University of Victoria
Faculty Association

TEACHING FACULTY COMMITTEE
TERMS OF REFERENCE

Faculty Association TOR No.:	**TFC-01**
Classification:	Standing Committee
Approving Authority:	Executive Committee
Revision Authority:	Teaching Faculty Committee
Effective Date:	**November 22, 2017**
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Review Date:	TBD

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1.0   Purpose

1.1   The purpose of these Terms of Reference is to provide guidance to the Teaching Faculty Committee ("The Committee") to carry out its business in accordance with the Constitution, Bylaws, and Policies of the University of Victoria Faculty Association ("The Association").

1.2   The defined terms have the same meaning as in the Bylaws of the Association.

2.0   Mandate

2.1   The Committee is a Standing Committee of the Association.

2.2   The mandate of the Committee shall be as follows:

2.2.1   Represent the interests of Teaching Faculty Members within the Association.

2.3   The Executive Committee or Council may by resolution delegate additional duties to the Committee as required.

3.0   Authority

3.1   The Committee may make recommendations to the Executive Committee and/or Council regarding matters that fall within the scope of the mandate in Section 2.0.

3.2   The Executive Committee shall consider the recommendations and vote on whether to adopt them, either without amendment or with such amendments as they deem appropriate. If the Executive Committee deems it appropriate or the subject matter requires, the Executive Committee may refer the recommendations, in whole or in part, to a meeting of Council and/or a General Meeting.

3.3   The Committee may request to meet with the Executive Committee, Council or Officers.

3.4   In consultation with the Executive Committee, the Committee may seek input from Members and other experts.

3.5   The Committee may request support from the Association to fulfill its mandate.

4.0   Membership

4.1   The Committee shall consist of five (5) voting members. Each member of the Committee must be a Member of the Association and a Teaching Faculty Member.

4.2   Appointment to the Committee shall be as follows:

      4.2.1   The Teaching Faculty Members shall elect four (4) Teaching Faculty members with staggered two-year terms from July 1 to June 30; and

      4.2.2   The Teaching Faculty member of the Executive Committee shall be an Ex-Officio (voting) member of the Committee.

4.3   An elected member of the Committee may resign by providing notice in writing to the Chair of the Committee and the President of the Association.

4.4   After at least seven (7) days' notice to the Members of a vacancy on the Committee, and normally within thirty (30) calendar days from the time the office becomes vacant, but in all cases within ninety (90) calendar days from this time, the Executive Committee shall appoint a Member to fill such vacancy for the remainder of the term.

      4.4.1   If more than one (1) Member expresses interest in appointment to the Committee, the Executive Committee may run a consultative electronic ballot of Teaching Faculty Members of the Association.

4.5   At the first Council meeting subsequent to any appointment to the Committee, Council shall make a recommendation to the Membership regarding the appointment, which shall be subject to ratification by Members at the General Meeting immediately subsequent to this Council meeting. An appointed member has full voting privileges prior to ratification.

5.0   Meetings

5.1   The Committee shall annually elect a Chair, who shall serve as the liaison to the Executive Committee.

5.2   The Committee may meet at the places they think fit to conduct business, and may adjourn and otherwise regulate their meetings and proceedings as they see fit.

5.3   Notwithstanding section 5.3, the Committee shall meet in person at least quarterly.

5.4   The Chair shall preside at all meetings; if the Chair is not present, the Committee shall select an acting Chair from among its members.

5.5   A quorum for a Committee meeting is a simple majority of voting Committee members.

5.6   Each voting member of the Committee participating in a meeting is entitled to one (1) vote.

5.7   Decisions of the Committee will be by majority vote.

5.8   A resolution in writing, unanimously approved by the members of the Committee and placed with the minutes of the immediately preceding Committee meeting, is as valid and effective as if regularly passed at a meeting of the Committee.

5.9   The Committee may invite Members and non-Members to attend meetings as needed.

5.10   Normally a member of the Committee who has not attended three (3) consecutive Committee meetings will be asked to resign from the Committee. The Committee expects all members to attend a majority of the regular meetings scheduled.

5.11 A member of the Committee who is on leave (including but not limited to Study Leave) and who is also unavailable to attend meetings during this period of leave shall normally be expected to resign if the period of the leave exceeds six (6) months. A member of the Committee who is on leave for six (6) months or less and is unavailable to attend meetings may request a leave of absence. During the period of any such leave of absence, the Executive Committee may, at its discretion, appoint an acting member to fill the vacant position or may leave the position vacant.

6.0 Reporting

6.1 On an annual basis the Committee shall identify priorities, deliverables and timeframes to fulfill its mandate in a Committee Plan. The Committee shall deliver a Committee Plan to the Executive Committee. The Committee may request financial support from the Executive Committee or Council as part of the Committee Plan.

6.2 The Committee shall keep records of its meetings, decisions and recommendations.

6.3 The Committee shall report to the Executive Committee at least quarterly by delivering a written report to the Executive Committee.

6.4 The Committee may request administrative support from the Association to fulfill the reporting obligations in Section 6.0.

7.0 Related Policies and Documents

7.1 Association Constitution and Bylaws