

GFC Nominating Committee (NC) 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)). To carry out its responsibilities, GFC has established standing committees and appeal boards and has enacted policies governing the replenishment and operation of those groups, as set out below.

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

2. Composition of the Committee

The ex officio students and elected members of the GFC Executive Committee serve as the GFC Nominating Committee, to which shall be added one member of the non-academic staff (Category S1.0), elected by and from GFC.

These members will elect one of the faculty members as Chair and one member as Vice-Chair.

3. Mandate of the Committee

The Nominating Committee ensures the replenishment of GFC standing committees and other bodies requiring representation from GFC or the academic community.

The Nominating Committee is charged with ensuring the best possible match between prospective members and the committees to which they are nominated. It is also the Nominating Committee's responsibility to ensure the broadest possible base of representation given the available pool of nominees.

The Nominating Committee will ensure that the university community is made aware of all vacancies to be filled.

In determining the **eligibility of faculty members on leave*** to serve on General Faculties Council, GFC standing committees or as GFC representatives on Senate, the following shall apply:

- a. The Nominating Committee shall assume that faculty members on leave do not wish to continue to serve during the time of their leave. If, however, individuals choose to retain committee membership during the time of their leave, the onus is on faculty members to notify the GFC Nominating Committee of their intention. (EXEC 06 MAY 1985) (EXEC 31 MAY 1985)
- b. The Nominating Committee is permitted to accept nominations for faculty members on leave for election to the groups listed above, provided the physical location of the individual during the time of the leave permits **regular attendance at meetings**. (EXEC 06 MAY 1985) (EXEC 31 MAY 1985)
- c. Faculty members on sabbatical should not sit on councils or committees of Faculties. Concerning the election of departmental representatives to selection committees for department-chairs, it should be left to the council of each Faculty to decide policy regarding whether faculty members on sabbatical may participate in such election. (EXEC 17 FEB 1975)

* The term 'leave' includes: administrative leave, sabbatical, political, medical, parental, childbirth, disability, assisted, secondment. (EXEC 18 NOV 1996)

The Nominating Committee is granted discretionary power to nominate for terms of less than three years, should such be needed, to provide an overlap of experience in committees of General Faculties

Council. This discretionary power may be exercised at the request of the committee involved. The terms of one or two years are to be submitted by the Nominating Committee in the same manner and under the same regulations as for three-year terms. (GFC 27 MAR 1978)

Every effort shall be made to ensure that the annual replenishment of student vacancies on GFC and its standing committees shall be accomplished by April 30, and of staff vacancies on GFC and its standing committees by June 30.

The Nominating Committee is required to ascertain the schedules of GFC standing committees so that, when seeking nominees, prospective members may be advised of dates of meetings and rules regarding attendance where possible. (GFC 24 NOV 1980)

4. Committee Procedures

Reports of the Nominating Committee shall be in writing and:

- shall be made to General Faculties Council except:
- where General Faculties Council expressly delegates power to elect to the Executive Committee;
- where nominations are so urgent that Council cannot act in time;
- where the Executive Committee was specifically requested to consider them;
- shall be distributed to members of General Faculties Council, allowing a minimum of ten (10) calendar days for additional nominations to be submitted to the Secretary to the Nominating Committee.

If an additional nomination is submitted by a member of GFC, which necessitates a GFC election by ballot, then the name and the department of the GFC nominator must be indicated on the ballot sheet. (GFC 26 NOV 1984)]

In all other matters, the Nominating Committee may set its own procedures. (GFC 12 FEB 1996)

The following constitutes the Nominating Committee's operational procedures.

1. Bi-Annually

Bank of Names

Every two or three years, Deans, Department Chairs and GFC members are asked to provide the names of faculty and staff members who would be excellent members of GFC standing committees, appeal boards, selection committees, and other committees/councils requiring GFC-elected members. The Students' Union, Graduate Students' Association, NASA, AAS:UA, and Academic Women's Association (AWA) are also contacted. The names are compiled (into a list called the Bank of Names).

Potential nominees will be contacted if and when their name comes up for consideration by the Nominating Committee for a vacancy.

2. Annually

Advertising

Each year, advertisements of student vacancies on committees are placed in The Gateway and notices of staff vacancies for posting on bulletin boards are sent to all Deans, Department Chairs, NASA and the AASUA. Key vacancies occurring during the year (eg, APC, Senate, Selection Committees) are also normally advertised.

Student Nominations: Annual Replenishment

In February-March, there is a screening meeting normally attended by the ex officio student members, the elected undergraduate student member, at least one other member of the

Nominating Committee, the Secretary to the Executive Committee, and the Coordinator of the Nominating Committee. Other members of the Nominating Committee are welcome to attend the screening meeting if they want to be involved in the initial 'sifting' of applications. Then, by e-mail, the full Nominating Committee considers and endorses the slate of student nominations.

Staff Nominations: Annual Replenishment

Normally, a process similar to the one used for students is followed. There is a screening meeting normally attended by the Chair, Vice-Chair, at least one other member of the Nominating Committee, the Secretary to the Executive Committee, and the Coordinator of the Nominating Committee. Other members of the Nominating Committee are welcome to attend the screening meeting. After the screening meeting, prospective nominees are contacted to confirm that they are willing/able to serve. After all of the candidates have been contacted and have agreed to be nominated, the Nominating Committee, by e-mail, is asked to consider and endorse the slate of staff nominations.

3. Vacancies During the Year

As vacancies occur on GFC committees, or any committee or body to which GFC elects members, notice of these vacancies is e-mailed to the GFC Nominating Committee. Others may also be e-mailed: GFC, Department Chairs, former faculty members of the GFC Executive Committee, former faculty members of the GFC, former members of the Nominating Committee.

Former faculty members on GFC standing committees may also be contacted. In the case of the University Teaching Awards Committee and the Committee on the Learning Environment, recipients of teaching awards (eg, 3M Awards, Rutherford Awards, or Faculty Teaching Awards) may be contacted.

5. Additional Reporting Requirements

The Nominating Committee considers possible nominations by means of e-mail or mail ballots. The nominations approved by the Committee are then included in the Report of the GFC Nominating Committee to GFC which is forwarded to GFC by whatever means the Secretary to GFC deems appropriate.