Faculty of Arts
ENDOWMENT FUND COMMITTEE
Terms of Reference

Authority:

Established by Arts Faculty Council as a standing committee of Faculty Council

Purpose:

The Faculty of Arts Endowment Fund was established for the purpose of advancement and enrichment of the teaching, research and scholarly goals of the Faculty of Arts.

Revenue from the Faculty of Arts Endowment Fund is intended to be used for activities or projects not normally funded by the operating or capital budgets of the Faculty of Arts such as:

- the enhancement of instructional and research facilities and equipment,
- the encouragement of innovative student and support staff activities,
- visits by guest speakers, researchers, visiting professors
- staff self-improvement courses and workshops,
- special library acquisitions related to teaching and research

Terms of Reference:

1.) The committee shall elect its own Chairperson

2.) The committee shall, through the Arts Executive Committee, report annually to Faculty Council with respect to dispersal of the interest revenue from the Faculty of Arts Endowment Fund.

3.) The Committee shall meet at least once annually to consider applications for funding, in the Second Term before the first of March. Prior to that meeting, the Committee shall ensure that reasonable notice is given of the deadline for application. Additional meetings will be at the call of the chair.

4.) Per diem rates will be set according to the University of Manitoba’s governing document “Travel and Business Expense Claims” procedures.

5.) The committee will develop and maintain a set of funding guidelines that may be updated from time to time.

Composition:

There shall be eleven (11) Committee members in total:

1.) Dean of Arts, ex officio

2.) Arts Student Body Council Senior Stick (or delegate), ex officio

3.) three (3) academic staff members, one from the Humanities, one from the Social Sciences, and one member at large elected by Faculty Council for two-year terms. The Social Science member and the Humanities member will hold staggered two year terms.

4.) two (2) members of the community selected by the Dean of Arts to serve two-year terms, one to be selected each year;

5.) one (1) member elected by and from the Faculty of Arts support staff for a two-year term;

6.) one (1) graduate student in an Arts discipline nominated by the President of the Graduate Students’ Association to serve a one-year term.

7.) two (2) undergraduate students in Arts nominated by the Senior Stick of the Arts Student Body Council to serve a one-year term.

Established and approved by Faculty Council April 27, 1994
DATE: March 27, 2007

TO: Arts Faculty Council

FROM: Lori Wilkinson, Chair, Arts Endowment Fund Committee

SUBJECT: REPORT OF THE FACULTY OF ARTS ENDOWMENT FUND COMMITTEE
Meeting of Wednesday, February 28, 2007

On February 28 2007, the Arts Endowment Fund Committee discussed a recommendation made by the Arts Executive Committee. The Executive Committee asked us to discuss the membership of the Arts Endowment Fund Committee, specifically, moving from a membership consisting of two Humanities and two Social Science representatives, to a structure consisting of a one representative from each Humanities and Social Sciences, plus an Interdisciplinary member.

The Arts Endowment Fund Committee agreed that the change would be beneficial. We ask the Arts Executive, however, to clearly identify the disciplines constituting “Interdisciplinary” areas so that adequate representation may be attained in the future. This will greatly facilitate the work of the Nominating Committee in compiling the lists of candidates for this committee prior to the annual election.

The Arts Endowment Fund Committee warmly welcomes the two additional voting undergraduate student representatives. Their presence provides a greater student voice in our deliberations on how the Arts Endowment Fund monies are spent.

Attached is the financial report from the Arts Endowment Fund Committee meeting of February 28, 2007. The report includes the following data:

- capitalization of the fund
- total funds available for disbursement
- total amount allocated
- total number and value of applications (support staff, undergraduate students, graduate students, sessional instructors, faculty members)
• total number and value of awards allocated (support staff, undergraduate students, graduate students, sessional instructors, faculty members)
• surplus returned to capital/deficit applied to next year
• historical distribution of awards over time
• total funds allocated by project type (e.g. travel, equipment, conferences, speakers, research)

LW/ld

enclosure

cc. Arts Budget Office
   Richard Sigurdson, Dean, Faculty of Arts