



AFPC Nominations Committee Terms of Reference

Name of Committee:

Nominations Committee

Purpose:

Identification of qualified candidates for nomination to the Council of Faculties Voting Members officers (e.g., Chair, Vice Chair) and to identify new Council of Faculties members when current members' terms expire or they step down.

Reports to:

Council of Faculties Voting Members

The committee shall provide a written report to the Council of Faculties Voting Members in advance of the mid-year and annual meetings. The following report format is suggested: nomination assessments completed or in progress, and nomination recommendations.

Staff Liaison / Support Person:

Executive Director or Administrative Assistant

Responsibilities:

- Seek out candidates to fill vacancies in accordance with by-laws and policies (see Appendix I: excerpt from June 2019 AFPC Board of Directors Selection Policy)
- Identify current Council voting members to fill officer positions (e.g., Chair, Vice Chair)

Chair:

The chair of the Nominations Committee is the Chair of the Council of Faculties Voting Members.

Committee Members:

The Chair shall seek members from within the Council of Faculties Voting Members and from faculty non-voting members.

Approved May 30, 2014: AFPC Council of Faculties

Revised June 11, 2019: AFPC Board of Directors

APPENDIX I: Excerpt regarding Council of Faculties’ Terms from AFPC Board of Directors Selection Policy

Council of Faculties Term of Office: term of office commences July 1 for the year when the term starts. The Faculty Voting Member term of office is 3 years (maximum 2 consecutive terms).

In the situation where a new Council of Faculties member commences part way into the 3-year term (i.e., back-filling for a member who has stepped down), if the remaining term is less than 12 months, this would not be considered to be a term. The new member would still be eligible for two full 3-year terms of office (i.e., maximum 7 years total).

Group	University	3 Year Term Starts
A	Saskatchewan Montreal Dalhousie	2018, 2021, etc.
B	Manitoba Waterloo Alberta British Columbia	2019, 2022, etc.
C	Toronto Laval Memorial	2020, 2023, etc.

NOTE: Incoming Council of Faculties members, who are starting their term on July 1st, will be invited to attend, as an observer, the May/June meeting of the Council held during AFPC’s annual conference. AFPC will cover up to 2 hotel nights; no other travel expenses will be covered.