

General Responsibilities of Faculty Committee Chairs and/or Vice-Chairs

The FEC provides the following guide to help you chair your committee. Depending on the committee, you may find that some of these responsibilities are delegated to staff support. Please contact Cheryl Moreau in the Office of Faculty Governance (email or x3-9440) if you have questions.

1. Before the first committee meeting, check that current members fulfill membership requirements specified in the Faculty Rules & Regulations (FRR). Contact Cheryl Moreau if there is a problem.

A pdf file of the FRR is available on the Faculty Governance webpage. This document contains specific information about membership requirements for each committee. Faculty members who have agreed to serve but whose appointments have not yet been voted on by the Faculty may attend committee meetings but may not actively participate or vote until their appointments have been ratified by the Faculty. Note that student members are usually appointed in the Fall.

2. Set a meeting time and schedule a minimum of three meetings for semester I and three for semester II (unless otherwise specified in the charge of your committee). For some committees (e.g. APC, URC, TPAC) meeting times have been pre-determined and a schedule is pre-set for each semester.

3. At the first meeting, remind members to notify the Chair (or Vice-Chair) and Cheryl Moreau as soon as possible if they will be on leave semester II or in the next Academic Year. In order to ensure smooth operation of the committee, it is important to give the Nominations Committee adequate notice of any impending vacancy arising from a leave of absence, sabbatical leave, or resignation.

4. Distribute a copy of the committee's charge to all members. The pdf file of the FRR on the Faculty Governance webpage contains specific information about each committee. All members should be familiar with the charge to their committee.

5. Remind members that, barring exceptional circumstances, three absences of a member from meetings constitutes resignation of the member. Notify Cheryl Moreau if this occurs. Repeated, unexplained absences from committee meetings may adversely affect the operation of the committee.

6. Discuss conflicts of interest. The burden of decision rests initially on the committee member to determine the existence of a conflict of interest. If the conflict affects only an occasional item of business, the member should withdraw from the meeting until the next item of business is introduced; but if the conflict is of a recurring nature, the member should resign.

7. Set agenda (varies with committee), **chair meetings of the committee** (as appropriate), and **review minutes of meetings prepared by administrative assistant** (for committees so staffed).

8. Prepare an annual report of the committee's work and recommendations for presentation to the FEC and General Faculty. Cheryl Moreau will provide you with a target date for your report. The chair or vice-chair (varies with committee) appears before the FEC for discussion and review of this report. It is then scheduled, possibly with amendments, for presentation by the chair or vice-chair at a university faculty meeting. It is often useful for the FEC if you include in your report any recommendations that would improve the operation of the committee.

9. At the last meeting in semester II, arrange for the election of a new Chair or Vice-Chair (unless otherwise specified in the charge to your committee – e.g. for URC, election of the Faculty Vice-Chair occurs at the first meeting in March). **Notify Cheryl Moreau of the name of the member elected as the new Chair or Vice-Chair.**