



TERMS OF REFERENCE FOR ARTS FACULTY COMMITTEES

ARTS FACULTY COMMITTEES

The Arts Faculty Council (**Council**) is established pursuant to the Post-Secondary Learning Act (**PSLA**) and has those powers granted under the PSLA and these Terms of Reference (**TOR**), subject to the authority of the General Faculties Council (**GFC**).

To assist it in carrying out its work effectively and productively, the Arts Faculty Council has or will from time to time establish committees (each herein referred to as the **Committee**).

1. **THE ARTS FACULTY COUNCIL COMMITTEE**
[Arts Faculty Council Committee ToR 2015](#)
2. **THE DEAN'S ADVISORY COMMITTEE (DAC)**

2.1 **Membership**

The committee shall consist of:

- (a) the dean or her/his designate, who is the chair
- (b) the vice dean,
- (c) the associate deans, and
- (d) the department heads or their delegates.

2.2 **Duties and Powers**

The primary duties of the committee shall be as follows:

- (a) The committee will advise the dean on short- and long-term budgetary questions. In the exercise of this duty, the committee will have the power to co-opt such budgetary expertise as it deems fitting.
- (b) The committee will advise the dean on questions of long-range and short-term planning, including questions of space allocation, and help to co-

ordinate routine administrative processes and procedures in accordance with established University and Faculty policies.

- (c) The committee will serve as a primary conduit for the transmission of information from the dean to the departments/programs and vice versa.
- (d) The committee may constitute sub-committees to advise it on specific matters related to these duties.

2.3 Meetings

Normally the committee shall meet not less than once per month in the fall and winter terms.

Should any member of the committee be unable to attend she/he may request a colleague to serve as her/his delegate. Hence, normally each department will be represented at the meetings of this committee.

The committee has the right to invite such people to attend its meetings in a non-voting capacity as may seem useful and fitting, at the discretion of the dean and the other members of the committee. Such attendance may be either on a regular or an occasional basis.

3. STANDING COMMITTEES OF THE FACULTY OF ARTS

3.1 General Regulations Governing Standing Committees

3.1.1 Membership

Except where otherwise indicated, membership on standing committees shall be for two years. In the case of a member's resignation or inability to complete her/his term (because of resignation, research and scholarship leave, or other leave, etc.), a replacement will be found to complete the unexpired part of that term. Normally, no voting member of a standing committee shall serve more than two consecutive terms on the same standing committee.

Except where otherwise indicated, the dean or her/his designate will serve as chair of each standing committee.

Every standing committee in the Faculty of Arts will have a vice-chair appointed by the chair and chosen from the members of the committee. The vice-chair will carry out the chair's responsibilities at the request of the chair or in the event that the chair is not available.

Chair and Vice Chair will provide periodic reports to the committee on its progress through its work plan and will also report back to the Committee, where appropriate, on the implementation of, receipt of, input from, or results of the work of the Committee;

and shall generally provide leadership to enhance the effectiveness of the Committee, act as a spokesperson for the Committee, act as the liaison between the Committee and Council and other Arts standing committees, and generally oversee the Committee's activities.

It is the duty of the chair of each standing committee to provide new members of that standing committee with a copy of the terms of reference of that committee.

Where possible, no member of the faculty, other than the dean, the vice dean, an associate dean or an assistant dean, shall be a member of more than one standing committee of the faculty.

3.1.2 Meetings

The quorum for meetings of standing committees shall be 50% of the membership (excluding the Chair).

Unless otherwise stated in this document, each standing committee of the faculty will be expected to meet at least once during each of the fall and winter terms.

3.1.3 Reporting

It is the duty of the chair of each standing committee to report to faculty council at least once during each academic year on the work of that committee.

3.2 Executive Committee

3.2.1 Membership

The Executive Committee shall consist of:

- (a) the dean or her/his designate, who is the chair,
- (b) the vice-chair (appointed from among the members of (c))
- (c) a member chosen by and from each department.¹

The term of office of members representing departments shall be 2 years, and shall be staggered so that half of the vacancies occur each year. If a member chosen by a department is, for any reason, unable to attend a meeting, then a substitute member of the department may attend that meeting in his/her place. Such a substitute member will, at that meeting, have all the rights and duties of a regular member of the committee. There shall be no other substitutions and no proxy voting.

¹ Council uses the form "chosen by and from" rather than "elected by and from" so as not to impose on departments a way of proceeding in this matter.

3.2.2 Powers and Duties

The following specific powers and duties have been delegated to the Executive Committee by council, with power to sub-delegate.

The Executive Committee:

- (a) serves as the executive arm of the council,
- (b) at certain times and under certain circumstances acts on behalf of the council, and
- (c) serves as the Striking Committee of the faculty.

A. Acting as the Executive Arm of the Council:

- (1) The Executive Committee shall meet at appropriate times during the academic year to prepare the agenda for council meetings. The committee may recommend to the dean that a council meeting, in addition to those specified, be called.
- (2) Recommendations of any standing or ad hoc committee of the council, or any other recommendation to be considered by council, shall be sent to the chair of the Executive Committee who shall circulate them to the members of the Executive Committee. The Executive Committee may consider such recommendations at the time they are entered on the council's agenda. The Executive Committee should not substitute for such recommendations either motions or recommendations of its own, but has the authority to return such recommendations to a committee for further consideration.
- (3) The committee shall also have the following duties:
 - a) to approve graduation lists;
 - b) to approve minor calendar submissions, as recommended by the Curriculum and Academic Review Committee. Such recommendations will be circulated to members of faculty council for information. Major program changes will be submitted to the faculty council for approval.
- (4) Other powers and duties may be similarly delegated by council from time to time. Any delegation by council shall be subject to review.

B. Acting in the name of the council:

- (1) The Executive Committee shall have the power to act, in accordance with the policies established by council, in the name of the council, on the request

of the dean, during the period between spring convocation and the first day of lectures of the fall session. The committee shall report such actions at the first council meeting thereafter.

- (2) The committee shall have the power to act for the council, in accordance with the policies established by council, in extraordinary situations in which, in the dean's discretion, opportunities are inadequate to have the matter dealt with by council. Such actions will be reported to the next scheduled council meeting.

C. Acting as the Striking Committee of the faculty:

Chaired by the dean or her/his designate, the members of the Executive Committee (excluding ex officio members) shall act as a Striking Committee for the faculty to strike such committees as are requested by council, the Executive Committee, or the dean. The outgoing Executive Committee shall be responsible for striking those committees required for the coming academic year. The committee shall bear in mind the desirability of involving new participants in the business of the faculty, and the importance of sensitivity about questions of rank and gender in the choice of such committees. To this end, the chair of the Executive Committee should, whenever possible, give adequate notice to make possible consultation between the members of the Striking Committee and the heads of the departments about possible candidates.

3.2.3 Meetings

The chair of the Executive Committee shall invite the chairs (or the designates) of standing and ad hoc committees to those meetings of Executive Committee at which reports from such committees are considered.

The minutes of Executive Committee meetings shall be circulated on a regular basis to all council members. The chair of the Executive Committee shall ensure that the minutes of that meeting of the committee at which the agenda for a council meeting is adopted are circulated before that council meeting.

A meeting may be held electronically unless at least three members object.

3.3 Curriculum and Academic Review Committee – Undergraduate (CARC)

3.3.1 Membership

The committee shall consist of:

- (a) the dean or her/his designate, who is the chair,
- (b) the vice chair (appointed from among the members of (d)),
- (c) the associate dean responsible for ASHA,

- (d) a member chosen by and from each department (usually the undergraduate program director), and
- (e) one undergraduate student from the Faculty of Arts chosen by the Students' Union.

If a member chosen by a department is unable to attend a meeting, a substitute member of the department may attend that meeting in his/her place. The substitute will have all the rights and duties of a regular member of the committee. There shall be no other substitutions and no proxy voting.

The chair has the right to invite such people to attend meetings in a non-voting capacity as may be useful and fitting. Such attendance may be either on a regular or an occasional basis.

3.3.2 Duties

The committee shall be responsible for considering undergraduate curricular matters of concern to the whole faculty and for ensuring the integration of courses and programs across the faculty as a whole.

- (a) The committee shall be responsible for the review of general faculty regulations applying to undergraduate programs and courses. Where advisable, the committee may initiate proposals for changes in these regulations.
- (b) The committee shall review and make recommendations concerning departmental calendar submissions for undergraduate courses and programs.
- (c) The committee shall be responsible for the review of proposals concerning the introduction and deletion of undergraduate courses under control of the faculty.
- (d) The committee shall maintain close liaison with other academic units regarding curricular matters.

3.3.3 Meetings

The committee will not consider proposals unless the relevant department or program has a representative present. If necessary the chair will invite an appropriate representative.

Recommendations shall be brought forward only after all members of the committee have been given an opportunity to review and respond to them.

Minutes of the committee's meetings shall be archived.

3.4 Curriculum and Academic Review Committee – Graduate (GARC)

3.4.1 Membership

The committee shall consist of:

- (a) the dean or her/his designate, who is the chair,
- (b) the vice chair (appointed from among the members of (d)),
- (c) a representative from the Faculty of Graduate Studies (usually an associate or assistant dean),
- (d) a member chosen by and from each department (usually the graduate program director), and
- (e) one graduate student from the Faculty of Arts as chosen by the Graduate Students' Association.

If a member chosen by a department is, for any reason, unable to attend a meeting, a substitute member of the department may attend that meeting in his/her place. A substitute member will, at that meeting, have all the rights and duties of a regular member of the committee. There shall be no other substitutions and no proxy voting.

The committee has the right to invite such people to attend its meetings in a non-voting capacity as useful and fitting, at the discretion of the dean and the other members of the committee. Such attendance may be either on a regular or an occasional basis.

3.4.2 Duties

- (a) The committee shall be responsible for considering questions of long-range planning on matters of graduate curriculum of concern to the Faculty of Arts and the Faculty of Graduate Studies and for ensuring the integration of courses and programs across the Faculty as a whole.
- (b) The committee shall be responsible for the review of faculty regulations applying to graduate programs and courses. Where advisable the committee may initiate proposals for changes in these regulations.
- (c) The committee shall review and make recommendations concerning departmental calendar submissions for graduate courses and programs, and shall make recommendations, where appropriate, on questions of course overlap.
- (d) The committee shall be responsible for the review of proposals concerning the introduction and deletion of graduate courses under control of the Faculty.

- (e) The committee shall maintain close liaison with academic units regarding course and program matters.

3.4.3 Meetings

The committee will not discuss program changes unless the relevant department or program has a representative present. If necessary the chair will invite an appropriate representative.

Recommendations shall be brought forward only after all members of the committee have been given an opportunity to respond to them.

Minutes of the committee's meetings shall be kept and shall be circulated to the Executive Committee and a copy of all minutes lodged in each department office.

3.5 Teaching and Learning Committee

3.5.1 Membership

- (a) the dean or his/her delegate, who is the chair,
- (b) the vice chair (appointed from among the members of (c) and (d))
- (c) six members elected by council,
- (d) two members appointed by the dean, and
- (e) one undergraduate student from the Faculty of Arts as chosen by the Students' Union.

There will be no more than one representative from a single department.

3.5.2 Duties

- (a) Acting through its chair, the committee will serve as a resource for colleagues about their teaching needs. Specifically, it will act as a clearing house for information and an advisory group for teaching development. The chair of the committee, advised by but acting for the committee, has the duty of ensuring that the capacity of the committee to provide such aid and information is developed and sustained.
- (b) The committee will encourage members of faculty in their applications for any available funds and awards, and assist potential applicants in their applications if so requested.
- (c) The committee will support effective teaching, including both traditional and experimental methods.

- (d) The committee will advise the dean on appropriate assessment of teaching in the faculty.
- (e) The committee will plan workshops on topics of general interest in response to the needs and interests of faculty members. These may, for example, include presentations by colleagues who have received teaching-development funding or by colleagues who have successfully integrated undergraduate students into their research. The committee will encourage participation by graduate students and sessionals as well as by tenure-track and tenured faculty.
- (f) The committee will advise the dean about any matters regarding teaching for the faculty.
- (g) The committee will make recommendations on faculty-level teaching awards.

3.5.3 Meetings

Normally the committee shall meet at least twice during each of the fall and winter sessions.

3.6 Research and Scholarship Committee

Terms of reference:

The committee will understand “research and scholarship” in broad terms, to include all the kinds of scholarly work occurring in an interdisciplinary and multi-disciplinary faculty of teachers, researchers and artists.

The committee will act in cooperation with departments and programs to develop an institutional atmosphere in which research and scholarly activity can confidently flourish. The committee will ensure that the research and scholarly interests of the Faculty of Arts are properly presented to the university and the community at large.

3.6.1 Membership

- (a) the dean or his/her delegate, who is the chair,
- (b) the vice chair (appointed from among the members of (c) and (d))
- (c) six members elected by council,
- (d) two members appointed by the dean, and

- (e) one graduate student from the Faculty of Arts as chosen by the Graduate Students' Association.

There will be no more than one representative from a single department.

3.6.2 Duties

- (a) The committee will formulate policies and positions on matters relating to research and scholarship for consideration by the faculty, both providing proactive leadership and responding to initiatives from outside the faculty.
- (b) The committee will assess and approve proposals for new research groups within the faculty, facilitate collaborative and interdisciplinary research by supporting existing research groups and encouraging the development of new research groups, and foster the connections between individual scholars within and beyond the faculty.
- (c) The committee will foster the diversity and quality of research across the faculty by planning events at which faculty members, informal groups, and research groups may present their work to the university and the wider community.
- (d) The committee will foster events that serve to make research more accessible to people within and outside the university.
- (e) The committee will advise the dean about policy matters regarding research infrastructure for the faculty.
- (f) The committee will advise the dean on research & scholarship leaves/professional fellowships.
- (g) The committee will foster interaction with units, organizations, and agencies outside the faculty on matters relating to research and scholarship, promoting and where necessary defending the interests of the faculty in these matters by:
 - i. establishing and maintaining contacts with various research funding agencies;
 - ii. establishing and maintaining contacts with units and organizations whose activities are complementary to those in the faculty;
 - iii. responding to inquiries and requests from such agencies and organizations; and
 - iv. making available to faculty members information regarding policies and opportunities.
- (h) The committee will make recommendations on faculty-level research awards.

3.6.3 Meetings

Normally the committee shall meet at least twice during each of the fall and winter sessions.

3.7 Creativity and Performance Committee

Terms of Reference:

The committee will understand “creativity and performance” in broad terms, to include all the kinds of artistic practice occurring in an interdisciplinary and multi-disciplinary faculty, including but not limited to work in the literary, performing (dance, drama, music), visual, digital and media arts.

The committee will work, in cooperation with programs and departments, to develop an institutional atmosphere in which artistic practice can confidently flourish and in which creativity in general is nurtured across the faculty, regardless of discipline. The committee will ensure that the creative and performance interests of the Faculty of Arts are properly presented to the University and the community at large.

3.7.1 Membership

- (a) the dean or his/her delegate, who is the chair,
- (b) the vice chair (appointed from among the members of (c) and (d))
- (c) six members elected by council, and
- (d) two members appointed by the dean
- (e) one undergraduate student from the Faculty of Arts as chosen by the Students’ Union.

There will be no more than one representative from a single department, or division within the School of Creative and Performing Arts.

3.7.2 Duties

- (a) The committee will formulate policies and positions on matters relating to creativity and performance for consideration by the faculty, providing proactive leadership and responding to initiatives from outside the faculty.
- (b) The committee will advise the dean about policy matters affecting creative artists and policy matters regarding performance activities in the faculty, including but not limited to concerts and recitals, theatrical and dance productions, exhibitions, installations, public readings, festivals, and other

public presentations of artistic work by students, faculty, visitors, or the community at large.

- (c) The committee will advise the dean about policy matters regarding the promotion of all artistic events in order ensure that there is maximum public awareness and access to them.
- (d) The committee will foster innovative collaborations among artists and between artists and other faculty members across the faculty and the university.
- (e) The committee will plan or promote events wherein issues relating to creativity are made accessible to the faculty, the university and/or the community at large.
- (f) The committee will advise the dean about policy matters regarding creative and performance infrastructure for the faculty, including but not limited to the theatres, recital hall, studios, media labs, instruments, exhibition spaces and design or costume workshops.
- (g) The committee will foster positive interaction with units, organizations, and agencies outside the faculty on matters relating to creativity and performance, promoting and where necessary defending the interests of the faculty in these matters by:
 - i. establishing and maintaining contacts with various arts councils or research funding agencies,
 - ii. establishing and maintaining contacts with units and organizations whose activities are complementary to those in the faculty,
 - iii. responding to inquiries and requests from such agencies and organizations, and
 - iv. making available to faculty members information regarding policies and opportunities.

3.7.3 Meetings

Normally the committee shall meet at least twice during each of the fall and winter sessions.

3.8 Equity and Diversity Committee

Terms of Reference:

The Faculty of Arts Equity and Diversity Committee is mandated to bring awareness and improvement of equity and diversity in all areas of the faculty. It addresses issues pertaining but not limited to culture, ethnicity, language, gender, race, ability, sexual

orientation, and age. We recognize that equity and diversity affects all members of the faculty in complex and multi-faceted ways.

3.8.1 Membership

- (a) the dean or delegate, who is the chair,
- (b) the vice chair (appointed from among the members of (c) and (d))
- (c) five members elected by faculty council,
- (d) up to two members appointed by the chair at the chair's discretion in order to achieve representational balance,
- (e) one graduate student chosen by the Graduate Students' Association,
- (f) one undergraduate student from the Faculty of Arts as chosen by the Students' Union, and
- (g) two staff members drawn from the Faculty of Arts (one from MaPS, and one from AUPE).

Normally, there will be no more than one representative from a single department.

The committee membership must strive for diversity and inclusiveness as defined in the preamble to the Terms of Reference.

Faculty, AUPE, and MaPS membership on the committee will be for two years. A member may stand for re-election for a second two-year term, but may not serve for longer than four consecutive years.

Student membership on the committee will be for one year, renewable for one year at the discretion of the member and their student organization.

For 2014-15 only, three members will be elected to serve until June 30, 2016 and two members will be elected to serve until June 30, 2015. If the chair appoints members, only one of those members may be appointed to June 30, 2016.

The committee has the right to invite such people to attend its meetings in a non-voting capacity as may seem useful and fitting, at the discretion of the Chair in consultation with the committee. Such attendance may be either on a regular or an occasional basis.

3.8.2 Duties

The Faculty of Arts Equity and Diversity Committee (EDC) will

- (a) Work towards advancing and maintaining a healthy and respectful environment as concerns everyday workplace dynamics, teaching and learning, and research and scholarship in the Faculty of Arts.
- (b) Educate Arts faculty, students and staff about diversity and equity.
- (c) Review and make recommendations to implement best practices for diversity and equity in workplace and learning environments.
- (d) Liaise with the Office of Diversity, Equity and Protected Disclosure, and other committees and organizations related to diversity and equity.
- (e) Review and assess equity and diversity factors with respect to Faculty of Arts career patterns for academic, AUPE, and MaPS staff. This would include but not be limited to recruitment, retention, promotion, tenure rates, committee representation, and salary.
- (f) Review and assess equity and diversity factors in Faculty of Arts student experience. This would include but not be limited to recruitment, retention, academic progress, mentoring, supervising, and classroom environments.
- (g) Submit to the dean an annual report in the spring on its activities and recommendations for improvement of equity and diversity in the Faculty of Arts.
- (h) Set priorities, activities, and goals at the last meeting of the year in line with the annual report. Those can be reviewed and revised in the first meeting of the new year based on feedback from the annual report and new faculty initiatives and concerns, such as
 - Initiating projects to advance equity and diversity in the Faculty of Arts.
 - Coordinating activities on equity and diversity foci that relate to research, learning environments, career issues, and student experience recruitment in undergraduate and graduate programs.
 - Educating on, promoting, and researching issues relating to equity and diversity.
 - Providing supporting evidence for initiatives relating to equity and diversity.

3.8.3 Meetings

Normally the committee shall meet at least twice during each of the fall and winter sessions.

4. COMMITTEE ELECTION PROCEDURES

The election procedures for election of members to standing committees of Faculty Council are described below:

- (a) The Executive Committee will establish a sub-committee on nominations comprising five members elected by the full committee. The sub-committee will select its chair.
- (b) The sub-committee on nominations will solicit candidates from across the faculty who are interested in serving on committees of Faculty Council. The sub-committee may choose to consult with department heads in order to identify suitable candidates.
- (c) The sub-committee will prepare a list of nominees for all open positions. The number of persons nominated may exceed the number of open positions. In compiling the list, the sub-committee will pay due attention to the diversity of the faculty in terms of gender, rank, and field of specialization. The list of nominees will be distributed to all voting members of Faculty Council.
- (d) For one week following the publication of the slate of nominees, the sub-committee will accept additional nominations. Such nominations must be signed by three voting members of Faculty Council, be accompanied by a short biography of the candidate, and a written indication from the nominee that s/he is willing to serve if elected.
- (e) The final slate of nominees will be presented to Executive Committee for approval prior to the election. There is opportunity to add further nominees to the slate only if supported by a majority of the members attending the meeting of the Executive Committee.
- (f) An electronic ballot will be sent to all voting members of Faculty Council on the Monday following approval of the nominations by the Executive Committee. The polls will remain open until Friday at 4 pm of that same week. The names of the successful candidates will be reported on the website of the Faculty of Arts as soon as possible following the conclusion of the election and circulated with the agenda for the next regular meeting of Faculty Council.
- (g) Members will serve a two-year term.

5. OTHER COMMITTEES

The following committees derive their authority, powers, and duties from sources other than the dean or the faculty council. In some cases, the membership and duties of the committees will need to be defined by the faculty council.

5.1 Faculty Tenure and Promotions Committee (FTPC)

See Article 28 of the Collective Agreement.

<https://www.ucalgary.ca/hr/files/hr/tucfa-collective-agreement.pdf>

5.2 Student Appeals Committee

https://arts.ucalgary.ca/sites/arts.ucalgary.ca/files/arts_academic-appeals-2_approved_by_fc_apr_19_2010.pdf

5.3 Faculty Merit Committee (FMC)

The APT Manual, Section 6, governs the composition and mandate of the committee:

http://www.ucalgary.ca/hr/files/hr/apt_manual_current.pdf

The criteria for merit are referenced in the faculty guidelines of the former four faculties that now form the Faculty of Arts:

http://www.ucalgary.ca/hr/files/hr/cc_2008.pdf

http://www.ucalgary.ca/hr/files/hr/fine_arts_2008.pdf

http://www.ucalgary.ca/hr/files/hr/humanities_2008.pdf

<http://www.ucalgary.ca/hr/files/hr/2005-ss-fpc.pdf>

History:

Approved by the Faculty of Arts Council on April 5, 2010

Revisions approved by Faculty of Arts Executive: October 2, 2014

Revisions approved by Faculty Council: October 9, 2014

Revisions approved by Faculty Council: October 6, 2016