

 DALHOUSIE UNIVERSITY FACULTY OF HEALTH Terms of Reference: Academic Review Committee (ARC)	<i>Policy Sponsor:</i> Dean	<i>Approval Date:</i> MAC Sept 10, 2009 Faculty Council Oct 22, 2009
	<i>Responsible Unit:</i> Faculty Council	<i>Amendments:</i> Revisions approved Faculty Council: Jan 28, 2010; Jan 27, 2011; Sep 22, 2011; Apr 26, 2013; Mar 24, 2016; Apr 27, 2017 Formatting changes March 2018

RATIONALE

The Academic Review Committee (ARC) is a standing committee of Faculty Council, which reviews, facilitates and reports on undergraduate and graduate academic proposals submitted from the Schools/Colleges within the Faculty of Health. The overall purpose is to assist the Faculty in its mandate of ensuring program quality, feasibility, and academic integrity.

FUNCTIONS

Reviews academic proposals (in accordance with the Faculty of Health Academic Review Handbook) submitted by Schools/Colleges from within the Faculty of Health.

Prepares a report and recommendations for Faculty Council and/or the Faculty of Graduate Studies in accordance with the Faculty of Health Academic Review Handbook.

MEMBERSHIP

1. Chair will be appointed by the Dean for a three-year term with the possibility of renewal for an additional consecutive term of three-years.
2. Associate Dean - Academic as an ex officio voting member.
3. One member from Faculty Council elected by the Faculty Council for a two-year term.
4. Five full-time faculty members elected by Faculty Council for a two-year term. The committee membership should reflect an appropriate mix of faculty members from Graduate and Undergraduate Programs. Members may be re-elected for 1 additional consecutive term. Members should be from different Schools/Colleges.
5. Director representative for a two-year term, nominated by the Deans Executive.
6. A Vice-Chair to be elected from the above members of ARC by the members of ARC, for one-year term, renewable.
7. Administrative Assistant from the Faculty of Health Dean's Office (non-voting)

In the Chair's absence, the Vice Chair will chair the meeting.

QUORUM

The quorum for meetings of the Academic Review Committee shall be 50% plus 1 of the voting members. The Chair is considered a voting member. The Administrative Assistant is a non-voting member.

VOTING

The chair will be permitted to vote in the event of a tie.

AUTHORITY & REPORTING RELATIONSHIP

The Academic Review Committee (ARC) receives its authority from Faculty Council. As such, the Chair or his/her delegate is responsible for reporting to Faculty Council at each of its meetings. An annual report will be presented to Full Faculty at the Spring Full Faculty meeting.

MEETINGS

Monthly meetings will be held September to June. Special meetings may be called as determined by the Chair of ARC and/or the Dean. Roberts Rules of Order (Revised) will apply.

AGENDA AND MINUTES

The Faculty Administrative Assistant will circulate a call for agenda items (designated administrative contact person(s) and Directors) three weeks prior to the meeting. Agenda items must be received (with relevant documentation) by the Faculty Administrative Assistant two weeks prior to the ARC meeting.

A meeting agenda will be prepared by the Faculty Administrative Assistant in consultation with the ARC Chair. The agenda, last meeting minutes and documentation will be circulated to ARC members prior to the monthly meeting date. The accepted ARC report to Faculty Council will be posted on the Faculty of Health website for one rolling year.

ADMINISTRATIVE SUPPORT AT THE UNIT LEVEL

An administrative contact person will be assigned from each School/College to ensure consistency with required documentation and meeting deadlines.

REVIEW

The Academic Review Committee Terms of Reference will be reviewed annually.