



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 their designate, who is the chair
- (b) the vice dean,
- (c) the associate deans, and
- (d) the department heads and school directors, 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/schools/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 they may request a colleague to serve as their delegate. Hence, normally each department and school 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 Governance Principles

In keeping with the University's commitment to an equitable, diverse, and inclusive campus community, standing committees will conduct their work in accordance with these principles. Standing committees will operate under the general principles of collegiality and mutual respect, and work toward equity, diversity, and inclusion as these relate to their specific duties and objectives.

3.1.2 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 their 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 their 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.

All committees shall be composed in keeping with principles of equity, diversity, and inclusion. No committee will be composed entirely of members of one gender; where feasible, members of under-represented groups will be included.

3.1.3 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.

3.1.4 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 their designate, who is the chair,
- (b) the vice-chair, appointed from among the members of (c), and
- (c) a member chosen by and from each department and school.¹

The term of office of members representing departments and schools shall be 2 years, and shall be staggered so that half of the vacancies occur each year. If a member chosen by a department or school is, for any reason, unable to attend a meeting, then a substitute member of the department or school may attend that meeting in their 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.

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.

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

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 their 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 and directors of schools 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 their 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 and school (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 or school is unable to attend a meeting, a substitute member of the department or school may attend that meeting in their 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 and school 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, school 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 their 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 and school (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 or school is, for any reason, unable to attend a meeting, a substitute member of the department or school may attend that meeting in their 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 chair 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 and school 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, school 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 archived.

3.5 Teaching and Learning Committee

3.5.1 Membership

- (a) the dean or their 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 normally be no more than one representative from a single department or school.

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 and inclusive teaching and ways of knowing and learning, 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, with particular emphasis on equity, diversity, and inclusivity considerations. 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. Moreover, the committee shall consider advancing equity, diversity, and inclusion as an important component in research and scholarly activities and output, including in assessing excellence in these pursuits.

The committee will act in cooperation with departments, schools 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 their 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,
- (e) one graduate student from the Faculty of Arts as chosen by the Graduate Students' Association, and
- (f) one undergraduate student from the Faculty of Arts as chosen by the Students' Union.

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

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, departments and schools 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 their 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 normally be no more than one representative from a single department or school, 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, Diversity and Inclusion Committee

Terms of Reference:

The Faculty of Arts Equity, Diversity and Inclusion (EDI) Committee supports the creation of a more equitable, diverse, and inclusive community in the faculty by raising awareness of and acting against racism, sexism, and other forms of structural oppression and exclusion experienced by faculty, staff, and students. The committee identifies and seeks to dismantle practices that perpetuate inequity and exclusion, including but not limited to entrenched biases and systemic discrimination based on race, immigration status, ethnicity, language, religion, gender identity and presentation, sexuality, abilities/disabilities, and age. While the committee plays a leadership and coordination role, it is important to acknowledge that the responsibility to combat all forms of discrimination is shared by all members of the faculty.

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) additional members appointed by the chair at the chair's discretion in order to achieve representation of diverse groups,
- (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,
- (g) one undergraduate student from the Faculty of Arts as chosen by the Faculty of Arts Students' Association, and
- (h) two staff members: one elected by Faculty of Arts Management and Professional Staff and one elected by Faculty of Arts AUPE.

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

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 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.

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

- (a) Work towards advancing and maintaining an inclusive and respectful environment as concerns workplace dynamics, teaching and learning, and research and scholarship in the Faculty of Arts.
- (b) Inform Arts faculty, students and staff about diversity and equity issues. Activities may include offering workshops and recognizing dates of significance by means of relevant programming and/or other forms of recognition.
- (c) Encourage and support the decolonization of curricula of Arts programs.
- (d) Review faculty policies and procedures and make recommendations to promote equity, diversity and inclusion in workplace and learning environments.
- (e) Liaise with the Office of Equity, Diversity and Inclusion, the Protected Disclosure and Research Integrity Office, other faculties in relation to their EDI activities, and other relevant offices, committees and organizations across the University.
- (f) Facilitate communication among departmental/school EDI committees in the Faculty of Arts.
- (g) Provide support for EDI initiatives undertaken by others in the Faculty of Arts and work with other committees and groups in the Faculty of Arts to advance equity, diversity and inclusion throughout the faculty.

- (h) Maintain a website that describes the committee's mandate and initiatives, and lists contact information and resources available to faculty, staff, and students.
- (i) Review and assess factors that present barriers and suggest new mechanisms by which to increase equity with respect to career patterns for academic, AUPE, and MaPS staff. Considerations include but are not limited to recruitment and hiring, retention, tenure and promotion, awards and recognitions, research funding, and committee representation.
- (j) Review and assess factors that present barriers and suggest new mechanisms by which to increase equity in student experience. Considerations include but are not limited to recruitment, admission, retention, academic progress, mentoring, supervision, scholarships, and classroom climate.
- (k) Submit to the dean an annual report in the spring on the committee's activities and recommendations for improvement of equity, diversity and inclusion in the Faculty of Arts.
- (l) Set priorities and produce a preliminary workplan for the following year at the last meeting of the year.

3.8.3 Meetings

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

3.9 Internationalization Committee

Terms of reference

The Internationalization Committee will advance internationalization in its many facets in the Faculty of Arts. The committee's mandate is to document existing international activities within the faculty, identify and promote internationalization opportunities, and promote the goals within the Faculty of Arts' Internationalization Strategy (AIS).

3.9.1 Membership

- (a) the dean or delegate, who is the chair,
- (b) the vice-chair, appointed from among the members of (c),
- (c) a member chosen by and from each department and school,
- (d) one undergraduate student from the Faculty of Arts as chosen by the Students' Union,
- (e) one graduate student from the Faculty of Arts as chosen by the Graduate Students' Association.

Normally, membership on the committee will be for two 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.

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.

3.9.2 Duties

- (a) Overseeing international student and faculty grants.
- (b) Adjudicating the Faculty Awards on Internationalization.
- (c) Initiating and overseeing events, initiatives, and awards relating to Arts internationalization.
- (d) Liaising with other Faculty of Arts standing committees whenever appropriate.
- (e) Making recommendations regarding the consistent use of UNIV 501, internships, and credit for study abroad.
- (f) Proposing laddered international and cross-cultural certificates, citations and after-degree programs.
- (g) Ensuring that the process to update the internationalization website and database is implemented.

3.9.3 Meetings

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

3.10 Awards Committee

Terms of reference:

The mandate of the Faculty of Arts' Awards Committee is to facilitate the nomination of faculty members for external and university-wide awards, including research, teaching and learning, and knowledge engagement awards, and to increase the profile of award-winning activities across the faculty. The committee promotes and celebrates unique achievement and excellence in the Faculty of Arts. It seeks to advance and foster a culture of excellence among faculty members in Arts, across the University, and in our extended community. Working closely with faculty members to develop, process, and submit nominations, the committee's goal is to grow and maintain awareness around award nominations and successes, and to increase the national and international recognition of the outstanding and diverse achievements of the faculty's members. Reporting directly to the Dean of Arts, the committee will be an advisory rather than decision-making body, coming to consensus on its recommendations through collegial exchange, inclusive discussion, and confidentiality.

The committee encourages and celebrates all award achievements across the faculty, including awards nominations led by individual faculty members outside the Awards Committee. Individual faculty members are still encouraged to nominate their colleagues for external awards, except in cases where the Awards Committee is charged by the dean to submit a restricted number of nominees (e.g., the University's Killam awards) or where there is an institutional quota for nominations.

The Awards Committee will be guided by the principles of equity, diversity, and inclusion in all its activities, including the committee's composition, helping identify, encourage, and support

nominees from equity-deserving groups, as well as recognizing and promoting more expansive and inclusive definitions of excellence in line with principles of the San Francisco Declaration on Research Assessment (DORA).

3.10.1 Membership

The committee will aim to include representatives from all ranks, from equity-deserving groups, and from diverse disciplines across the Faculty of Arts, spanning the humanities, social sciences, and visual, creative, and performing arts. It is not feasible, nor intended, to include delegates from every unit or discipline. Committee members will ideally be experienced in adjudicating research and teaching awards at institutional, provincial, national, and/or international levels and/or who have been recipients of such awards. Committee members will be encouraged to bring an inclusive vision of excellence in its diverse forms and expressions. Committee membership will be for two years. The committee shall consist of:

- a) the dean or their designate, who is the chair,
- b) the co-chair, appointed by the dean,
- c) four members elected by council,
- d) four members appointed by the dean, and
- e) Senior Research Advisor (non-voting).

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

All department heads and school directors will continue to be approached through regular e-mails to propose nominees for forthcoming awards. Where there are multiple candidates forwarded by the schools and departments for a restricted number of nominees, the members of the Awards Committee will adjudicate and make recommendation to the dean on which files will be submitted.

3.10.2 Duties

- a) Committee members will be expected to play a critical role in expanding awareness and enthusiasm for awards and honors across our faculty and promoting a culture of talent and excellence recognition through awards.
- b) Members will ensure that equity, diversity and inclusion inform nomination processes in the Faculty of Arts and within the work of the Awards Committee.
- c) Members of the committee may be asked to champion specific nominations and to help develop and edit files as needed. The committee may strike subcommittees or specialty groups to facilitate the implementation of its activities.
- d) The committee will promote and facilitate submission of high-quality nominations.
- e) Members will review and edit nomination documents to improve competitiveness. This may also include the selection of nominators and referees, as well as presentation of supporting materials.
- f) Members will participate in award mentorship activities across the Faculty of Arts as appropriate.

- g) The committee will identify and formalize a list of major local (outside of the University of Calgary), provincial, national, and international awards.
- h) Members will ensure strong candidates are nominated for appropriate awards.
- i) Members are expected to be award champions by encouraging colleagues, department heads and school directors to actively engage in identifying outstanding candidates for national and international awards and in nominating for discipline-specific awards.

3.10.3 Meetings

The committee will meet at least four times per year to share best practices, discuss strategies, and review highly prestigious awards. Meetings might also be called around adjudication of specific awards and honours. The committee will be considered to have reached a quorum when at least half of the members are present at a meeting.

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 and school directors in order to identify suitable candidates. The committee will strive for diversity and inclusion when recruiting 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 they are willing to serve if elected.
- (e) The final slate of nominees will be presented to the Nominations Sub-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 Nominations Sub-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 Nominations Sub-committee. The polls will remain open until Friday at 4pm of that same week. In the event of a tie where two or more candidates receive the same number of votes, both or all shall be elected. 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) Appointments of additional members by the dean or chair shall take place after the election of members to standing committees has concluded.

5. OTHER COMMITTEES

The following committees derive their authority, powers, and duties from sources other than faculty council.

5.1 Faculty Tenure and Promotions Committee (FTPC)

See Article 28 of the Collective Agreement.

<https://www.ucalgary.ca/hr/sites/default/files/teams/239/tucfa-ca.pdf>

5.2 Faculty Merit Committee (FMC)

See Article 29.7 of the Collective Agreement.

<https://www.ucalgary.ca/hr/sites/default/files/teams/239/tucfa-ca.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

Revisions approved by Faculty Council: October 5, 2017

Revisions approved by Faculty Council: April 10, 2019

Revisions approved by Faculty Council: December 3, 2021

Revisions approved by Faculty Council: April 5, 2022