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. STANDING COMMITTEES OF THE FACULTY OF ARTS

1.1 General Regulations Governing Standing Committees

1.1.1 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.

1.1.2 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.

1.1.3 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.

1.2 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).

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

Normally, membership on the Committee will be for two years. For 2017-18 only, half of the committee members will serve for one year, until June 30, 2018, and half of the committee will serve until June 30, 2019.

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.

1.2.2 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

1.2.3 Meetings

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

2. 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.

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