



EXECUTIVE COMMITTEE

Terms of Reference

MANDATE

To ensure effective functioning of the FFAC Council.

ROLES

- Develop policies and procedures for the Faculty Council
- Ensure regular review and revision of Council Bylaws and Committee Terms of Reference
- Make minor, time-sensitive or 'housekeeping' decisions on behalf of the Faculty Council
- Review agenda items submitted by sub-committees or Council members to ensure that they are in keeping with FFAC Council's roles and responsibilities
- Approve the Faculty Council agenda
- Oversee the nominations process for committee memberships

ACCOUNTABILITY

- The FFAC Council Executive Committee is a standing committee of the FFAC Council.
- Executive Committee minutes will be distributed to the Faculty Council for information.

COMPOSITION

- **Dean:** Chair, ex-officio voting member
- **Associate Dean:** ex-officio, voting member
- **Vice-Chair:** a tenured or tenure-track faculty member elected by the Faculty Council (from among eligible departmental representatives who are interested in the position). The Vice-Chair will chair Executive and Faculty Council meetings in the absence of the Chair.
- **Department representatives:** one tenured or tenure-track instructional faculty member from each department. If a department does not have a candidate, the position will remain vacant until filled.

TERMS OF OFFICE

- Terms for faculty members are two (2) years in length with a maximum of two (2) consecutive terms. Following two (2) consecutive terms, a member may return to the committee after an absence of one (1) year.
- Terms will be staggered with approximately half of the members retiring each year.

COMMITTEE OPERATIONS

- Meetings will precede each Faculty Council meeting with additional meetings as warranted.
- Support provided by the Office of the Dean.
- The Executive Committee may call by-elections and appoint members to fill vacancies on the FFAC Council or committees when a position becomes vacant mid-term, pursuant to the composition as defined in the FFAC Council Bylaws.
- Meetings are normally open and confidential matters may be considered in camera.
- Ad hoc sub-committees or working groups may be established as needed. Any such committees or groups will report back to the Executive.
- Substitutes are not permitted on this committee.
- If a member has unexcused absences for three (3) regular meetings within the academic year, the FFAC Executive Committee may declare the member's position vacant, except for ex-officio members. A faculty

member will be elected to fill the remainder of the member's term in accordance with the committee Terms of Reference.

Approved by FFAC Council on October 23, 2019 (FFACFC-06-10-23-2019)