



Faculty of Medicine

## **Faculty Executive Committee Terms of Reference**

### **Purpose**

The Faculty Executive Committee (FEC) provides coordinated strategic and operational advice to the Dean in all matters pertaining to academic and administrative functions. Its purpose is to improve efficiency, enhance communication, and streamline processes by integrating decision-making related to education, research, community engagement, finance, human resources, and information technology. The FEC supports alignment of activities in all units and ensures effective preparation and review of items advancing through faculty governance. The FEC is a decision-making committee.

### **Membership**

Dean (Chair)

Vice Dean, Education and Faculty Affairs

Vice Dean, Research and Graduate Studies

Associate Dean, Division of BioMedical Sciences

Associate Dean, Division of Population Health and Applied Health Sciences

Chair of Clinical Chairs Committee

Education Deans' Representative

Chief Operating Officer

Senior Manager, Academic Affairs

Manager, Finance

Policy Coordinator (recording secretary)

### **Responsibilities of the Committee**

1. Provide advice on and, where applicable, approval of education, research, community engagement, finance, human resources, and information technology initiatives.
2. Provide advice on the utilization of resources including human resources, faculty resources, information technology and other aspects of infrastructure.
3. Discuss university, provincial, national and international issues, which may have an impact on the Faculty of Medicine.
4. Advise the Dean on agenda items for Faculty Council.
5. Discuss and advise on the development and implementation of the Faculty of Medicine strategic plan.
6. Discuss budget and budget priorities.
7. Identify and mitigate risks.
8. Approve Faculty of Medicine policies and procedures.
9. Review the committee's terms of reference on an annual basis.
10. Discuss other topics as requested by the Dean.



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### **Meetings**

1. The Chair of the FEC will be the Dean. In the absence of the Dean, a Vice Dean will chair the meeting.
2. The FEC will meet monthly between September and June inclusive or at the call of the Chair.
3. The Dean will develop the agenda and circulate within one week of the meeting.
4. Decisions will be made by consensus or at the discretion of the Chair.
5. Quorum shall be 50% of the membership of FEC.
6. Additional members may be invited at the request of the Dean.

Approved on May 4, 2026