Committee on Admissions and Transfer
Terms of Reference

1.0 Mandate
The Committee on Admissions and Transfer is responsible for reviewing and recommending admission requirements to the General Faculties Council (GFC), providing admission policy and procedural recommendations, and reviewing and developing recommendations related to admissions and transfer best practices.

2.0 Accountability
2.1 The Committee on Admissions and Transfer is a standing committee of GFC, and as such, is accountable to GFC.
2.2 The Committee will submit a Focus Statement annually to GFC for information and will submit recommendations to GFC as they arise or as required.

3.0 Composition
3.1 The Committee will consist of the following voting members:
   3.1.1 Twelve (12) voting faculty members, with at least one instructional faculty from each Faculty/School, and at least one, and maximum three, professional resource faculty elected by GFC.
   3.1.2 In the event a faculty member cannot be secured from one or more of the Faculties/Schools, the position or positions may be filled by any faculty member.
   3.1.3 Three (3) voting student members appointed by the Students' Association of MacEwan University (SAMU).
   3.1.4 One (1) voting staff member from the Office of the University Registrar, elected by GFC.
   3.1.5 President of the University (ex-officio).
   3.1.6 Provost and Vice President Academic (ex-officio).
3.2 The Committee will consist of the following non-voting members:
   3.2.1 University Registrar (ex-officio).
   3.2.2 A maximum of two (2) staff members who support and contribute to the mandate of the Committee, elected by GFC.

4.0 Terms of Office
4.1 Members shall serve three-year terms, except for student members who shall serve a one-year term, and those serving by the virtue of their positions.
4.2 Members may serve multiple terms.

5.0 Committee Operations
5.1 Quorum is set at a simple majority of voting members. Ex-officio and School of Continuing Education faculty members do not count toward or against quorum.
5.2 The Chair shall be a faculty member elected by the Committee from the faculty members of the Committee and will serve as Chair for a one-year term.
5.3 At the first meeting, or as soon as practical thereafter, the Chair will call for nominations for a Vice-Chair, who will serve for one year, from the faculty members of the Committee.
5.4 In the event there is no Chair of the Committee, the University Registrar will act as Chair, pro tem, only for the purpose of seeing to the election of a Chair from the faculty members of the Committee.

5.5 Should the Chair be unable to attend a meeting, the Vice-Chair will act as Chair.

5.6 The University Registrar is the ex-officio member who provides executive advice and support to the Committee, as needed.

5.6.1 The University Registrar may advise on agenda items and administrative initiatives that require input from the Committee.

5.7 The Chair of the Committee shall approve of agendas prior to distribution, chair meetings and coordinate feedback processes, and present recommendations to GFC meetings.

5.8 The Office of University Governance will provide administrative support to the Committee and its meetings and operations, including the distribution, maintenance, and filing of the official agenda and minutes of the Committee.

5.9 The Committee may establish standing subcommittees and ad hoc committees as required to do its business.

5.10 The Committee may invite any other person(s) to attend meetings as a resource.

5.11 The Committee shall maintain an attendance roster.

5.11.1 Members are required to attend or provide notice as to absence. Proxy members are not permitted.

5.11.2 Members unable or unwilling to continue to serve on the Committee should resign from the Committee.

5.11.3 In the event a member, except an ex-officio or School of Continuing Education member, is absent from three or more meetings, the Chair may request that GFC (or SAMU, as the case may be) rescind the appointment of that member to the Committee.

Approved by Academic Governance Council
Amendments: October 15, 2008
Updated as a result of change of name to Grant MacEwan University: November 17, 2009 (motion AGC-09-11-17-2009)
Amendments to composition and AGC Review-related changes as recommended in the approved AGC Review Report (2014) and also change of name from Admissions and Selections Committee to Committee on Admissions and Transfer, effective July 1, 2015: March 17, 2015 (motion AGC-09-03-17-2015)
Amendment to composition to clarify staff membership, effective July 1, 2015: June 5, 2015 (motion AGC-16-06-05-2015)
Amendment to add establishment of subcommittees and ad hoc committees, effective May 18, 2016: May 17, 2016 (motion AGC-05-05-17-2016)
Amendment to remove Work Plans, effective September 1, 2017: April 18, 2017 (motion AGC-09-04-18-2017)
Amendments to update membership, clarify language; effective March 19, 2019 date (motion GFC-11-03-19-2019)