

Terms of Reference

Teaching and Scholarship Committee

1. *Mandate*

- 1.1 The Faculty of Arts and Science Teaching and Scholarship Committee develops, promotes, and integrates teaching and scholarship. The goal is to advance the capacity and professional aspirations of faculty members and enhance both the teaching and research cultures within the Faculty. The committee provides guidance and support on matters related to teaching and scholarship.

2. *Accountability*

- 2.1 The Teaching and Scholarship Committee is a Standing Committee of the Faculty of Arts and Science Council. The Committee faculty Co-Chair will provide an annual report to the Faculty Council and submit recommendations as required for the Faculty Council's consideration. The Co-Chairs will work collaboratively with the Co-Chairs of the Funding and Awards Committee.

3. *Composition*

- 3.1 The Committee will consist of the following members:
- 3.1.1 Dean's delegate(s), *ex-officio*. One delegate shall serve as administrative Co-Chair of the Committee.
 - 3.1.2 Two representatives from the Humanities [Alternating Two-Year Terms];
 - 3.1.3 Two representatives from the Social Sciences [Alternating Two-Year Terms];
 - 3.1.4 Two representatives from the Natural Sciences [Alternating Two-Year Terms]; and,
 - 3.1.5 One Decanal Appointee [One-Year-Term].
- 3.2 Up to two members in section 3.1.1 will be appointed by the Dean.
- 3.3 Members in sections 3.1.2 to 3.1.5 will be tenured or tenure-track.
- 3.4 The Decanal Appointee (3.1.5) is chosen for the purpose of professional development and is usually drawn from the most recent list of candidates who stood, unsuccessfully, for election to the Committee.
- 3.5 Additional non-voting resource members may be added to the membership in consultation with the Dean, via a motion at the Committee level.
- 3.6 The faculty Co-Chair is elected by the Committee from amongst its members for a one-year term. Decanal appointee identified in 3.1.5 is not eligible to be Co-Chair.

- 3.7 All members in 3.1 are voting, though the Co-Chair presiding over the meeting customarily does not vote. The presiding Co-Chair normally exercises the right to vote only if a committee vote is tied.
- 3.8 Quorum is the presiding Co-Chair and at least five other members, though every effort will be made to encourage the robust participation of all.
- 3.9 If a member is absent (without sending regrets) for two consecutive meetings within the academic year, the Faculty of Arts and Science Executive Committee may fill the member's position for the remainder of the term, except for ex-officio members.

4. Roles of the Committee

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

- 4.1 Engage in tactical discussion about Teaching and Scholarship, as well as the connection between the two.
- 4.2 Collaborate with institutional partners to develop and implement activities that support integrating teaching and scholarship within the Faculty of Arts and Science.
- 4.3 Facilitate cross-Faculty opportunities related to teaching and scholarship.
- 4.4 Create opportunities for celebrating teaching, scholarship, and student learning.
- 4.5 Create and promote initiatives to mentor and support faculty and students in collaboration with Departments and/or the Funding and Awards Committee.

5. Roles of Standing Committee Co-Chairs:

5.1 Responsibilities of the faculty Co-Chair:

- 5.1.1 Accepts recommendations for agenda items
- 5.1.2 Sets the agenda for each meeting in collaboration with the administrative Co-Chair
- 5.1.3 Reviews meeting materials prior to circulation
- 5.1.4 Presents items to Executive Committee and/or Faculty Council as needed

5.2 Responsibilities of the administrative Co-Chair

- 5.2.1 Collaborates with the faculty Co-Chair regarding meeting organization
- 5.2.2 Schedules meetings in collaboration with the governance administrator
- 5.2.3 Reviews meeting materials prior to circulation
- 5.2.4 Acts as liaison with the Office of the Dean