

## TERMS OF REFERENCE

### UNIT ASSESSMENT – FACULTY OF MEDICINE

In correspondence to Dr. Margaret Steele, Dean of Medicine, dated November 17, 2017, Dr. Gary Kachanoski, President and Vice-Chancellor of Memorial University of Newfoundland, authorized a Unit Assessment in the Faculty of Medicine to ensure that Memorial's learners, faculty and staff have a safe and respectful learning environment that is free from bullying, intimidation, harassment and sexual harassment.

The Reviewer shall gather information that relates to issues of bullying, intimidation, harassment, sexual harassment and a safe and respectful learning environment in the Faculty of Medicine and make recommendations for the Unit, having particular regard to:

- The application and alignment of the internal policies and procedures within the Faculty of Medicine with Memorial's Sexual Harassment and Sexual Assault Policy/Procedures and Respectful Workplace Policy/Procedures.
- The assessment of the culture and learning environment as it relates to the reporting and response to incidents of bullying, intimidation, harassment and sexual harassment.

In the course of the assessment, the Reviewer shall:

- solicit, receive and review feedback from students, faculty and staff within the Unit, and such other persons as the Reviewer considers appropriate, which could be written or verbal, at the Reviewer's discretion;
- interview any persons whom she or he believes have or ought to have information relevant to the investigation, and who consents to be interviewed.

The Reviewer shall be provided with such information and materials as she or he believes are relevant to complete the assessment, and should contact the Faculty of Medicine's Manager of Academic Affairs, to arrange for such information and materials to be provided.

The Report will be delivered to the President by no later than April 15, 2018, or any extended date that may be granted by the President, following consideration of a request from the Reviewer.

The Report will be publicly disclosed, subject to protection of personal information about individuals.

Allegations against individual members of the University community shall not be the focus of this Unit Assessment.