

## **GFC Executive Committee Terms of Reference**

### **1. Authority**

The *Post-Secondary Learning Act (PSLA)* gives General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors, over "academic affairs" (section 26(1)). GFC has established an Executive Committee. The items referred to in subsections (d) (e) (g) and (j) of Section 26(l) of the *Act* are delegated to the Executive Committee. (GFC 08 SEP 1966)

The complete wording of the section(s) of the *PSLA*, as referred to above, should be checked in any instance where formal jurisdiction needs to be determined.

### **2. Composition of the Committee**

#### **Ex Officio**

- Chair - The President
- Provost and Vice-President (Academic)
- Vice-Provost and University Registrar
- Graduate Students' Association Vice-President (Academic)
- Students' Union Vice-President (Academic)

#### **Elected** (to be elected from and by GFC)

- 8 members from Categories A1.1 and A1.6 and their counterparts in A1.5 and A1.7\*, providing that there shall be no more than one representative from any Faculty except that both the Faculty of Arts and the Faculty of Science may have two representatives providing they come from different Departments.
- 1 undergraduate student

\* See UAPPOL Recruitment Policy (Appendix A) Definition and Categories of Academic Staff.

### **3. Mandate of the Committee**

To act as the executive body of General Faculties Council and, in general, carry out the functions delegated to it by General Faculties Council. (GFC 08 SEP 1966) (GFC 12 FEB 1996)

#### **1. Urgent Matters**

The power to deal with any matters that cannot be deferred is delegated to the Executive Committee which shall determine which matters are to be considered urgent. (GFC 09 AUG 1966)

#### **2. Routine Matters**

Matters which are routine in carrying out the policies approved by General Faculties Council are delegated to the Executive Committee. (GFC 08 SEP 1966)

#### **3. Academic Awards**

Responsibility, as it concerns all students other than graduate students registered in the Faculty of Graduate Studies and Research, for making rules and regulations respecting academic awards shall be delegated by General Faculties Council to the Executive Committee. (GFC 02 DEC 1966)

#### **4. Academic Schedule**

##### **a. Delegation**

*Post-Secondary Learning Act (PSLA)* Section 26(l)(j) follows:

26(1) Subject to the authority of the board, a general faculties council is responsible for the academic affairs of the university and, without restricting the generality of the foregoing, has the authority to...

(j) determine the date for the beginning and end of lectures in the university and also the beginning and end of each university term....

**b. Academic Schedule Changes**

The GFC Executive Committee has delegated authority from General Faculties Council to approve the Academic Schedule. Any changes to the Academic Schedule proposed after the Schedule has been approved must be submitted to the Executive Committee. That committee will determine which changes are sufficiently substantial and require, therefore, GFC approval and which ones are routine in nature and could be dealt with by the Executive Committee. (GFC 20 SEP 1982)

**5. Agendas of General Faculties Council**

GFC has delegated to the Executive Committee the authority to decide which items are placed on a GFC Agenda, and the order in which those agenda items appear on each GFC agenda.

When ordering items, the GFC Executive Committee will be mindful of any matters that are of particular concern to students during March and April so that the student leaders who bring those items forward are able to address these items at GFC before their terms end. (EXEC 06 NOV 2006)

When recommendations are forwarded to General Faculties Council from APC, the role of the Executive shall be to decide the order in which items should be considered by GFC. The Executive Committee is responsible for providing general advice to the Chair about proposals being forwarded from APC to GFC.

With respect to recommendations from other bodies and other GFC committees, however, the role of the Executive Committee shall be to examine and debate the substance of reports or recommendations and to decide if an item is ready to be forwarded to the full governing body. The Executive Committee may decide to refer a proposal back to the originating body, to refer the proposal to another body or individual for study or review, or to take other action in order to ready a proposal for consideration by General Faculties Council. When the GFC Executive Committee forwards a proposal to GFC, it shall make a recommendation that GFC endorse; endorse with suggested amendments; not endorse; or forward the proposal with no comment. (GFC 30 JUN 1992)

**6. Calendar**

Section 26(1) of the *PSLA* empowers GFC to

(g) provide for the preparation and publication of the university calendar.

(Technical matters relating to the printing and publication of the Calendar are delegated to the Registrar (GFC May 31, 1976).

**7. Examinations**

Section 26(1) of the *PSLA* empowers GFC to

(d) determine the timetables for examinations, and for lectures and other instruction in each Faculty.

(e) consider and make decisions on the reports of faculty councils as to the appointment of examiners and the conduct and results of examinations in the faculties.

a. Subject to challenge by General Faculties Council, the Executive Committee has accorded to Faculty Councils the authority to deal with special arrangements regarding final examinations. (EXEC 15 FEB 1967)

b. The Executive Committee approves requests from Faculties which wish to schedule common examinations (See Section 52.8 of the GFC Policy Manual). (GFC 27 OCT 1980)

## 8. Faculty Councils

### a. Appointments to Faculty Councils

The Executive Committee of General Faculties Council shall be authorized to make appointments to Faculty Councils on their recommendations. (GFC 25 NOV 1968)

With respect to appointments of external members to Faculty Councils, approval of the positions by the Executive Committee, on behalf of GFC, shall suffice. (GFC 28 JUN 1976)

### b. Control Functions re: Faculty Councils

The responsibility of exercising supervision of the control functions referred to in Sections 29 and 30 of the *PSLA* shall be delegated to the Executive Committee which shall make recommendations to General Faculties Council when appropriate. (GFC 02 DEC 1966)

#### *Post-Secondary Learning Act Section 29(1)*

A faculty council may

(a) determine the programs of study for which the faculty is established,

(b) appoint the examiners for examinations in the faculty, conduct the examinations and determine the results of them,

(c) provide for the admission of students to the faculty,

(d) determine the conditions under which a student must withdraw from or may continue the student's program of studies in the faculty, and

(e) authorize the granting of degrees,

subject to any conditions or restrictions that are imposed by the general faculties council.

### c. Quorum

Subject to the approval of the GFC Executive Committee, each Faculty shall establish its own Faculty Council quorum provision(s), on the understanding that nothing in those provisions shall take away from those persons eligible to attend their right to do so. In the summer (ie, the months of May through August), the members of the Faculty Council who are available shall have power to deal with matters that arise. (EXEC 09 SEP 2002)

## 9. Student Records: Requests for Access for Research Purposes

The Policy on Student Records: Contents, Access, Use and Protection of the GFC Policy Manual was approved by the Board of Governors on January 26, 2007 for inclusion in the University of Alberta Policies and Procedures On-Line (UAPPOL).

## **10. Access to Information Held by GFC Standing Committees**

Where a GFC Standing Committee does not accede to a request for access to specified material in its hands, there shall be a right of appeal to the Executive Committee of GFC. A formal request may also be made for specified material through the University of Alberta's Information and Privacy Office. (EXEC 30 AUG 1999)

A committee may, if it chooses, seek the advice of the Executive Committee on requests for release of information or refer requests for decision to the Executive Committee. (GFC 31 MAR 1981)

## **11. Student Residence Codes**

New student residence codes shall be submitted to the GFC Campus Law Review Committee which will make a recommendation to the GFC Executive Committee. The GFC Executive has the delegated authority from General Faculties Council to approve new residence codes.

Any changes to existing student residence codes shall be submitted to the GFC Campus Law Review Committee. Any major changes to existing student residence codes shall be forwarded with the recommendation of the CLRC to the GFC Executive for final approval.

Any student residence with a code or similar set of regulations is required to report annually on the operation of that code to General Faculties Council through its Campus Law Review Committee and its Executive Committee. (GFC 22 SEP 1997)

## **12. Membership on the GFC University Appeal Board (UAB), GFC Academic Appeals Committee (AAC) and GFC Practice Review Board (PRB)**

GFC delegates to the Executive Committee the authority to take whatever special measures are necessary to ensure timely and fully-constituted hearings by the University Appeal Board (UAB), Academic Appeals Committee (AAC) and Practice Review Board (PRB). These measures may include, but are not limited to, the extension of terms of office and the appointment of additional members for a temporary period. (EXEC 10 MAY 1999) (GFC 21 JUNE 1999)

## **13. Course Challenges and Service Courses**

a. In cases where a challenge cannot be resolved ... the Secretary to General Faculties Council shall ... have the challenge placed before the Executive Committee of GFC for final resolution. In those cases where the Executive Committee is of the opinion that a policy issue is involved, it will place the issue before General Faculties Council.

The Executive Committee shall decide whether a course challenge is frivolous and an appeal from such a decision shall lie to General Faculties Council.

b. If agreement is reached between a servicing and a serviced Faculty on a proposed withdrawal of a service course, then approval need not be sought from General Faculties Council nor from the Executive Committee.

If agreement cannot be reached between the servicing and serviced Faculty on a proposed withdrawal of a service course, the matter should be referred to the GFC Executive Committee.

If the Executive Committee is unable to resolve the problem, the matter should be referred to General Faculties Council.

#### **14. Course Numbering and Naming System**

a. Recommendations to renumber courses at the same level shall be proposed by the appropriate Faculty Council, circulated according to the procedures described in Section 37.1, and, in the absence of unresolved challenges, submitted to GFC Executive for ratification. Course renumbering to a different number level will normally be accomplished by deleting the current course and introducing a new course at the new level. (GFC 17 JUN 1996)

b. New course subject names and their abbreviations shall be proposed by the Faculty Council, circulated according to the procedure described in Section 37.1, and, in the absence of unresolved challenges, submitted to GFC Executive for ratification. (GFC 17 JUN 1996)

Also see Section 37.

For appeals against decisions on program challenges, see Courses, Section 37.1.E.

#### **15. Terms of Office for GFC Members**

The GFC Executive is authorized to specify, after consultation with the Faculty concerned, the term of office of each elected member whose term has not been specified. (GFC 08 SEP 1966)

#### **16. Institutional Marking and Grading Policies and/or Procedures**

To consider advice or recommendation from the GFC ASC on institutional marking and grading policies and/or procedures. (GFC 31 MAY 2005)

#### **17. Institutional Term Work Policies and/or Procedures**

To consider advice or recommendation from the GFC ASC on institutional term work policies and/or procedures. (GFC 31 MAY 2005)

### **4. Committee Procedures**

#### **Attendance**

It is expected that members will attend all meetings of the Executive Committee. If a member knows in advance that an absence of two or more consecutive meetings is unavoidable, the Chair should be consulted. (GFC 09 FEB 1981)

#### **Voting**

##### **a. When Acting as an Executive Committee**

When dealing with matters specifically delegated to it by General Faculties Council, the Executive Committee shall conform to the Voting procedures set out in the *General Terms of Reference – Standing Committees of General Faculties Council (GFC)*.

##### **b. When Acting for General Faculties Council**

When dealing with other matters on behalf of General Faculties Council, the Executive Committee shall be authorized to take action providing the number of votes in favor of such action is greater than 50% of the total number of members. (On the basis of the present membership of fourteen (1992), eight votes in favor of a proposal would be sufficient.) The Chair will have the right to cast a vote or abstain as the Chair sees fit. (EXEC 20 SEP 1971)

## **5. Additional Reporting Requirements**

Executive Committee minutes shall be filed with GFC for information. (EXEC 06 NOV 2006)

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Approved November 26, 2007 (GFC)