



## **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 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.

### **3.2.1 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.

### **3.2.2 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.

### **3.2.3 Meetings**

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

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#### History:

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

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