

**FACULTY OF ARTS  
SUPPORT STAFF PROFESSIONAL DEVELOPMENT FUND  
ADJUDICATION COMMITTEE (FASSPDF)**

**Terms of Reference**

**Authority:**

Established in 1996 by the Support Staff Council as a standing committee of Arts Support Staff Council.

**Purpose:**

The Faculty of Arts Support Staff Professional Development Fund was established for the purpose of providing enriching learning and training opportunities for the support staff in the Faculty of Arts.

Revenue for the fund is provided on a yearly basis from the Faculty of Arts Endowment Fund.

**Terms of Reference:**

1. The committee shall elect its own Chairperson. (This need not be a person who has work experience with budget/financial matters.)
2. The committee shall report bi-annually to the Faculty of Arts Support Staff Council with respect to dispersal of the fund.
3. The committee shall meet three times a year to adjudicate the three competitions, the deadlines of which are: January 15, May 31, and September 30. Additional meetings will be at the call of the chair.
4. The committee will develop and maintain a set of funding guidelines that may be updated from time to time.

**Composition:**

There shall be 5 committee members in total:

1. Faculty of Arts Financial Officer, *ex officio* (*voting member*)
2. 4 representatives who will be elected by the Faculty of Arts Support Staff Council.

The members are elected for a 2-year term. Renewals are permitted up to a limit of 3 consecutive terms (i.e., 6 years in a row). If required, elections to the Adjudication Committee will be held at the spring meeting of the Arts Support Staff Council or will be called in the spring by the President of the Arts Support Staff Council. In both cases a call for nominations will be sent out beforehand. In situations where a member resigns in midterm, a substitute may be appointed until the next election is called.

*Established and approved by Arts Support Staff Council: July 7, 2016*