UNIVERSITY of Prince Edward ISLAND

BRIEFING NOTE

Purpose:	DECISION
Subject:	**Statutes of the Faculty Council of the Faculty of Medicine**
Prepared by:	Preston Smith, Dean of the Faculty of Medicine and Pascal Robichaud, University Secretary
Prepared for:	**Senate**
Date:	April 24, 2026

ACTION

Establishment of a Faculty Council and the granting of Statutes.

BACKGROUND (As presented on March 31, 2026)

With the Faculty of Medicine now moving towards a self-standing medical program at UPEI, it must approve several faculty-level academic policies to meet the accreditation standards of the *Committee on Accreditation of Canadian Medical Schools* (CACMS). To enact these policies, the FoM needs to settle its academic governance structure. The norm in Canadian universities is for the Senate to establish Faculty Councils via Statutes. As the University is still working on its *Regulation on Faculty Councils* and considering that the FoM needs to approve some academic policies no later than January of 2027, there is not time to wait for this regulation to come into effect. At best, the first iteration of the Regulation could be before the Senate in May for a first consultation with approval not likely earlier than mid-Fall. The effective date of the Regulation would be much later, as Faculties will need time to draft their Faculty Council Statutes and submit them to Senate for approval. Therefore, the FoM requests that temporary Statutes of its Faculty Council be granted by the Senate. When the Regulation comes into effect, the temporary Statutes can be amended as needed.

ADDITIONAL CONTEXT

On March 31, 2026, the Dean of the Faculty of Medicine and the University Secretary jointly submitted to Senate a Notice of Intent to recommend at the April 24, 2026, meeting, the establishment of a Faculty Council for the Faculty of Medicine. At the March 31 meeting, Senators asked that the role of the Academic Planning and Curriculum Committee of Senate in the approval of curricular content be affirmed. Provisions to that effect are highlighted in green in the proposed Statutes.

RECOMMENDATIONS

That the Faculty Council of the Faculty of Medicine be established and that its Statutes be approved.

APPENDIX A

University of Prince Edward Island - Faculty of Medicine Council Statutes			
Committee	Interim Faculty Council		
Creation Date	April 24, 2026	**Version Date**	April 24, 2026
Authority	Senate	**Review Date**	April, 2028
Responsibility	Dean, Faculty of Medicine		
Related Policies	CACMS Standards and Elements 1.3, 1.4, 1.5, 2.6, 4.6, & 8.1		

1. Preamble and Context

The University of Prince Edward Island (UPEI) Faculty of Medicine (FoM) is in its early stages of establishment. During this formative period, timely decisions will guide the approval of core academic policies, procedures and committee Statutes. These are essential to meet accreditation expectations and integrate with UPEI's governance framework. An Interim FoM Faculty Council (the 'Interim Council') is thus being struck.

This Interim Council has delegated authority from the UPEI Senate for provisional academic approvals until the permanent FoM Faculty Council is established. The Interim Council shall be a collegial governing body for academic affairs, fostering participatory decision-making at the FoM.

2. Definitions

	Term	Definition
1.	Statutes	The governing document setting out a committee's purpose, authority, membership, and operations.
2.	Interim Approval	A time-limited approval granted under delegated authority pending ratification or review by the permanent FoM Faculty Council.
3.	Policy	A high-level statement of principles, rules, and accountability that directs FoM decisions and practices.
4.	Procedure	A prescribed set of steps that operationalizes a Policy.

3. Purpose

The Interim Council is established to:

1. Make rules for governance, direction, and management of the FoM and its affairs and business, subject to the approval of the Senate and the University Act.
2. Provide an interim decision-making forum to enact FoM-level academic policies, procedures, and committee Statutes required to establish and operate the FoM.
3. Ensure these policies, procedures, and Statutes align with UPEI-wide policies, collective agreements, legislation, and accreditation standards.

4. Authority

The Interim Council derives its authority from the Senate and is compliant with all relevant Senate and Board of Governors policies, processes, and procedures.

5. Powers

The Interim Council shall recommend to Senate, through the Academic Planning and Curriculum Committee, or other relevant committee pertaining to the matter,

1. The establishment, merger or disestablishment of academic units within the Faculty,
2. The establishment, merger, modification or disestablishment of academic programs to be delivered by the Faculty,
3. The minor and major modifications to established academic programs delivered by the Faculty,
4. The initial establishment and subsequent modification of Faculty Council Statutes in compliance with the criteria under article 5,
5. The establishment and disestablishment of Ad Hoc or Special committees of Council, providing that those committees do not usurp, replace or supersede the roles and responsibilities standing committees established under the Council Statutes,
6. The conferment of degrees to students of that Faculty,
7. The establishment of policies by Senate.

The Interim Council shall approve

1. Policies giving effect in the Faculty to policies and Procedures of Senate,
2. Faculty-specific academic policies, providing that those policies are compliant with other University policies and do not usurp, replace or supersede the powers granted to Faculty Council under this Policy,
3. The establishment, modification and disestablishment of courses of study, in the Faculty, and the resulting modification to the University Calendar, providing that
    a. this does not affect the structure or delivery of an academic program approved by Senate, and
    b. it is supported by the Dean of the Faculty based on the Dean's appreciation of the capacity of the Faculty to support and deliver such a course(s), and
    c. As per the modification to the University Calendar, it is supported by the Registrar, and
    d. the decision is reported to the Academic Planning and Curriculum Committee.

4. Adjudication in first instance of appeal of academic decisions taken by faculty or officers of the Faculty,
5. The appointment of members of committees of Senate and other academic committees of the University for that Faculty,
6. Where a Faculty has a department or a school, the establishment of sub-statutes for that department or school,
7. The annual workplan of Council.

6. Roles and Responsibilities

The Interim Council shall:

1. Approve FoM academic policies, procedures, and committee Statutes as outlined under 5. Powers.
2. Strike special committees and approve their Statutes.
3. Establish and maintain a FoM policy and procedures register, including effective dates, next review dates, authorities, responsibilities, and status (draft/approved/repealed)
4. Ensure minimum consultation standards are met before approval. These may include learners, faculty, staff, Indigenous and equity-deserving communities, clinical partners, legal and risk, HR and Finance.
5. Report, through the Dean, on approvals, significant decisions, and outstanding items to the Vice President Academic and Research and to the Senate.
6. Identify risks or compliance gaps and escalate as needed to the appropriate University bodies.
7. Advise and consult Senate and the Board of Governors on matters deemed appropriate by these bodies.

7. Membership

The membership of the Interim Council will be as follows.

Chair

The Dean, FoM

Voting Members

- FoM Physician Leads hired to lead the development of various aspects of FoM programs
- All FoM Faculty Association members,
- Up to two PEI physician members-at-large
- One UGME learner representative. Until such point as UPEI medical learners are present, a Memorial University of Newfoundland learner at the PEI Regional Campus shall fulfill this requirement with express written consent from Memorial University.
- One PGME learner representative. Until such point as UPEI medical learners are present, a Dalhousie University learner training at the PEI site shall fulfill this requirement with express written consent from Dalhousie University.

Non-voting Members

a. Senior Policy Analyst (Secretariat),
b. FoM Accreditation and Quality Assurance Manager,
c. Director of Strategic Priorities and Policy Development;
d. Director of Academic Affairs;
e. Chief Operating Officer; and
f. Health PEI clinical partner representative (advisory).

Privileges of University Officers

The President, any Vice President, the University Secretary, or the Registrar may attend any meeting of the Interim Council and may request and obtain from the Secretariat or Chair of Council that an item be added to the agenda of a meeting of the Interim Council with at least two (2) business days' notice.

Appointment

Members are appointed by the Chair and serve until the permanent FoM Faculty Council is established. Members of the Interim Council may serve on the permanent Faculty Council once established, following the permanent Faculty Council's Statutes.

Equity, Diversity, and Inclusion & Indigenous Representation

Membership will reflect diverse perspectives and include an Indigenous health voice where possible.

Responsibilities of Members

Members shall:

a. Endeavour to attend all meetings, designating an alternate with the Chair's approval when unavailable.
b. Review all meeting materials in advance.
    - Consult with their respective teams on matters and matter being discussed at the Interim Council as appropriate.
c. Maintain confidentiality of proceedings in accordance with relevant UPEI policies and legislation.

8. Officers of the Interim Faculty Council

The Chair

The Dean of the FoM shall be the Chair, and shall:

a. Preside at all meetings of the Interim Council, preserve order and decorum, and decide all questions of order.
b. Set the agenda for each meeting with input from members of the Interim Council.
c. Ensure adequate consultation as required for different agenda items. This may occur within or outside of the FoM.
d. Report to the University Senate on behalf of the Interim Council, explaining its decisions, activities, and procedures.
e. Seek guidance as appropriate from the Senate, University Secretary or Provost with respect to matters of procedure.

f. Appoint a member of the Interim Council to chair meetings when the Dean is absent, unavailable or declares a conflict of interest regarding matters being discussed at that meeting.

The Secretariat

The Senior Policy Analyst, FoM, shall act as the Secretariat, and shall:

a. Attend all meetings of Faculty Council as a non-voting member, take notes of proceedings of Faculty Council, draft minutes of those proceedings, submit them to the Chair for review and provide them to members for approval prior to the next regular meeting of Council.
b. Circulate the agenda and minutes along with supporting documents to members at least five (5) business days in advance of the meetings.
c. Support the Chair in agenda management.
d. Be responsible for document control, including version control efforts.
e. Track approvals of documents and instruments and maintain a Policy Register.

9. Meetings

Frequency of Meetings

Meetings shall be held monthly and as called by the Chair.

Meeting Platform

Meetings shall be held virtually to support the participation of off-campus Council members.

Quorum

A majority of voting members (50% + 1), including the Chair or delegate.

Recommendations of Committee

Consensus is preferred. On formal votes, quorum shall consist of a simple majority of voting members. In case of a tie, the Chair may cast a deciding vote.

Out-of-cycle Approvals

Any Out-of-Cycle approvals required may be conducted by voting virtually on a resolution. Unless otherwise specified, resolutions pass when a majority of voting members indicate support within the response window (normally three business days). Written records will be kept of this support by the Secretariat.

Observers

Meeting observers may be permitted at the discretion of the Chair. Observers are non-participating unless invited to speak by the Chair.

10. Procedural Rules

Circulation of documents

Notice of meeting and agenda shall be circulated at least five (5) business days in advance of the meeting, with all required supporting documents.

Minutes and decision logs shall be maintained by the Secretariat. These shall include approvals with effective dates and any conditions.

Conflicts of Interest

Members shall disclose to the Chair any real, potential, or perceived conflicts at the outset of each meeting and recuse themselves where appropriate.

Confidentiality

Materials may contain confidential information (e.g., HR, procurement, accreditation). Members shall maintain confidentiality consistent with UPEI policies and applicable legislation.

Record-keeping

Records of meetings shall be kept by the Secretariat in a location easily accessible by Interim Council members and may be shared with Senate as requested.

Approved instruments shall be published by the Secretariat unless the Council meets in a closed session, and withholding is justified (e.g., labour relations).

Closed Session Record-keeping

In case the Interim Council operates in a closed session, the Secretariat shall include in the minutes: the reasoning for the meeting being closed, those in attendance, as well as start and end times for the closed session. Sealed records of any closed session decision-making shall be made available only to those present in the session and otherwise kept in a password-protected folder.

11. Reporting & Transparency

Reporting

An annual summary of approvals and pending items will be provided to Senate or a designated Senate committee as outlined under 5. Powers.

Transparency and Communication

Approved Policies, Procedures, and Statutes will be posted to the FoM website once effective, subject to confidentiality exceptions.

12. Review and Sunset

The Interim Council Statutes shall remain in place until the permanent Faculty Council is established. It shall dissolve upon establishment of the permanent FoM Faculty Council, or as otherwise directed by Senate. All interim approvals remain valid and in force upon transition unless amended or rescinded by the permanent body or higher authority.

13. References

- UPEI Policy on Policies (https://files.upei.ca/policy/university_policies_policy.pdf
- UPEI Processes and Procedures of Senate: https://files.upei.ca/policy/senate_processes_and_procedures_govsen_gnl0004.pdf
- General Bylaws of the Board of Governors: https://files.upei.ca/governance/upei_board_of_governors_general_bylaws.pdf
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