FACULTY OF MEDICINE

BY-LAW NUMBER FIVE

A by-law relating to the Teaching Personnel Committees of the Faculty of Medicine.

Art. 1 1.1 The full-time regular members of the basic science departments and members of clinical departments who are members of the Bargaining Unit, of the Faculty of Medicine will fall under the jurisdiction of the Faculty Teaching Personnel Committee as defined by the appropriate Article of the Collective Agreement. The Special FTPC Nominating Committee is defined under By-Law #4, Article 1.5;

1.2 The members of the clinical departments of the Faculty of Medicine will normally fall under the jurisdiction of the Clinical Teaching Personnel Committee;

1.3 The responsibility of the Clinical Teaching Personnel Committee is to evaluate, within the terms of reference defined by its governance:

(a) shall make recommendations on matters concerning members which are entrusted to it in particular promotion, academic leave, cross-appointments and their renewals, request for Emeritus status, change of status and reclassifications, or other matters when these matters are referred to it by the Dean;

(b) shall give advice on any other matter, regardless of whether it is or is not provided for in these terms of reference, regarding which the Dean request the committee’s opinion;

The CTPC shall make recommendations and give advice in accordance with the aim of maintaining, within the faculty, appropriate standards for scholarship in clinical, education, research and administration activities;

The following provisions apply in the case of a department which does not have a DTPC;

(a) Subject to (b) and any necessary modifications, the functions assigned in these terms of reference to the DTPC shall be assumed by the CTPC;

(b) Where these terms of reference call for a recommendation by the DTPC and by the CTPC, the part referring to the DTPC will not be applicable;
Art. 2 2.1 The Clinical Teaching Personnel Committee’ will be composed of eight (8) faculty members representing:

a) academic ranks – Associate Professor and Full Professor
b) clinical status – GFT and VPT
c) gender

The Dean chairs the CTPC; he does not vote, even in the case of a tie. The Associate Dean, Professional Affairs and the HR Academic Assistant attend the meetings as ex-officio, non voting members;

Quorum for CTPC meetings shall consist of 4 voting members and the ex-officio members;

A Faculty Nominating Committee elected by the Faculty Council shall propose candidates for all vacant positions. Additional procedures may be followed if agreed to by the Faculty Council and approved by the Senate, it being understood that:

(a) Clinical faculty members from a department and/or division of the faculty may propose a candidate;

(b) The Faculty Council may impose special rules, approved by the Senate, to ensure that certain groups within the faculty have equitable representation;

The CTPC Members shall be chosen in the following manner: All clinical members who hold an affiliation with the Faculty of Medicine may be members of the CTPC, it being understood that:

a) the chair of a department, the secretary of a faculty or section, the associate dean, the assistant dean, and the vice-dean may not be committee members;

b) a professor may be a committee member for no more than 2 consecutive terms;

c) members of a DTPC may not concurrently be members of the CTPC;

The term of office of CTPC members shall be 3 years, starting on 1 July upon prior approval by the Faculty Advisory Board. To ensure continuity, the terms shall be staggered;
Members of the CTPC who are absent from 3 CTPC meetings within a year, shall resign from the committee; any vacancy thus created shall be filled by means of recommendations from the Faculty Nominating Committee as stipulated above;

Persons who are members of the existing CTPC, shall be deemed to be members of the CTPC for the purposes of this terms of reference;

2.2 When a member resigns his/her appointment, a successor shall be elected to serve for the remaining time of the mandate;

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