



Terms of Reference

Executive Committee

1. *Mandate*

- 1.1. The Faculty of Arts & Science Executive Committee attends to agenda matters for Faculty of Arts & Science Council meetings, and acts for the Council in emergency situations, or where delegated by Faculty Council.

2. *Accountability*

- 2.1. The Faculty of Arts & Science Executive Committee is a Standing Committee of the Arts & Science Faculty Council and is accountable to the Faculty Council. In the circumstances referred to in Sections 4.2 and 4.3 in the Roles, the Executive Committee shall possess all power and authority of the Faculty Council. Decisions of the Executive Committee as referred to in Section 4.2 in the Roles are subject to review and confirmation by the Faculty Council at its next regularly scheduled meeting.

3. *Composition*

- 3.1. The Committee will consist of the following members:
 - 3.1.1. Dean, Administrative Co-Chair, Non-Voting, *ex-officio*
 - 3.1.2. Associate Dean(s) of the Faculty, Non-Voting, *ex-officio*
 - 3.1.3. Two representatives from the Humanities [Alternating Two-Year Terms]
 - 3.1.4. Two representatives from the Social Sciences [Alternating Two-Year Terms]
 - 3.1.5. Two representatives from the Natural Sciences [Alternating Two-Year Terms]
 - 3.1.6. One Decanal Appointee [One-Year Term]
- 3.2. Members in sections 3.1.3 to 3.1.6 will be tenured or tenure-track.
- 3.3. Decanal Appointee (3.1.6) is chosen for the purpose of professional development and is usually drawn from the list of candidates who stood, unsuccessfully, for the most recent election to this committee.
- 3.4. The faculty Co-Chair is elected by the Committee from amongst its voting members for a one-year non-renewable term. Decanal appointee identified in 3.1.6 is not eligible to be Co-Chair.
- 3.5. There are seven voting members, though the faculty Co-Chair customarily does not vote.
- 3.6. Quorum is the Dean and at least four of the seven voting members not serving as faculty Co-Chair, though every effort will be made to encourage the robust participation of all.



4. Roles and Responsibilities

The Faculty of Arts and Science Executive Committee will, within the scope of its mandate:

- 4.1. Set the agenda for meetings of the Faculty Council and ensure that relevant background materials are available to members prior to meetings.
- 4.2. Make decisions on behalf of the Faculty Council in the event of an emergency or the inability of the Faculty Council to meet in a timely manner.
- 4.3. Make decisions on behalf of the Faculty Council in matters specifically delegated to it by the Faculty Council.
- 4.4. Consider all major reports to be submitted to the Faculty Council prior to distribution to Faculty Council.
- 4.5. Consider and report on policy matters relating to the Faculty Council.
- 4.6. Review the committee structure of Faculty Council as required and make recommendations for the consideration of Faculty Council.
- 4.7. Seek candidates for standing committees, organize the election process for committee membership, and appoint members to vacant seats on standing committees.
- 4.8. Roles of the Co-Chairs:
 - 4.8.1. Role of the faculty Co-Chair:
 - 4.8.1.1. Serves as Vice-Chair of Arts and Science Faculty Council
 - 4.8.1.2. Accepts recommendations for agenda items
 - 4.8.1.3. Sets the agenda for each meeting in collaboration with the administrative Co-Chair
 - 4.8.1.4. Reviews meeting materials prior to circulation
 - 4.8.1.5. Presents items to Faculty Council as needed
 - 4.8.2. Role of the administrative Co-Chair
 - 4.8.2.1. Collaborates with the faculty Co-Chair regarding meeting organization
 - 4.8.2.2. Schedules meetings in collaboration with the governance administrator
 - 4.8.2.3. Reviews meeting materials prior to circulation