

University of Toronto Department of Psychiatry

Senior Advisory Committee

Terms of Reference

Authority

The University of Toronto Department of Psychiatry Senior Advisory Committee (SAC) is advisory to the Department Executive Committee. New directions or strategic priorities in the Department of Psychiatry are proposed by SAC members and discussed at SAC meetings but any changes in the Department must be approved by the Executive Committee.

Purpose

The mandate of this committee is to advise the Department Executive Committee on matters related to the Department of Psychiatry's strategic directions. The SAC provides an opportunity for the senior leadership of the Department of Psychiatry to discuss issues and directions relevant to the Department as a whole, its programs, and its affiliated clinical sites.

Areas of Responsibility

- The SAC bridges the gaps among the Department's programs, their specific committees (e.g., the Postgraduate Education Academic Committee, Advisory Council for EDI in Clinical Care...), and the Department Executive Committee.
- The SAC will advise on the departmental communications strategy related to strategic initiatives, operations, and resources.
- The SAC will also foster collaboration among its members to improve practice and promote scholarship among all faculty members and trainees.
- SAC members will obtain input from their various stakeholder groups to inform plannings within the Department of Psychiatry; in turn, they will share information with these stakeholders about new developments within the Department to improve engagement and alignment.

Membership

The SAC comprises the following members:

- Labatt Family Chair of the Department of Psychiatry
- All Vice Chairs (i.e., Basic and Clinical Sciences, Clinical Innovation, Education, Equity and Mentorship, and Research)
- All Division Directors
- All Program Directors
- All Chiefs or Heads of Psychiatry of the fully-affiliated sites (i.e., full members of the Toronto Academic Health Science Network - TAHSN)
- All Chiefs or Heads of Psychiatry of the partially-affiliated sites (i.e., Associate members of TAHSN) and
- All Chiefs or Heads of Psychiatry of the community-affiliated sites
- PRAT co-Presidents
- Department Business Manager
- Department Senior Development Officer

See appended list of current members.

Schedule

The committee meets 10 times a year from September to June, or at the call of the Labatt Family Chair of the Department. Members who cannot attend a meeting are encouraged to designate a delegate to attend in their stead.

Term

All members are ex-officio members and their term is linked to the term of their role on the SAC.

Procedures for Recommendations

The recommendations of the SAC are reached by consensus following an open discussion. When consensus cannot be reached, the SAC Chair may conduct a vote, with a simple majority deciding the matter. A vote may be conducted during a meeting or by electronic means.

Chair

The Labatt Family Chair of the Department is the Chair of the SAC and is responsible for setting its agenda based on the input of the members; the Chair can delegate this role or this responsibility.

Administrative support

Executive Assistant to the Chair

Approval

Department of Psychiatry Executive Committee

These Terms of Reference will be reviewed at the beginning of each academic year during the first SAC meeting.