines for the Establishment of University Divisions in a Clinical Department in the Faculty of Medicine

The Faculty of Medicine may from time to time establish Divisions within University Clinical Departments. Divisional status may be granted by the Advisory Board of the Faculty when it is considered that the establishment of such a Division shall facilitate the administrative functioning of the Department and enhance the clinical, educational and research programs of the Department.

The following conditions shall apply:

- 1) Divisional status shall be considered when it relates either to:
 - a) an established discipline which has been recognized by the Royal College of Physicians and Surgeons of Canada or The College of Family Practice of Canada, or
 - b) an emerging discipline as evidenced by the development of specialized clinical practice, a body of knowledge specifically identified with the new discipline or discipline-specific research programs
- 2) There must be sufficient human and other resources including administrative support for a clinical, laboratory, educational or research-oriented program
- 3) There should be the capability for an integrated training program in disciplines where postgraduate training programs have been recognized by the Royal College of Physicians and Surgeons of Canada or College of Family Practice of Canada. An active Residency training program is not a necessary prerequisite to the establishment or maintenance of Divisions. There is no obligation on the part of the Department or Faculty to establish postgraduate training programs where a new Division is created unless such a program is approved beforehand by the postgraduate medical education committee and Advisory Board.
- 4) Each teaching hospital or affiliated institution identified as being a component of the newly established University Division must provide evidence that it is prepared to accept the responsibilities along with the University that are inherent to the new status for the necessary resources, joint appointments and the training responsibilities to postgraduate trainees where such a program exists or is planned.
- 5) The Division Head preferably, though not necessarily, should be the Head of one of the hospital divisions or services.
- 6) The selection of a University Divisional Chairperson (Head) shall be governed by the Faculty Bylaw relating to that process.

- 7) It is essential that the Division commit to excellence in clinical practice, education and research by its members.
- 8) In order to maintain effective communication, coordination and supervision amongst the participating hospitals and to avoid difficulties which may arise if the number of participating hospitals are too many, the new division may be limited to those with a major affiliation with the University.
- 9) Where an accredited Postgraduate Training Program exists, undue dispersal of residents and teaching resources must be avoided. Trainees will be assigned by the Department to participating institutions on the basis of defined educational objectives.
- 10) Divisions which have a high degree of specialization, defined centers of excellence in either research or teaching and cross-appointment of staff with other Departments may create unique service or program designations upon recommendation by the parent Department's Advisory Committee and approval by its Department Head and participating Hospital authorities.

Reviewed : Advisory Board, September 17, 2002
Faculty Council, September 25, 2002
Executive Committee of the Senate, November 19, 2002

Procedures for the Establishment of Research Centres and Institutes

Preamble

For maximum impact, it is important that University of Ottawa research centres and institutes be restricted to groups of researchers that fulfill well-defined criteria, have been approved after a rigorous selection process, can be held accountable and have clearly defined expectations. The designation of a group of researchers as a research centre or research institute will require compelling evidence that such centre or institute will generate benefits to the University not possible within existing academic structures.

The University of Ottawa does not sanction the naming of any research group as a research centre or institute unless such a group has followed the procedures outlined in this document. Alternative terms such as “research group” or “research program” may be used to describe a group of investigators who have chosen not to apply for the designation “research centre” or “research institute.”

I. Classifications

a. Research Centre

The main role of a research centre is to foster excellence in research. Centres function outside existing academic units. They are, with few exceptions, interdisciplinary in character. They do research that can be more effectively accomplished outside a traditional graduate program.

b. Research Institutes

Research institutes have two main functions: to pursue excellence in research, and to maintain first-class teaching programs at the graduate and/or undergraduate level. Institutes function outside existing academic units and may be discipline-based or interdisciplinary. In either case, they must involve activities that can be more effectively accomplished outside a traditional graduate program.

II. Procedures for the Establishment of Research Centres

Recognition and designation of a centre follows review and approval, first by the faculty or faculties involved and then by the Research Commission. After approval by the faculty or faculties, proposals for the creation of a centre are submitted to the vice-rector, research, for transmission to the Research Commission, Administrative Committee and Executive Committee of the Board of Governors.

Proposals should address the following:

- 1. Name of Centre**
- 2. Description and Justification**

Identify the scope of planned activities (such as research, graduate education or seminar programs) for the first five-year period, as well as the anticipated benefits. Clarify the advantages to be derived by the researchers, the University and the community at large from the creation of such a centre and include a list of objectives. (Maximum length – 1000 words)

3. Structure and Management

Describe the organizational structure and function, as well as the operational plan and roles of proposed committees, including external advisory committees, if appropriate.

4. Membership

Faculty, postdoctoral fellows and graduate students may be members of a centre. Normally, a research centre should have a minimum of five faculty members. The founding members of the centre should be listed, with their specific roles indicated, if these roles differ from those of an ordinary member, and a résumé should be provided for each faculty member. (Upon approval of the centre, a director will be selected. See the procedure for selection outlined below).

5. Supporting Resources

Provide an inventory of available space and research resources, identifying strengths and weaknesses. You should include a list of future requirements and a strategic plan for obtaining the necessary infrastructure.

6. Visibility

It is important that establishing a research centre also benefit both the University of Ottawa and individual members of the centre by enhancing their visibility. Present an action plan to rapidly achieve global visibility for the centre (whether through Web pages, advertising, conferences, consultation services or so on). Web pages must conform to University standards and you must include a plan for maintaining the site. The name of the centre as well as the logo of the University of Ottawa must appear prominently in the Web pages and in all publications issued by or from the centre.

7. Budget

Provide a detailed budget plan for the first five years of operation, specifying any income expected from all sources, as well as anticipated

expenditures. If funds are requested from the University budget, explain how the centre fits within the priorities of the Strategic Areas of Development of the University of Ottawa.

8. Letters of Commitment

Get letters of commitment signed by those authorized to make such commitments, and include this with the list of future requirements and the strategic plan for obtaining the necessary infrastructure (space; administrative support such as personnel and/or stipends, subject to approval by the Administrative Committee; teaching relief; maintenance; library resources; and so on).

9. Reporting Mechanism

Identify whoever will be responsible for submitting an annual report to the vice-rector, research. This report will be copied to any deans from any participating faculties. The contents and format of the annual report are described in the document entitled *Guidelines for the Review of Research Centres, Institutes and Facilities*. The report will be reviewed by the Research Commission, which reserves the right to take appropriate measures, including the closure of a centre, in cases where performance fails to meet expectations. Centres will be assessed more thoroughly every seven years (see *Guidelines for the Review of Research Centres, Institutes and Facilities*), as well as whenever the director asks for a review.

10. Sunset Clause

Include a protocol for the closure of the centre, in the event such action is required or desired. The protocol must include plans for disposing of furniture, research equipment and anything else obtained by the centre.

11. Letters of Approval

Include letters from the deans of any participating facilities, in which participating deans approve the establishment of a research centre.

III. Procedures for the Establishment of Research Institutes

An institute is recognized and designated following review and approval, first by the faculty or faculties involved and then by the Research Commission (which considers the research components of the proposal), the Academic Planning Committee (which considers the teaching component of the proposal), the Administrative Committee and the Senate. After approval by the participating faculties, proposals to create an institute are

submitted to the vice-rector, research, for transmission to the Research Commission, Academic Planning Committee, Administrative Committee and Senate.

Proposals should address the following:

1. Name of Institute

2. Description and Justification

Identify the scope of planned activities (such as research, graduate education and seminar programs) for the first five years, as well as the anticipated benefits. Clarify the advantages to be derived by the University from the creation of such an institute and include a list of objectives. (Maximum length – 1000 words)

3. Structure and Management

Describe the organizational structure and function as well as the operational plan and roles of relevant committees.

4. Membership

Faculty, postdoctoral fellows, graduate and undergraduate students may be members of an institute. Normally, a research institute should have a minimum of five faculty members. The founding members of the institute should be listed and their specific roles indicated, if these roles differ from those of an ordinary member, and a résumé should be provided for each faculty member.

5. Supporting Resources

Provide an inventory of available space and research resources, identifying strengths and weaknesses. Include a list of future requirements and a strategic plan for obtaining the necessary infrastructure.

6. Visibility

It is important that establishing an institute also benefit both the University of Ottawa and individual members of the institute by enhancing their visibility. Present an action plan to rapidly achieve global visibility for the institute (whether through Web pages, advertising, conferences, consultation services or so on). Web pages must conform to University standards and you must include a plan for maintaining the site. The name of the institute as well as the logo of the University of Ottawa must appear prominently in the Web pages and in all publications issued by or from the institute.

7. Budget

Provide a detailed budget plan for the first five years of operation, specifying any income expected from all sources, as well as anticipated expenditures. If funds are requested from the University budget, explain how the institute fits within the priorities of the Strategic Areas of Development of the University of Ottawa.

8. Letters of Commitment

Get letters of commitment signed by those authorized to make such commitments, and include this with the list of future requirements and the strategic plan for obtaining the necessary infrastructure (space; administrative support such as personnel and/or stipends, subject to approval by the Administrative Committee; teaching relief; maintenance; library resources; and so on).

9. Reporting Mechanism

Identify whoever will be responsible for submitting an annual report to the vice-rector, research. This report will be copied to any deans from any participating faculties. The contents and format of the annual report are described in the document entitled *Guidelines for the Review of Research Centres, Institutes and Facilities*. The report will be reviewed by the Research Commission, which reserves the right to take appropriate measures, including the closure of an institute, in cases where performance fails to meet expectations. Institutes will be assessed more thoroughly every seven years (see *Guidelines for the Review of Research Centres, Institutes and Facilities*), as well as whenever the director asks for a review.

10. Sunset Clause

Include a protocol for the closure of the institute, in the event such action is required or desired. The protocol must include plans for disposing of furniture, research equipment and anything else obtained by the institute.

11. Letters of Approval

Include letters from the deans of any participating facilities, in which participating deans approve the establishment of an institute.

IV. Selection of a Director for a Centre or Institute

Within six months of approval of the centre or institute, the vice-rector, research, will strike a committee to select its Director. The Selection Committee will be composed of the vice-rector, research (or a delegate), who will be the chair, as well as the deans of two of the participating faculties and at least two faculty members, at least one of whom has been designated by the members of the centre or institute and the remainder of whom will be picked by the vice-rector, research.

Each director for a centre will serve for a three-year term, which may be renewed once, while directors of institutes serve five-year terms, which may also be renewed once.

Approved by the Executive Committee of the Senate on March 24, 2003.