



## Committee Membership Procedures

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### Permanent Committees:

The standard term of appointment to a committee will be for three years, with terms starting on September 1<sup>st</sup> or as needed.

- A list of committees will be circulated to all faculty and staff members.
- Individual faculty or staff members wishing to be on particular committees may put their name forward for consideration.
- Membership on a committee will be by appointment of the Head; the Head may choose to consult with the chair of the committee, the committee, or the Department for recommended membership.
- Membership of each committee will be announced to the Department.
- Terms will be staggered if possible to promote both rotation of people through committees and retention of knowledge. Although we will encourage rotation among committee memberships, people may have repeat appointments to committees, particularly if their expertise and interests make them particularly suitable for that committee.
- Committee chairs will be nominated by the committee and approved by the Department Head for two-year terms, usually for the second two years of a member's three-year term of appointment. This arrangement should ensure the chair is familiar with the mandate and operations of the committee.
- The Head retains the right to chair any committee.
- Sabbatical or other leave of absences from committees will be addressed via consultation with the faculty member going on sabbatical, the chair of the committee, and the Head.

### Responsibilities:

The chair of a committee is tasked with the following responsibilities: calling meetings, ensuring timely activity on required tasks, preparing (or delegating responsibility for) agendas and minutes of meetings, reporting on committee activities at Department meetings, maintaining all records pertinent to the committee, ensuring appropriate consultation with non-committee members, and completing any required documents.

Members of committees are expected to attend scheduled meetings, participate in required tasks in a timely fashion, and generally undertake the work for which the committee was formed. In the event a committee member does not contribute to a committee, the chair, in consultation with the Head, may decide to replace that member on the committee.

### **Ad hoc Committees:**

Examples of ad hoc committees include search committees, committees preparing proposals for new majors, and the annual merit review committee and other committees as deemed necessary by the Head or called for by faculty members.

- Members of these committees shall be appointed by the Head, as will the chairs. Individual faculty wishing to be on particular committees may put their names forward for consideration.
- The Head retains the right to chair any committee.

The chair of a committee is tasked with the following responsibilities: calling meetings, ensuring timely activity on required tasks, preparing (or delegating responsibility for) agendas and minutes of meetings, reporting on committee activities at Department meetings, maintaining all records pertinent to the committee, ensuring appropriate consultation with non-committee members, and completing any required documents.

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