

## UNIVERSITY GOVERNANCE COMMITTEE

### TERMS OF REFERENCE

<b>Faculty Association ToR No.:</b>	<b>UNIGOV-01</b>
<b>Classification:</b>	Standing Committee
<b>Approving Authority:</b>	Executive Committee
<b>Revision Authority:</b>	Executive Committee
<b>Effective Date:</b>	<b>TBD</b>
<b>Last Updated:</b>	October 30, 2017
<b>Review Date:</b>	TBD

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#### 1.0 Purpose

- 1.1 The purpose of these Terms of Reference is to provide guidance to the University Governance Committee ("The Committee") to carry out its business in accordance with the Constitution, Bylaws, and Policies of the University of Victoria Faculty 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 Develop academic discussion papers on collegial governance to support the efforts of the Faculty Association to preserve and strengthen the traditional role its Members play in the shaping of university governance;
  - 2.2.2 Advise the Executive Committee and Council on matters relating to collegial governance, particularly the representation of Members in decision-making processes;
  - 2.2.3 Review the Collective Agreement and Association bargaining proposals, and make recommendations to secure and protect collegial governance at UVic; and
  - 2.2.4 Make recommendations to promote a healthy and collegial governance environment at UVic.
- 2.3 The Executive Committee may by resolution delegate additional duties to the Committee.

#### 3.0 Authority

- 3.1 The Committee may make recommendations to the Executive regarding matters that fall within the scope of the mandate in Section 2.0.
- 3.2 The Committee may request to meet with the Executive Committee, Council or Officers.
- 3.3 In consultation with the Executive Committee, the Committee may seek input from experts and Members.



- 3.4 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.

#### **4.0 Membership**

- 4.1 The Committee shall consist of four (4) members. Each member of the Committee must be a Member of the Association.
- 4.2 The Committee shall be constituted as follows:
- 4.2.1 The Members shall elect two (2) members with staggered two-year terms from July 1 to June 30; and,
- 4.2.2 The Executive Committee shall appoint two (2) members for no more than a two-year term from July 1 to June 30.
- 4.3 All Committee appointments are subject to ratification at the next meeting of Council and the subsequent General Meeting. An appointed member has full voting privileges prior to ratification.
- 4.4 A member of the Committee may resign by providing notice in writing to the Chair of the Committee and the President of the Association.
- 4.5 After 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 may appoint a Member to fill such vacancy. At the first Council meeting subsequent to any such appointment, 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.
- 4.5.1 If more than one Member expresses interest in appointment to the Committee, the Executive Committee may hold a consultative ballot of the Membership.

#### **5.0 Meetings**

- 5.1 The Committee shall annually elect a Chair, who shall be 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 5.2, the Committee shall meet in person at least quarterly.
- 5.4 The Chair shall ensure that the President and Vice-President of the Association receive notice of meetings of the Committee.
- 5.5 The Chair shall preside at all meetings; if the Chair is not present, the Committee shall select an acting Chair from among its members.
- 5.6 The Committee may invite Members and non-Members to attend meetings as needed.



## **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 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.

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