

Nominating Committee Faculty of Arts Terms of Reference

AUTHORITY:

Established by Arts Faculty Council as a standing committee of Faculty Council that will make recommendations for approval by Faculty Council.

PURPOSE:

The Nominating Committee is responsible on an annual basis for ensuring that faculty members and students are made aware of upcoming opportunities for committee involvement, and for seeing to it that vacancies, including leave vacancies, on all Arts Faculty Council committees are filled.

TERMS OF REFERENCE:

1. The Committee shall elect its own chair. Before the completion of his/her term of office the Chair of the Committee shall ensure that a new Chair has been appointed.
2. Nominees for vacancies on the Nominating Committee shall be submitted by Executive Committee to be elected by Faculty Council. If a position becomes vacant, a replacement shall be elected by Faculty Council for the balance of the term. The term of office for each elected academic member shall be two years, beginning on July 1, with four members to be elected each year.
3. The term of office of the student member shall be one year.
4. If positions on standing committees become vacant between annual presentations of nominations to Faculty Council, the nominations of people to fill such vacancies shall be submitted to the Executive Committee for decision.

COMPOSITION:

1. Dean of Arts (or designate) *ex officio*ⁱ
2. Eight Arts faculty members with representation from as many academic units as possible. Four members shall be elected each year.
3. One undergraduate Arts student who is appointed by the Senior Stick.

*Established and approved by Faculty Council
Revisions approved by Faculty Council April 2010, April 2011, April 2017*

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