1.0 PROCEDURE ELEMENTS

1.1. As required under Policy B3000, Academic Governance Council (AGC) has 29 Academic Staff members including two from Professional Resource Faculty. The remaining 27 Academic Staff are apportioned in the same proportion as the number of full-time Academic Staff per Faculty/School.

1.1.1. This Procedure does not include Professional Resource Faculty in AGC Academic Staff membership reapportionment calculations as the Professional Resource Faculty membership remains constant at two members irrespective of proportionality.

1.1.2. This Procedure does not indicate or dictate eligibility for Academic Staff to participate in AGC elections or by-elections.

1.2. The University Registrar, at the request of the AGC Secretariat, shall review the Council Academic Staff membership at least every three years, to ensure compliance with the stated Academic Staff membership requirements of Policy B3000.

1.2.1. The University Registrar shall review and submit recommended changes regarding the Council Academic Staff membership at the beginning of the Spring AGC election cycle to the AGC Secretariat, normally no later than February 1.

1.2.2. The University Registrar shall determine and assign the number of AGC Academic Staff member seats that may be elected to each Faculty/School, proportional to the amount of full-time Academic Staff members in each Faculty/School, as reasonably possible to equal a total of 27 Academic Staff members on AGC. Full-time Academic Staff include full-time probationary, full-time continuing and full-time contractually-limited term Academic Staff members, including those on leave.

1.3. Responsibility for the reapportionment of AGC in practice resides with the Secretary to AGC. When Council needs to be reapportioned, the AGC Secretariat’s process is as follows:

1.3.1. At the beginning of January the AGC Secretariat will contact Human Resources requesting full-time Academic Staff numbers for all Faculties/Schools. The Human Resources full-time Academic Staff numbers per Faculty/School shall constitute the final and authoritative list for reapportionment numbers review at that time.

1.3.2. The Secretary to AGC will contact the University Registrar early in the process to alert him or her that an AGC Academic Staff reapportionment review is required and will provide the necessary information for the University Registrar to submit a final judgment.
1.3.3. The Secretary to AGC shall calculate the reapportionment by:

1.3.3.1. taking the total number of full-time Academic Staff for each Faculty and School, and dividing by the total number of full-time Academic Staff for all Faculties/Schools.

1.3.3.2. taking the total number of Academic Staff seats (27) and multiplying by the percentage of full-time Academic Staff per Faculty/School.

1.3.3.3. reapportioning seats based on the resulting numbers. Membership fractions shall use standard rounding rules to the second decimal point. Where rounding up results in extra seats beyond the 27 Academic Staff required in B3000, this will be corrected during the next election cycle with fewer vacancies from whichever Faculty or School has the most AGC Academic Staff seats.

1.3.4. No Academic Staff members shall be displaced before their terms are complete. Reapportionment, therefore, may be done gradually over the course of two or more election cycles. The Secretary to AGC will include a transition plan whenever there is a shift in academic staff seats.

1.3.5. The AGC Secretariat shall advise AGC Executive Committee and Deans’ Council of apportionment of academic staff seats on AGC.

1.3.6. The AGC Secretariat acts as the office of record for all reapportionment reports and decisions.

1.4. Reapportionment should not result in more than the total Academic Staff allotted in Policy B3000.

2.0 RELATED POLICIES, FORMS AND OTHER DOCUMENTS

- B3000: Academic Governance Council Bylaws
- Post-secondary Learning Act
- Post-secondary Learning Act AAC Regulation 219/2006

3.0 ACCOUNTABILITY

Office of Administrative Responsibility
Academic Governance Council Secretariat
## 4.0 HISTORY

### Relevant Dates

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<td>Next Review:</td>
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### Modification History

**16.10.06:** Created to define a faculty membership formula for Academic Governance Council. Approved by Academic Governance Council Executive Committee motion EC-01-10-06-2016.