

**Faculty Development/Sabbatical Leave Committee
Faculty of Health and Community Studies Council
Grant MacEwan University**

Terms of Reference

Approved by Faculty Council: April 4, 2017

1. Mandate

To review and co-ordinate all aspects of internal funding for faculty development and sabbatical leave in the Faculty of Health and Community Studies.

2. Responsibilities

2.1. Pursuant to section 5.0 of Policy C5090, responsibilities in relation to Faculty Development include:

2.1.1. Recommend and coordinate faculty development activities.

2.1.2. Establish procedures for faculty development allocations for sessional faculty.

2.1.3. Make recommendations to the Dean on how funds are utilized for faculty activities and the professional development of sessional faculty members.

2.2. Pursuant to sections 4.4 and 4.5 of Policy D2080, responsibilities in relation to Sabbatical Leave include:

2.2.1. Review applications for sabbatical leave and make recommendations to grant, defer or deny based on criteria and timelines set out in Policy D2080.

2.2.2. Produce a written summary of the committee's appraisal and recommendations adhering to timelines set out in the Policy.

2.3. Ensure recommendations regarding individual applications follow established procedures and remain confidential.

2.4. Provide feedback on the development or revision of policies related to its work.

2.5. Liaise with the MacEwan Faculty Development Committee and the MacEwan Research Council on coordination of funding.

3. Accountability

3.1. The Health and Community Studies Faculty Development/Sabbatical Leave Committee is a Standing Committee of the Faculty of Health and Community Studies Council.

3.2. The Committee shall provide to Faculty Council an annual statistical summary report stating the number of faculty development activities and sabbatical leaves considered and recommendations made.

4. Composition

4.1. The Faculty Development/Sabbatical Leave Committee shall consist of the following:

4.1.1. Dean or designate (Chair of Committee)

4.1.2. 3 to 5 full-time faculty members. In order to reflect the diversity of the Faculty of Health and Community Studies, at least 1 member will be selected from Child & Youth Care, Social Work, Human Services, Public Safety or Allied Health departments.

- 4.2. When a member of the Sabbatical Leave Committee applies for sabbatical leave he or she is recused from all Sabbatical Leave deliberations and recommendations for that year.

5. Term of Office

- 5.1. Members, except for those serving by virtue of their positions, will serve two-year or three-year terms. Membership shall be staggered to ensure appropriate balance and to maintain continuity.

6. Confidentiality

- 6.1. Members of the Faculty Development/Sabbatical Leave Committee are expected to maintain confidentiality of all documentation and discussions. The Chair collects and secures all documentation including committee member notes when deliberations are complete.