



Faculty of Medicine

Clinical Chairs Committee Terms of Reference

Purpose

The Clinical Chairs Committee (CCC) will serve as the official body of the Clinical Chairs to hold discussions regarding issues of academic concern or priority as may arise from time to time.

While the majority of discussions held by the CCC will be informal, with agreement reached by consensus, the CCC will also have the ability to record formal votes on topics as required from time to time, such votes to be held in accordance with the section "Procedures of Meetings".

Objectives

- a. To provide a confidential forum for discussion of academic issues relevant to all clinical disciplines in the Faculty of Medicine.
- b. To advise the Dean, Vice Deans, and the Associate or Assistant Deans with respect to faculty and University issues.

Chair of CCC

The Dean shall appoint a Chair for CCC from the core membership. The appointment shall be for a one-year period.

Membership

- a. Core member (voting privileges)
 - i. All Clinical Chairs and acting Chairs of clinical departments or named delegate.
- b. Standing representation (non-voting members)
 - i. Dean or named designate
 - ii. Vice Dean, Education and Faculty Affairs or named delegate
 - iii. Chief Operating Officer, Faculty of Medicine
 - iv. Manager of Academic Affairs
- c. Policy Coordinator (recording secretary)
- d. Ad hoc representation (non-voting members, attendance at the call of the Chair of CCC).

Note that "ad hoc representation" may be requested through any member of core member of Clinical Chairs, although such requests must be scheduled in accordance with the section "Procedures of Meetings".



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Agenda

- a. The Chair of CCC will develop the agenda and circulate within one week of meeting.
- b. Dates and times of meetings to be scheduled no later than September of the current academic year.
- c. The CCC will meet monthly between September and June inclusive or at the call of the Chair.
- d. The CCC to approve/add to agenda at the beginning of each meeting.

Procedure of Meetings

- a. Decision by consensus preferable.
- b. A formal vote may be requested by any voting member of the CCC or may be held at the discretion of the Chair of CCC. If a formal vote is required, the total membership count present and the count of the vote will be recorded. The result will be forwarded to the dean or relevant designate for the issue at hand. There will be no binary predetermined cut-off for any issue.
- c. Formal minutes of the meetings will be taken by the Policy Coordinator as recording secretary.

Revised: March 25, 2024