

**School of Business Council**  
**Faculty Development Committee**  
**Terms of Reference**

**1. Mandate**

- 1.1 The School of Business Faculty Development Committee (“Committee”) fosters faculty development, including the scholarship of teaching and learning.
- 1.2. The Committee was re-established by the School of Business Council (“School Council”) as a standing committee on April 28, 2016, pursuant to University Policy C5090: Faculty Development (section 5.3):

*The dean or director of each Faculty/School or equivalent entity shall be responsible for establishing a Faculty Development Committee to discuss local needs and send recommendations to the University-level Faculty Development Committee. These local committees shall be governed by their respective Terms of Reference as approved by their Faculty/School Council or equivalent body.*

As well, section 4.3 states:

*Sessional faculty are eligible to apply for funds that may be allocated each year for that purpose. Such funds for sessional faculty are available only in the year of their allocation and may not be carried forward.*

**2. Responsibilities**

- 2.1 The responsibilities of the Committee include:
  - 2.1.1. To recommend and coordinate School of Business faculty development activities.
  - 2.1.2. To ensure procedures are in place for faculty development allocations for Sessional faculty members.
  - 2.1.3. To make recommendations on how decentralized funds are utilized for School of Business development activities and the professional development of Sessional faculty members, subject to the approval of the Dean

**3. Accountability**

- 3.1. The Committee is a Standing Committee of the School Council and as such is accountable to the School Council. The Committee will submit an annual focus statement and annual report for approval by School Council.
- 3.2. The Committee shall provide to School Council an annual statistical summary report stating the number of faculty development activities considered and recommendations made.
- 3.3. The Committee shall review these Terms of Reference as required from time to time.

#### **4. Composition**

4.1. The Committee shall consist of:

4.1.1 One (1) Tenured, Tenure-Track, Professional Resource Faculty, or Full-Time Limited Term Academic Staff Member from each Department, to be selected by the Department Council in consultation with the Department Chair.

4.1.2 Potential committee members will be asked to provide a brief one- to two-paragraph biography and a one-paragraph statement on their interest in serving and potential contributions to the Committee.

4.1.3 One Sessional faculty member, who will be elected by sessional faculty in the same manner as is determined by School Council for the election of sessional faculty members to School Council.

4.1.4. The Dean or designate shall be an *ex officio* member of the Committee and shall be entitled to vote.

4.2. The Dean or designate shall serve as the Committee Chair.

#### **5. Term of Office**

5.1. Members shall serve two-year terms, or until their successor is selected, except for those serving by virtue of their positions. Members may be re-selected for one additional term. Terms will begin on July 1<sup>st</sup>.

5.2. Elected members shall serve staggered terms to balance continuity with new perspectives. Two members are selected in each year. Initially, two members will serve terms of one year and two members will serve terms of two years. Thereafter, two members as necessary to fill expired terms will be selected in each year, for two-year terms.

5.3 Vacancies will be filled by the same procedure as members are selected in Sections 4.1.1 and 4.1.2 above.

#### **6. Committee Operations**

6.1. The Committee shall operate in a manner consistent with the School Council's Bylaws and University Policy C5090.

6.2. The Committee shall meet at least three times per year, normally twice per term in the Fall sessions and once in the Winter session.

6.3. Quorum for the Committee shall be 50% of the members.

6.4 A member may participate in a meeting of the Council by means of telephone, video conference, **Skype**, or other means of communication that permit all persons participating in the meeting to hear each other. A member so participating is considered to be present at the meeting.

6.5. The Office of the Dean shall provide administrative and resource support to the Committee.

6.6. The Committee shall ensure a record of all decisions and discussions of the Committee is

maintained in good order.

- 6.7. The Committee minutes are considered to be records of the School Council and shall be maintained by the Office of the Dean.

*Approved by School of Business Council, September 6, 2016*

*Revisions approved by School of Business Council, October 3, 2018*