

Faculty of Health Sciences Constitution

Table of Contents

FACULTY OF HEALTH SCIENCES CONSTITUTION	1
PREAMBLE.....	2
PART 1: COMPOSITION OF FHS AND VOTING RIGHTS	3
<i>Article 1. Faculty of Health Sciences Composition.....</i>	<i>3</i>
<i>Article 2. Voting Faculty Members</i>	<i>3</i>
PART 2: FHS ADMINISTRATION	4
<i>Article 3. The Dean</i>	<i>4</i>
<i>Article 4. Associate Deans</i>	<i>4</i>
<i>Article 5. Program Directors.....</i>	<i>4</i>
<i>Article 6. Research Centre Directors.....</i>	<i>5</i>
<i>Article 7. FHS Administrative and Professional Staff.....</i>	<i>5</i>
PART 3: GOVERNANCE.....	5
<i>Article 8. The Tenure and Promotion Committee (TPC).</i>	<i>5</i>
<i>Article 9. Faculty Council</i>	<i>7</i>
<i>Article 10. Standing Committees.....</i>	<i>8</i>
<i>Article 11. Sub-Committees.....</i>	<i>10</i>
PART 4: FHS CONSTITUTIONAL REVIEW AND AMENDMENTS.....	11
<i>Article 12. Constitutional Review and Amendments</i>	<i>11</i>

Preamble

The Faculty of Health Sciences' (FHS) Constitution is intended to guide the effective and efficient governance of FHS, to support its Vision and Mission, and to reflect its Core Values:

FHS Vision: FHS will be a leader in the generation and mobilization of interdisciplinary knowledge to understand and improve health and wellbeing.

FHS Mission: FHS strives to improve the health of individuals and populations and to reduce health inequities through excellence in interdisciplinary research and education, in partnership with local, national and global communities and with a commitment to social justice.

FHS Core Values: Excellence in teaching and learning; Academic freedom, integrity and excellence; Equity and diversity; Community engagement; and a Healthy workplace. The governance of FHS is based upon FHS Core Values and the principles and practices of collegial governance. All members of FHS are encouraged to participate in faculty initiatives and activities. A corollary of collegial governance is collegial conflict resolution, and members of FHS are encouraged to address conflict locally when possible and appropriate.

The Constitution complements and may not conflict with University policies or the Collective Agreements between Simon Fraser University (SFU) and the SFU Faculty Association (SFUFA-CA), the Teaching Support Staff Union (TSSU-CA), and the Canadian Union of Public Employees Local 3338 (CUPE-CA), and the Agreement with the Simon Fraser University Administrative & Professional Staff Association (APSA-A). Should there be a discrepancy between the Constitution and SFU policy (see <http://www.sfu.ca/policies>), SFU policy shall prevail.

The contents of the Constitution are organized in the following manner: description of FHS composition and administration; governance committee mandated by University - The Tenure and Promotion Committee; governance entities specific to FHS; and procedures for Constitutional review and renewal.

The FHS Constitution was first ratified in December of 2007, and was most recently amended and ratified in May of 2014. The Constitution must be either reaffirmed or revised and ratified via an electronic vote every three years.

PART 1: Composition of FHS and Voting Rights

Article 1. Faculty of Health Sciences Composition

- 1.0 The Faculty of Health Sciences Comprises:
 - 1.0.1. Faculty Members (SFUFA-CA 1.2.1):
 - a. Tenure Track Faculty (SFUFA-CA Article 27) at ranks of Assistant Professor, Associate Professor or Professor
 - b. Lecture Faculty: Lecturer, Senior Lecturer, University Lecturer (SFUFA-CA 35.2)
 - c. Practitioner Faculty – Professional Practitioner (SFUFA-CA 37.3.2)
 - d. Term Research Faculty (SFUFA-CA Article 38)
 - e. Grant Tenure Faculty (SFUFA-CA Article 40)
 - 1.0.2. Persons holding an appointment or acting appointment as Dean or Associate Dean (SFUFA-CA 1.3)
 - 1.0.3. Visiting Faculty (SFU Policy A12.04)
 - 1.0.4. Post Retirement Faculty (SFUFA-CA Article 41)
 - 1.0.5. Professors Emeriti/ae (SFUFA-CA 49.30)
 - 1.0.6. University Research Associates (SFU Policy R 50.01)
 - 1.0.7. Adjunct Professors, Adjunct Professors of Clinical Practice (SFU Policy A 12.08)
 - 1.0.8. Administrative and Professional Staff (SFU Policies for Administrative and Professional Staff AD 10-01 Revision No. E, 3.02)
 - 1.0.9. Staff (CUPE-CA 2.01)
 - 1.0.10. Sessional Instructors (TSSU-CA Article XIV A.1)
 - 1.0.11. Undergraduate and Graduate Students enrolled full-time or part-time in an FHS degree program
 - 1.0.12. Research staff, including grant/contract-funded research associates

Article 2. Voting Faculty Members

- 2.0 Voting Faculty Members are those holding appointments of longer than one year or who have two or more consecutive one-year appointments. Restrictions on eligibility to vote by Faculty Members is governed by the SFUFA-CA.
- 2.1 Persons holding an appointment or acting appointment as Dean or Associate Dean (SFUFA-CA 1.3.1) are ineligible to vote for the purposes of:
 - 2.1.1 ratification votes for appointments (including administrative appointments);
 - 2.1.2 selection of members of the Tenure and Promotions Committee (TPC); and
 - 2.1.3 the Chair of the TPC.
- 2.2 Practitioner Faculty (SFUFA-CA 37.13, 37.14), Term Lecturer Faculty (SFUFA-CA 38.10,38.11), and Term Research Faculty (SFUFA-CA 38.10), including those holding appointments of more than one year, are ineligible to vote for the purposes of:
 - 2.2.1 ratification votes for appointments (including administrative appointments);
 - 2.2.2 selection of members of the Tenure and Promotions Committee (TPC); and
 - 2.2.3 the Chair of the TPC.
- 2.3 Non-voting faculty members include Sessional Instructors; Adjunct Professors; Adjunct Professors of Clinical Practice; Visiting Faculty; Professors Emeriti/ae; and Post Retirement Faculty.

Part 2: FHS Administration

Article 3. The Dean

- 3.0. The Dean is responsible to the Vice-President, Academic & Provost for the administration of FHS and shall exercise the responsibilities of Dean in accordance with SFU policies and procedures (SFU Policy A 13.06).
- 3.1. Appointment and re-appointment of the Dean follow the process and conditions set out in SFU Policy A 13.05 (Search Committee for Deans).
- 3.2. The term of appointment of the Dean shall normally be five years. An individual may be reappointed once as the Dean of the Faculty (SFU Policy A 13.07).
- 3.3. The Dean may select a designate for FHS, SFU, or external committees, if applicable policy permits.

Article 4. Associate Deans

- 4.0 The Associate Deans will be Faculty Members who have the respect and confidence of the members of the faculty and the skill and leadership initiative to set the strategic direction for and oversee their respective portfolios of Education and Research (see FHS Associate Dean - Roles and Responsibilities).
- 4.1 Appointment of Associate Deans follows the process and conditions set out in SFU Policy A 13.03 (Appointment of Associate Deans, Associate Chairs/Directors, Program Directors and Program Coordinators).
- 4.2 The Dean shall consult with Faculty Council on the appointment of Associate Deans.
- 4.3 All eligible voting faculty members may vote to ratify the Associate Dean nominee.
- 4.4 The approved nominee must be ratified by more than 50% of those voting.
- 4.5 Appointment of Associate Deans shall be administratively concluded by the Vice-President, Academic & Provost.
- 4.6 The Dean may appoint an Associate Dean to serve as Acting Dean in the Dean's absence.
- 4.7 The normal term of appointment for Associate Deans is three years.
- 4.8 A term of appointment may be renewed on recommendation of the Dean and subject to ratification by more than 50% of those voting.
- 4.9 All eligible voting faculty members may vote to ratify the re-appointment of the Associate Dean.

Article 5. Program Directors

- 5.0 The Program Directors will be Faculty Members who have the respect and confidence of the members of the faculty and the skill and initiative to guide and manage their respective programs of MSc/PhD Programs, Professional Programs and Accreditation, and Undergraduate Programs (SFUFA-CA A 51.43-51.50; FHS Program Directors - Roles and Responsibilities).
- 5.1 The Program Directors report to the Associate Dean, Education.
- 5.2 Candidates for Program Director may be nominated by another Faculty Member or be self-nominated.
- 5.3 The Office of the Dean will conduct a ratification vote if there is only one nominee or an election if there is more than one nominee. To be appointed as a Program Director, a nominee must receive a majority of the votes cast, whether the vote is a ratification of an election.
- 5.4 All eligible voting faculty members may vote to elect and/or ratify the Program Director.
- 5.5 Appointment of Program Directors shall be administratively concluded by the Vice-President, Academic & Provost.

- 5.6 The normal term of appointment for Program Directors is either three or five years.
- 5.7 A term of appointment may be renewed on recommendation of the Dean and subject to ratification by more than 50% of those voting.
- 5.8 All eligible voting faculty members may vote to ratify the re-appointment of the Program Director.
- 5.9 The Dean may appoint a Program Director to serve as Acting Dean in the absence of the Dean or Associate Deans.

Article 6. Research Centre Directors

- 6.0 Research Centre Directors will normally be continuing Faculty Members who have the skill and initiative to set the strategic direction and oversee the management of an FHS Research Centre (SFU Policy R 40.01; FHS Research Centre Directors - Roles and Responsibilities).
- 6.1 The Research Centre Directors report to the Dean (SFU Policy R 40.01).
- 6.2 The Dean may appoint a Centre Director (SFUFA-CA A 51.52).

Article 7. FHS Administrative and Professional Staff

- 7.1 The Director of Administration and Strategic Planning provides leadership for the overall administrative processes of the Faculty and represents FHS on SFU administrative committees and major initiatives. The Director of Administration and Strategic Planning reports to the Dean. Finance, administrative, information systems, special projects and facilities staff report directly or indirectly to the Director of Administration and Strategic Planning.
- 7.2 The Director of Education Programs is responsible for strategic implementation and day-to-day operations of FHS educational programs and activities. The Director of Education Programs reports to the Associate Dean, Education. Communications and educational programs staff report directly or indirectly to the Director of Education Programs.
- 7.3 The Director of Advancement is responsible for FHS advancement and reports indirectly to the Dean.

Part 3: Governance

Article 8. The Tenure and Promotion Committee (TPC).

TPC Roles and Responsibilities

- 8.0 The Tenure and Promotion Committee (TPC) is mandated by the SFUFA-CA A 29 to consider renewal, tenure and promotion cases according to TPC procedures (SFUFA-CA A 29.17-29.23) and the FHS TPC Guidelines.
- 8.1 The TPC is responsible for the initial review and revisions to the FHS TPC Guidelines that set out the criteria, standards and methods of assessment for tenure and for promotion.
- 8.2 TPC will consult with the Faculty Executive Committee and the Faculty Council on review and revisions to the FHS TPC Guidelines.
- 8.3 TPC Guidelines must be either reaffirmed or revised no less than every three years (SFUFA-CA A 28.14) by eligible voting Faculty Members in an electronic vote.
- 8.4 TPC Guidelines must additionally be approved by the Dean, copied to the Vice-President, Academic and SFUFA, and must be consistent with the general University requirements for tenure and promotion contained in the SFUFA-CA (SFUFA-CA A 28.14).
- 8.5 Meetings of the TPC are restricted to its members. Deliberations are confidential; no minutes shall be posted. Decisions on Contract Renewal, Tenure, Promotion, and Biannual review are confidential and not subject to discussion or ratification in any other Committee.

TPC Chair

- 8.6 The TPC Chair must be either a tenured Associate Professor or tenured Professor, who has been a faculty member at SFU for at least five years (SFUFA-CA A 29.4.1).
- 8.7 Candidates for TPC Chair may be nominated by another Tenure-Track Faculty member or be self-nominated. Five other Tenure-Track Faculty members must sign the nomination form.
- 8.8 The Office of the Dean will conduct a ratification vote if there is only one nominee or an election if there is more than one nominee. To be appointed as the TPC Chair, a nominee must receive a majority of the votes cast, whether the vote is a ratification or an election.
- 8.9 The TPC Chair shall normally serve as the Chair of Faculty Council (FHS Constitution Sec. 9.6).
- 8.10 All eligible voting faculty members may vote to elect or ratify the TPC Chair.
- 8.11 The normal term of appointment for TPC Chair is three years.

Membership of the TPC

- 8.12 The Membership of the TPC is prescribed by SFUFA-CA A 29.5, however, the SFUFA-CA enables FHS, within limits, to customize the TPC guidelines.
- 8.13 The TPC will comprise the Chair plus five continuing faculty members, elected each April by eligible voting Faculty Members.
- 8.14 In addition, voting faculty may elect or ratify two *alternate* members to the TPC each year, representing the social and lab sciences, in recognition of the interdisciplinary nature of FHS and the potential for conflicts of interest.
- 8.15 In addition, the TPC shall comprise one tenure track Faculty Member at the rank of Associate Professor or Professor from outside FHS, nominated by the Dean on the recommendation of the TPC Chair and ratified by eligible voting Faculty Members.
- 8.16 The five elected faculty members will normally be comprised of (1) at least two and no more than three Professors; (2) at least one and no more than three Associate Professors; (3) one Assistant Professor; and one Teaching Faculty (SFUFA-CA A 29.8). The alternates may be at any rank.
- 8.17 The Dean and Associate Deans are not eligible for membership on the TPC (SFUFA-CA A 29.6).
- 8.18 A faculty member whose case for contract renewal, tenure and/or promotion will be considered by TPC is not eligible for membership on that TPC (SFUFA-CA A 29.6).
- 8.19 A Faculty Member who is on study leave, sick leave, long term disability leave, parental leave or other leave of absence is not normally eligible to serve on the TPC (SFUFA-CA A 29.9).
- 8.20 By April of each year, the Office of the Dean will send out a call for nominations to serve on the TPC.
- 8.21 The Office of the Dean will conduct an electronic ratification vote or an election, as necessary, for each category of membership. In the case of an election, those receiving the greatest number of votes in each category will be elected as members. To be ratified as a TPC member, a nominee must receive a majority of the votes cast.
- 8.22 The Office of the Dean will notify the Dean and the faculty of the TPC membership.
- 8.23 The term of TPC members is one year from May 1st to April 30th of the following year (SFUFA-CA A 29.2, 29.5).

Article 9. Faculty Council

Roles and Responsibilities of Faculty Council

- 9.0 Faculty Council is the highest-order governing committee within FHS. The purpose of Faculty Council is to provide a forum for collegial governance and decision-making on matters related to FHS as well as to inform faculty members of relevant academic issues and opportunities (international, national, provincial, and University-wide); introduce and discuss questions relevant to FHS; discuss and vote on Standing Committee recommendations; and address other academic, research, or infrastructure matters relevant to FHS.
- 9.1 Faculty Council may vote to extend voting privileges on Standing and *Ad Hoc* to non-voting faculty members, graduate and undergraduate student representatives, and to all categories of staff representatives.
- 9.2 Faculty Council may vote to establish Standing and *Ad Hoc* committees, as necessary for the operations of FHS, and determine their terms of reference, composition, and duration of membership.

Composition of Faculty Council

- 9.3 Voting members of Faculty Council are all voting Faculty Members, an elected staff representative, a representative of the FHS Graduate Student Association, and a representative of the Health Sciences Undergraduate Student Association.
- 9.4 Non-voting members of Faculty Council are the Director of Administration and Strategic Planning and the Director of Education Programs.
- 9.5 Other members of the FHS community may attend Faculty Council meetings but may not vote on motions.

Chair of Faculty Council

- 9.6 Faculty Council shall normally be chaired by the TPC Chair. The Chair rules on points of order, using Robert's Rules of Order and maintaining order and decorum during discussions, and following the principles articulated in Policy A 30.01, *Code of Faculty Ethics and Responsibilities*. In the absence of the TPC Chair, the role of Chair may be delegated to a Program Director.
- 9.7 The Chair may cast a vote in case of a tie (if eligible).

Meetings of Faculty Council

- 9.8 Faculty Council shall normally meet monthly between September and June, unless the Dean determines that there is insufficient continuing or arising business. The Dean may call additional Faculty Council meetings, if necessary.
- 9.9 The Chair may call for a Closed Session for confidential or sensitive matters, restricted to voting members of Faculty Council.
- 9.10 The Faculty Development Committee is responsible for the development of the agenda for Faculty Council. Standing agenda items are: approval of the agenda; approval of minutes from the preceding Faculty Council meeting; actions arising from the minutes of the previous meeting; Dean's report; Associate Deans' reports; standing committee reports; senators report; SFUFA representative report; new business; and adjournment.
- 9.11 The Dean is expected to provide the Dean's report in person or by proxy, including budget updates and issues arising at SFU.
- 9.12 The Office of the Dean is responsible for providing an annual schedule of Faculty Council meetings at a time when most Faculty Members can attend; calls for *ad hoc* agenda items; making the agenda, motions and supporting material available to voting and non-voting members of Faculty Council at least five working days prior to a Faculty Council meeting;

ensuring meeting minutes are taken and made available to members Faculty Council; and running electronic ballots.

- 9.13 At least once per year, Faculty Council shall be a “Town Hall” for open discussion of issues relevant to FHS with participation by all interested members of the FHS Community. Town Hall meetings will adhere to the standards for Faculty Council meetings regarding voting, agenda setting, and other procedures.

Attendance at Faculty Council

- 9.14 The Dean, Associate Deans, and Faculty Members are expected to attend Faculty Council Meetings, unless on an approved Leave.

Quorum and Voting Procedure

- 9.15 Quorum for Faculty Council meetings shall be fifty percent of those voting members of Faculty Council not on approved leave.
- 9.16 If quorum is not met, the vote may be either postponed to the next Faculty Council meeting or take place by electronic ballot.
- 9.17 Motions brought to Faculty Council shall be considered passed if supported by more than fifty percent of those voting. Voting will normally be conducted by a show of hands.
- 9.18 Votes on confidential or sensitive motions shall take place by electronic ballot, administered by the Office of the Dean. Vote tallies will be kept confidential, except when mandated by SFU policy.
- 9.19 Demonstrated support votes, as per the SFUFA-CA, are restricted to eligible Voting Faculty Members and will take place by electronic ballot. Vote tallies will be kept confidential, except when mandated by SFU policy.
- 9.20 The Dean will announce the results of electronic ballots via e-mail or at the following Faculty Council meeting.
- 9.21 Electronic voting and reporting procedures will protect the confidentiality of individual voters. Vote tallies may be disclosed for Faculty Council motions, except votes on confidential or sensitive motions, as determined by the Dean.

Article 10. Standing Committees

- 10.0 The Standing Committees of FHS¹ are (1) the Faculty Development Committee; (2) the Faculty Executive Committee; (3) the Educational Programs Committee; (4) MSc/PhD Committee; (5) the Professional Programs and Accreditation Committee; (6) the Undergraduate Studies Committee; and (7) the Senior Managers Committee.

Roles and Responsibilities

- 10.1 The Roles and Responsibilities of FHS Standing Committees are outlined in their respective Terms of Reference. In summary:
- 10.1.1 **Faculty Development Committee (FDC)** is responsible for day-to-day operation of FHS, including oversight and management of the Faculty budget. Membership of the FDC includes the Dean, Associate Deans, Director of Administration, and Director of Educational Programs. Other faculty or staff may be invited to provide input on specific issues, as necessary. FDC is responsible for calls for

¹ Rather than appearing with Standing Committees of FHS, the TPC is discussed previously due to its status as a mandated committee. However, the TPC has been adapted within the authority of FHS to better embody the Faculty’s Core Values.

agenda items and setting the agenda for the Faculty Executive Committee and Faculty Council. FDC decisions and deliberations shall be included in the Dean's Report to Faculty Council.

- 10.1.2 The **Faculty Executive Committee (FEC)** is responsible for providing overall strategic advice to the Dean. FEC is responsible for working with the Dean to develop new policies, procedures, and overall planning for the Faculty. FEC may consider recommendations from other FHS committees prior to their consideration at Faculty Council. FEC is solely responsible for reviewing and making recommendations on applications for Adjunct Professor status in FHS, which must then be ratified by eligible voting Faculty Members by electronic vote.
- 10.1.3 The **Educational Programs Committee (EPC)** is responsible for providing strategic direction, policies, procedures and curricular development across FHS educational programs.
- 10.1.4 The **MSc/PhD Committee (MPC)** is responsible for the development, management and administration of FHS MSc and PhD programs.
- 10.1.5 The **Professional Programs and Accreditation Committee (PPAC)** is responsible for the development, management and administration of Professional programs, including the MPH and accreditation for professional and undergraduate programs.
- 10.1.6 The **Undergraduate Studies Committee (UGSC)** is responsible for the development, management and administration of FHS undergraduate program.
- 10.1.7 The **Senior Managers Committee (SMC)** discusses and advises on FHS operations and administration, including but not limited to administrative process improvements, FHS internal policies and implementation processes of major FHS initiatives.
- 10.2 Standing Committees may vote to establish *ad hoc* sub-committees to undertake specific tasks.

Committee Chairs

- 10.3 The FDC and FEC shall be chaired by the Dean or delegate; the EPC shall be chaired by the Associate Dean, Education; the MPC shall be chaired by the Director MSC/PHD Programs; the PPAC shall be chaired by the Director Professional Programs and Accreditation; and the UGSC shall be chaired by the Director Undergraduate Programs.
- 10.4 If the Chair is unable to attend a committee meeting, the Chair shall appoint an Acting Chair from amongst the committee membership.
- 10.5 The Chairs of *ad hoc* sub-committees shall be elected from the membership of the Standing Committee to which it reports.
- 10.6 The Chair is responsible for setting and circulating the agenda and ensuring minutes are kept and circulated.
- 10.7 The Chair rules on points of order, using Robert's Rules of Order and maintaining order and decorum during discussions, following the principles articulated in Policy A 30.01, *Code of Faculty Ethics and Responsibilities*.
- 10.8 The Chair or delegate shall report on Standing Committee activities to FEC and Faculty Council.

Composition of Standing Committees

- 10.9 Composition of Standing Committees is outlined in their respective Terms of Reference, including their voting and non-voting members.

Nominations and Elections

- 10.10 The Office of the Dean shall solicit and receive nominations for Standing Committees.
- 10.11 The Office of the Dean shall conduct an electronic vote for either election or ratification of nominees, as necessary.
- 10.12 Vacant positions shall be filled by the nominees who received the most votes. A run-off election will be held in the event of a tied vote.
- 10.13 The Office of the Dean shall electronically post Standing Committee memberships.

Quorum and Voting Procedure

- 10.14 Quorum for Standing Committee meetings shall be fifty percent of voting members.
- 10.15 Motions brought to Standing Committees shall be considered passed if supported by more than fifty percent of those voting. Voting will normally be conducted by a show of hands or electronic vote.

Standing Committee Meetings

- 10.16 The Office of the Dean shall electronically post the annual meeting schedule for each Standing Committee.
- 10.17 Standing Committees shall normally meet monthly between September and July, unless the Chair determines that there is insufficient continuing or arising business. The Chair may call additional meetings, if necessary.
- 10.18 All Standing Committees shall keep minutes.
- 10.19 The agenda and past-meeting minutes for Standing Committees (excluding confidential information) shall normally be electronically posted at least two working days before the scheduled meeting.
- 10.20 Standing Committee meetings are normally open to all members of the FHS community, however, voting is restricted to voting members.
- 10.21 The Chair may call for a Closed Session for confidential or sensitive matters, including information about a student's identity, academic progress, personal life, financial status, and personal views.
- 10.22 Attendance at Closed Sessions is restricted to voting members of the Standing Committee and minutes of Closed Sessions may be posted with confidential information removed.

Article 11. Sub-Committees

- 11.0 Sub-Committees charged with addressing specific issues may be formed by Faculty Council or Standing Committees, to whom they are accountable.
- 11.1 **Search Committees** are responsible for recruitment. Their composition, responsibilities and process are described in SFUFA-CA A23. Search Committees report to the Dean.
- 11.2 The mandate and operations of Sub-Committees are described in their respective Terms of Reference.
- 11.3 Current Sub-Committees of FHS are:
- 11.3.1 The **Space Management Advisory Committee (SMAC)** provides advice on the allocation and maintenance of space and the acquisition and maintenance of FHS infrastructure, including laboratory equipment. The SMAC reports to FEC.

- 11.3.2 The **Life Science Lab Group (LSLG)** is responsible for matters regarding laboratory infrastructure, providing input on the BSc Life Science curriculum and consulting on faculty hires in the Life Sciences. The Life Science Lab Group reports to FEC.
- 11.3.3 The **Staff and Faculty Awards Committee (SFAC)** is responsible for soliciting nominations and adjudicating internal and external staff and faculty awards. The SFAC reports to FEC.
- 11.3.4 The **Ethics Committee (EC)** provides advice to the FEC and Faculty Council on ethical matters and in particular on the contributions/funding from government, non-governmental organisation (NGO) and industry partners.
- 11.3.5 The **Graduate Awards Committee (GAC)** is responsible for internal and external awards for which MPH, MSc and PhD students are eligible (note that undergraduate students may be eligible for some of these awards). The GAC reports to the EPC.
- 11.3.6 The **Undergraduate Curricular Committee (UCC)** is responsible for consultation and consideration of reforms to the undergraduate program curricula. The UCC reports to the UGSC.

Part 4: FHS Constitutional Review and Amendments

Article 12. Constitutional Review and Amendments

- 12.0 The FHS Constitution is in force for three years from the date of its ratification.
- 12.1 The extant Constitution remains in force until a new/revised Constitution is ratified.
- 12.2 Revisions to the FHS Constitution may be voted on by all voting members of Faculty Council.
- 12.3 The FHS Constitution must be ratified by two-thirds of those who vote.
- 12.4 The Dean is responsible for consulting with the Faculty Executive Committee to ensure renewal and ratification of the Constitution or to raise interim proposed amendments.
- 12.5 The Office of the Dean is responsible for circulating proposed amendments to voting members of Faculty Council at least 5 working days prior to the Faculty Council meeting in which the amendments are to be discussed.
- 12.6 There may be more than one iterative cycle of discussion on amendments between Faculty Council and the Faculty Executive Committee.
- 12.7 The Office of the Dean is responsible for conducting the electronic ratification vote.