



Health Sciences

Faculty
Secretariat

Submission Deadlines for Faculty Executive Council

2024-25 ACADEMIC YEAR

Contact fssec@mcmaster.ca with questions

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OVERVIEW

Faculty Executive Council is the governing body for the Faculty of Health Sciences.

Meetings of this council (known as “Faculty Exec”) take place between September through June and are normally held on the morning of the 4th Wednesday of each month.

The current schedule and membership list is available online

<https://secretariat.healthsci.mcmaster.ca/fhs-committees/>

All academic leadership appointments within the faculty and all FHS policies are brought to the attention of this committee. Some require approval and others are received for information.

This document outlines what should be submitted to the Council and the associated deadlines.

SUBMISSIONS TO FACULTY EXEC

AGENDA ITEMS FOR DISCUSSION

Requests for agenda items should be submitted as early as possible as agendas fill up quickly.

Requests submitted after the deadline will be considered for a future meeting. Deadlines are provided later in this document.

INFORMATION REQUIRED

To be considered for an upcoming agenda, please send an email to Rebecca Collier rcollie@mcmaster.ca with the following information:

- The topic of the proposed item;
- Whether you expect the item to be longer or shorter than the standard 20-minute slot allotted for presentations and member's questions.

Your request will be reviewed by Faculty Leadership, and you will be notified if you have been added to the agenda

Note: In rare cases, a previously confirmed presentation may be deferred to a later meeting. You will be notified as soon as possible, should this occur.

DOCUMENTATION REQUIRED

- The names and titles of all guests attending the meeting; (usually 1 or 2 due to space constraints)
- Slides must be submitted by the end of day on the Monday prior to the meeting. Please confirm whether you would like these circulated in advance, after the meeting or not at all.
- Any additional electronic materials you would like pre-circulated – please submit by the submitted on the Monday prior to the meeting

AGENDA ITEMS REQUIRING APPROVAL

All items requiring approval must be submitted no later than 1 week prior to the next Faculty Executive meeting (See schedule attached).

Some items (detailed below) must be submitted earlier to ensure time to review and edit before being formally submitted for approval.

All leadership appointments are to take effect after approval is received. Please review the attached charts to ensure your items are submitted on time.

APPOINTMENT TO AN EXISTING LEADERSHIP ROLE

For appointments to existing roles with no changes to the Terms of Reference, please remember that backdating of appointments is no longer allowed. Please review the attached deadline calendar and submit appropriately.

For those roles that require approval through the University Governing bodies (Directors and all Dean level appointments), the start date **must be after** formal university approval is received. If the individual needs to start in the role prior to University approval, this is considered an Acting Appointment until approved.

DOCUMENTATION REQUIRED

- Covering letter specifying start and end dates of appointment, selection process
- Selection Committee listing noting equity facilitator
- Current ToR
- Up to date CV of Candidate

REAPPOINTMENT TO AN EXISTING LEADERSHIP ROLE

For those roles that require approval through the University Governing bodies (Directors and all Dean level appointments), the start date **must be after** formal university approval is received. Ensure that the renewal is submitted early so that an Acting Appointment is not required.

DOCUMENTATION REQUIRED

- Covering letter specifying renewal length, renewal process
- Selection Committee listing noting equity facilitator
- Current ToR
- Up to date CV of Candidate

APPROVAL OF – TERMS OF REFERENCE FOR NEW LEADERSHIP ROLES

Please note that requests to create a new academic leadership role: i.e. Associate Dean, Assistant Dean, Director, Associate Chair, etc. must be submitted at least 3 weeks in advance of the meeting to allow time for review and discussion of the potential position.

Please review the process maps here:

<https://secretariat.healthsci.mcmaster.ca/processes-templates/>

DOCUMENTATION REQUIRED

- Covering letter specifying need for role, consultation undertaken
 - Draft ToR (WORD FORMAT)
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APPROVAL OF – TERMS OF REFERENCE UPDATES

Please note that all ToRs that do not follow the template linked below and do not include the update EDI-IR language will need to be updated.

Terms of Reference (ToR) must follow the new FHS templates available here:

<https://secretariat.healthsci.mcmaster.ca/processes-templates/>

**Updates to existing Terms of Reference should be submitted for approval prior to the commencement of the selection/renewal process.

DOCUMENTATION REQUIRED

- Covering letter briefly outlining changes to ToR
- Blacklined version of ToR showing changes made (WORD Document)
- Clean version of ToR showing changes made (WORD Document)

ITEMS FOR APPROVAL OR FOR INFORMATION

The chart below outlines which actions require approval and which are brought forward for information to the various committees.

Role	Action	FHS	University
Associate Deans & Vice Deans	Selection Committee	Approval Faculty Executive Council	Approval SCA, Senate & BoG
Associate Deans & Vice Deans	Appointment	Information Faculty Executive Council	Approval SCA, Senate & BoG
Department Chairs	Selection Committee	Approval by Faculty Executive Council	n/a
Department Chairs	Appointment	Information Faculty Executive Council	Approval SCA, Senate & BoG
Directors, Assistant Deans	Selection Committee	must follow the guidelines in the Terms of Reference for the Position	n/a
Directors, Assistant Deans	Appointment	Approval by Faculty Executive Council	Approval SCA, Senate & BoG
Associate Chairs	Selection Committee	must follow the guidelines in the Terms of Reference for the Position	n/a
Associate Chairs	Appointment	Approval by Faculty Executive Council	Information SCA, Senate & BoG

DEADLINES FOR PROPOSED AGENDA ITEMS & ATTACHMENTS

Meeting Date	Deadline to propose agenda items.	Deadline for attachments
September 4	August 23	August 30
October 23	October 11	October 16
November 27	November 18	November 20
December 18	December 9	December 11
January 22	January 13	January 15
February – no meeting – e-votes only	February 14 (Note: Items for approval only)	February 19 (packages for approval)
March 26	March 17	March 19
April 23	April 14	April 16
May 28	May 16	May 21
June 25	June 16	June 18

Attachments can be submitted to fhssec@mcmaster.ca

APPROVAL DEADLINES BY APPOINTMENT START DATE

REQUIRING SENATE APPROVAL

For items approved by Faculty Executive that need University approval – these submission deadlines are below:

(Note appointments must be approved by Senate before they can officially begin)

Appointment Start date. No earlier than:	Approval received at Faculty Executive	Senate Committee on Appointments	Senate	Board of Governors
November 1	September 4	September 23	October 9	October 24
December 1	Potential early October e-vote	October 22/23/28/30 (Note multiple dates due to T&P)	November 13	December 12
January 1	October 23	November 25	December 12	December 12
February 1	November 27	December 16	January 15	March 6
March 1	December 18	January 20/22/27 (Note multiple dates due to T&P)	February 12	March 6
April 1	January 22	February 24	March 19	April 24
May 1 or June 1	February 26 (e-vote)	March 24	April 9	April 24
July 1	March 26	April 2	May 14	June 12
July 1	April 23	May 26	June 1	June 12
July 1	May 28	June 23	Senate Exec June 25	TBD
October 1	June 25	August 25	TBD	TBD

Note: If a start date falls before the approval dates listed above, the individual will be appointed as an Acting until the formal approval is received.

REQUIRING FACULTY OF HEALTH SCIENCES APPROVAL

For items approved by Faculty Executive that do not need University approval – these submission deadlines are below:

Appointment Start date.	Approval received at Faculty Executive
No earlier than:	
October 1	September 4
November 1	October 23
December 1	November 27
January 1	December 18
February 1	January 22,
March 1	February 26
April 1	March 26
May 1	April 23
June 1	May 28
July 1	June 25

Note: If a start date is requested that is prior to the approval dates listed above, the start date will be amended to the first of the month following formal approval. If an individual needs to be appointed to the role before formal approval is received, please follow the process for appointing an acting for the role for the intervening period.