

General Faculties Council
GFC EXECUTIVE COMMITTEE
Approved Minutes

Meeting 60
April 2, 2019, 2:00 p.m.

A167

Voting Members

Ed McCauley, Chair
Dru Marshall, Vice-Chair
Tara Beattie
Elena Favaro
Lorraine Radtke
Jessica Revington
Lesley Rigg
Dennis Sumara
Trevor Tombe
Hussein Warsame

Non-Voting Member

Paul Rogers

Secretary

Susan Belcher

Scribe

Elizabeth Sjogren

Regrets

Joule Bergerson
Eloise Carr

Guests

Don Kozak, Associate Executive Director, Faculty Association – present for Item 4
Elena Tyminski, Manager, Academic Relations, Human Resources – present for Item 4

The Chair called the meeting to order at 2:02 p.m. and confirmed quorum.

1. Approval of the Agenda

<p>The Agenda for the April 2, 2019 meeting of the General Faculties Council Executive Committee was approved by consensus.</p>

2. Remarks of the Chair and Vice-Chair

The Chair included the following in his remarks:

- The recent federal budget is skills-based, and positive Tri-Council related announcements are expected. Details will be reported to the University community soon.

The Vice-Chair included the following in her remarks:

- The University's Comprehensive Institutional Plan (CIP) has begun moving through the governance system
- The University's Promotion Review Committee will be meeting later this month
- The President and Vice-Chancellor's installation ceremony will take place on April 8, 2019 and the University community is encouraged to attend

3. Approval of the January 29, 2019 Meeting Minutes

Documentation for this item was circulated with the Agenda.

Moved/Seconded

That the Minutes of the General Faculties Council Executive Committee meeting held on January 29, 2019 be approved.

Carried

4. Recommendation of the Approval of the GFC Academic Staff Criteria and Processes Handbook and Related Matters

Documentation for this item was circulated with the Agenda. Dru Marshall, Provost and Vice-President (Academic), presented this item.

Highlights:

- The proponent provided an update on the recent history of the Appointment, Promotion and Tenure (APT) Manual, General Promotions Committee (GPC) Manual, and Collective Agreement (CA), with respect to the assessment, promotion and tenure of academic staff. The Committee was reminded that it has been decided that the processes relating to assessment, promotion and tenure be incorporated into the CA, while the criteria for these remain within the purview of the General Faculties Council (GFC).
- The proponent reported that a GFC Academic Staff Criteria and Processes Handbook, under the authority of the GFC, has been created. Some components relating to adjunct, clinical, and honorary appointments are not included in the new handbook and have been housed within an Adjunct, Clinical, and Honorary Appointments Provisions document that remains under the authority of the GFC and the Board of Governors. This new handbook and document will replace the APT Manual and GPC Manual.
- With respect to the new handbook, the Committee discussed that the:
 - General Merit Committee is the body that meets every second year to review recommendations relating to the regular performance assessment of academic staff members
 - Faculty-level guidelines need to be updated, as these have not been looked at while the higher-level criteria and processes documents were being changed, and that these Faculty-level guidelines will be reviewed and approved by the Provost and Vice-President (Academic) once the current proposal has been addressed

- University has a Code of Conduct and a Graduate Student Supervision Policy which have related processes for when an academic staff member's behaviour needs to be addressed outside of the assessment components covered by the new handbook
- The Committee made suggestions for minor editorial revisions to the new handbook
- With respect to the proposed working group, the Committee discussed that:
 - The working group will review and make recommendations for updates to the content of the entire new handbook over time
 - Provided that the GFC approves the amendment to the Committee's Terms of Reference at its April 18, 2019 meeting, action will then be taken to populate and implement the working group. It was confirmed that the working group will be populated, in part, by academic staff members who will be elected to the working group by the GFC.

Moved/Seconded

That the General Faculties Council Executive Committee (EC):

1. Recommend that the General Faculties Council (GFC):
 - a. approve the new GFC Academic Staff Criteria and Processes Handbook (the Handbook) and the Adjunct, Clinical, and Honorary Appointments Provisions document (ACHAP), which Handbook and ACHAP together replace the Appointment, Promotion and Tenure (APT) Manual dated October 2009, and the General Promotions Committee (GPC) Manual dated October 2005, each as amended from time to time, in the forms provided to the EC;
 - b. dissolve the APT Ad-Hoc Committee established by the GFC in June 2011;
 - c. amend Responsibility 4.6 of the EC Terms of Reference to read "Periodically review and recommend to GFC any changes to the GFC Academic Staff Criteria and Processes Handbook"; and
2. Approve the provisions of the Terms of Reference provided to the EC to establish an Academic Staff Criteria and Processes Working Group (The Working Group), to assist the EC in carrying out its responsibility outlined in c. above.

Carried**5. Review of the Draft April 18, 2019 GFC Agenda**

The Committee reviewed the draft April 18, 2019 GFC Agenda.

6. Approved 2019-2020 and 2020-2021 Meeting Schedules

Documentation for this item was circulated with the Agenda for information only.

7. Other Business

There was no other business.

8. Adjournment

Moved/Seconded

That the General Faculties Council Executive Committee adjourn the April 2, 2019 meeting.

Carried

The meeting was adjourned at 2:30 p.m.

Susan Belcher
University Secretary