Date: March 19th, 2010

To: Arts Executive Committee

From: Adam Muller, Chair, Arts Nominating Committee

Re: Revision to terms of reference for Nominating Committee

At the Nominating Committee’s meeting on March 11th it was decided that, in the interest of consistency and clarity, and so as to reflect current practice, changes be made to the committee’s terms of reference. Please see the attached document for a list of the specific alterations.

In short, it was decided to reduce the number of student representatives to one, selected by the Senior Stick. It was also decided to change the document’s wording to widen the scope of the term “full-time faculty” to read “probationary, continuing, tenured or term positions in the Faculty of Arts”. This change in terminology will now allow faculty members on reduced appointments to sit on this committee as well. It is my understanding that this new terminology will be used, where appropriate, on most other Faculty of Arts Committees terms of reference. Faculty on reduced appointments are typically required to undertake service work pro rata along with their teaching, and including them in the terms of reference offers the committee the opportunity not merely to be more inclusive, but to enlarge the pool of potential nominees. Lastly, the wording of the terms of reference’s “Purpose” was revised so as to more aptly characterize the Nominating Committee’s function.

Following approval by Faculty Council a change to the Arts Faculty Council Bylaws will be required. The Terms of Reference for the Nominating Committee are contained in Section III of the Arts Faculty Council Bylaws and will therefore need revising.

We recommend that all Arts Faculty committees consider similar modifications to their terms of reference, and move that those changes specific to the Nominating Committee be accepted by Faculty Council.
AUTHORITY:

Established by Arts Faculty Council as a standing committee of Faculty Council that will make recommendations to Faculty Executive Council 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. Eight members of Arts Faculty Council who hold probationary, continuing, tenured or term positions in the Faculty of Arts or St. Boniface College, elected by the members of Faculty Council and one current undergraduate Arts student appointed by the Senior Stick.
2. 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 at the spring Faculty Council meeting; if a position becomes vacant, a person shall be elected at the following Faculty Council meeting to fill the unexpired portion of the term.
3. The term of office of the student member shall be one year.
4. The Committee shall elect its own chair.
5. The nominations shall be submitted annually to Faculty Council for approval, at which time it will be possible for members of Faculty Council to make additional nominations.
6. 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
2. Eight members of Arts Faculty Council holding probationary, continuing, tenured or term positions in the Faculty of Arts
3. One current undergraduate Arts student who is appointed by the Senior Stick.

Established and approved by Faculty Council
Revisions approved by Faculty Council (date)
TERMS OF REFERENCE
NOMINATING COMMITTEE

1. There shall be a Nominating Committee consisting of eight members elected by and from the members of Faculty Council who hold full-time academic appointment either in the Faculty of Arts or in St. Boniface College, and two student members elected by and from the student representatives on Faculty Council.

2. 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 during the spring Council meeting at which Arts representatives on Senate are elected; if a position becomes vacant, a person shall be elected at the following Faculty Council meeting to fill the unexpired portion of the term.

3. The term of office of each elected student member shall be one year.

4. The Committee shall elect its own chair.

5. The primary purpose of the Committee shall be to nominate academic staff to the other standing committees of Faculty Council.

6. The nominations shall be submitted annually to Faculty Council for approval, at which time it will be possible for members of Faculty Council to make additional nominations.

7. 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.

8. Prior to submitting its nominations of student members of Committees, the Nominating Committee shall consult with an advisory nominating committee formed by and from the student representatives on Faculty Council.