

**General Faculties Council Executive Committee
Academic Staff Criteria and Processes Handbook Working Group
Terms of Reference**

1. ESTABLISHMENT

The General Faculties Council (**GFC**) Executive Committee (**EC**) is responsible to periodically review and make recommendations for changes to the Academic Staff Criteria and Processes Handbook (the **Handbook**) for approval by GFC.

To assist it in carrying out its work effectively and productively, the EC hereby establishes a working group called the Academic Staff Criteria and Processes Handbook Working Group (the **Working Group**) under these Terms of Reference, and delegates to the Working Group the responsibilities set out herein.

2. MEMBERSHIP

Administrative Co-Chair (non-voting)

Deputy Provost or Vice-Provost as appointed by the Provost (ex officio)

Academic Co-Chair (non-voting)

One academic staff member from a list of seven individuals nominated by the Faculty Association and appointed by the GFC EC. In the case of renewal, and following consultation with the Faculty Association, the aforementioned list shall not be required.

Voting Members

- Five academic staff members appointed by the GFC EC, at least two of whom shall be members of GFC at the time of their appointment, and with due consideration to the University's commitment to Equity, Diversity, Inclusion, and Accessibility
- One representative named by the Faculty Association
- One Dean named by Deans' Council

Appointments are for a term of three-years, with eligibility for re-appointment for additional terms

Non-Voting Members

- One resource person named by the Faculty Association (or delegate)
- One resource person named by the Associate Vice-President (Human Resources) (or delegate)

3. ROLE

The Working Group serves as an advisory group to the GFC EC with respect to the periodic review and recommended amendments to the Handbook.

4. RESPONSIBILITIES

The Working Group is responsible to review and recommend to the GFC EC, any necessary changes required in the Handbook.

5. MEETINGS, QUORUM AND VOTING

The Working Group will meet in accordance with a schedule agreed to by the Administrative Co-Chair and Academic Co-Chair. Additional meetings may be called by the Co-Chairs as necessary to deal with business. Meeting items will be determined by the Co-Chairs or by resolution of the membership of the Working Group.

In the event that a member is absent from two or more consecutive meetings without notice, the Co-Chairs may request that a substitute be appointed for the duration of the absence of the member or may declare the member's position vacant and ask that a replacement be appointed for the balance of the member's term. Appointments under this provision will be conducted in accordance with the regular appointment process for that member.

A *quorum* for the transaction of business at any meeting of Working Group is a number equal to a majority of the voting members of the Working Group.

Motions will be decided by show of hands or a roll call (voice) or otherwise in such manner that clearly evidences a member's vote and is accepted by the Co-Chairs. Voting by proxy is not allowed. An affirmative vote of a majority of the voting members present is required to carry/adopt a motion.

6. RESPONSIBILITIES OF THE CO-CHAIRS

In addition to the responsibilities outlined in these Terms of Reference, the Co-Chairs shall generally provide leadership to enhance the effectiveness of the Working Group, act as spokespersons for the Working Group, act as the liaison between the Working Group and the GFC EC and generally oversee the Working Group activities. The Co-Chairs shall report at least annually to the GFC EC and GFC including any revisions to the Handbook as recommended by the Working Group.

7. OTHER MATTERS

Other than as set out in these Terms of Reference, the Working Group shall establish its own operating procedures.

As at February 15, 2023