

Arts Faculty Council Executive Committee Terms of Reference

AUTHORITY:

Established by Arts Faculty Council as a standing committee of Faculty Council that will make recommendations to Faculty Council

PURPOSE:

To review, report and approve those items within its jurisdiction prior to submission to Faculty Council for information or approval including approval of the agendas for Faculty Council meetings.

TERMS OF REFERENCE:

Subject to the powers of Faculty Council, the Executive Committee shall:

- a) ensure that the Faculty Council policy is properly executed
- b) approve all items proposed by the Faculty of Arts Course and Program Approvals Committee except the introduction or abolition of a program
- c) receive and approve nominations to any committee vacancies that may occur outside of the normal nomination process except for Senate vacancies
- d) receive reports from the Nominating Committee, and decide on additions to membership of the other Committees of Faculty Council, subject to approval at a later meeting of Council
- e) make nominations for membership on the Arts Nominating Committee to the Faculty Council
- f) co-ordinate the work of other Committees of Faculty Council, referring questions involving policy to the appropriate Committee
- g) receive and consider reports and recommendations originating with other Committees, and, when it deems necessary, pass on its suggestions to those Committees
- h) forward to Faculty Council for decision the final version of all reports and recommendations involving the establishment or alteration of general policy, whether they originate with the Executive Committee itself or with the other Committees
- i) follow up decisions taken by Faculty Council
- j) deal with the contingencies that arise between meetings of Faculty Council, and, in general, assist the Dean in disposing of matters of a routine nature which do not substantially involve questions of general policy
- k) report to Faculty Council with respect to actions taken by the Executive Committee
- l) carry out such other functions as Faculty Council shall from time to time specify

COMPOSITION:

1. Dean of Arts (or designate) *ex officio*ⁱ and Chair
2. The Associate Dean(s) *ex officio*¹
3. eight faculty members who hold full-time academic appointments in the Faculty of Arts, four of which are to be elected each year for a two year term. If a position becomes vacant, a person shall be elected at the following Faculty Council meeting to fill the unexpired portion of the term. There must be at least one person representing each of the professorial academic ranks
4. two students elected by and from the student members of Faculty Council for a one year term
5. one support staff member elected by the support staff members of Faculty Council for a two year term

*Established and approved by Faculty Council
Revisions approved by Faculty Council April, 1998, 2018*

ⁱ All *ex officio* members of standing committees have voting rights unless otherwise stipulated