



**General Faculties Council  
Executive Committee  
Terms of Reference**

**1. ESTABLISHMENT**

The General Faculties Council (**GFC**) hereby establishes a standing committee called the Executive Committee (the **Committee**) under the provisions of the GFC's General Terms of Reference for Standing Committees and these Terms of Reference, and delegates to the Committee the authorities set out herein. In the event of a conflict between the provisions of these Committee Terms of Reference and the General Terms of Reference, these Committee Terms of Reference will govern.

The President and Vice-Chancellor shall act as the responsible senior administrator to the Committee, providing the link between senior administration and the Committee.

**2. MEMBERSHIP**

Chair

President and Vice-Chancellor (ex-officio, voting).

Vice-Chair

Provost and Vice-President (Academic) (ex-officio, voting).

Voting Members

- Six academic staff members of GFC appointed by GFC through an election process (broad Faculty representation is preferable)
- Two Deans appointed by Deans' Council
- One student member of GFC appointed by the Students' Union
- One student member of GFC appointed by the Graduate Students' Association

Non-Voting Members

- One person appointed by the Faculty Association

**3. ROLE**

The Committee serves as GFC's primary advisory group, advising GFC, GFC standing committees, the Chair, Vice-Chair and the Secretary on strategic and complex issues, steering, and early stage matters. The Committee also acts on behalf of, and with full authority of GFC concerning matters that must be handled between regularly scheduled GFC meetings, may be called upon to advise or act upon matters not clearly within the jurisdiction of another GFC standing committee, and acts as GFC's primary appointment and nominating committee.

#### **4. RESPONSIBILITIES**

The Committee will fulfill its role primarily by carrying out the activities enumerated below.

The listed responsibilities shall be the common, recurring activities of the Committee; however, the Committee may carry out additional responsibilities and duties within its role.

The Committee's primary responsibilities are as follows:

1. Act on behalf of, and with full authority of GFC concerning matters that must be handled between regularly scheduled GFC meetings;
2. Advise on strategic and complex issues, steering, and early-stage matters before they move ahead for consideration elsewhere;
3. Consider matters taken to other GFC standing committees where additional advice or recommendation is considered desirable, and matters that do not clearly fit within the jurisdiction of another GFC standing committee;
4. Approve the terms of reference for any group over which GFC has been granted or exercises authority in this regard, other than its own terms of reference;
5. Except as specifically excluded by GFC, carry out all appointments that fall within GFC's authority to appoint, and formulate nominations for GFC elections;
6. Periodically review and recommend to GFC any changes to the GFC Academic Staff Criteria and Processes Handbook;
7. When requested to do so, review and recommend to GFC any changes to the students' academic appeals process and associated documents;
8. Carry out those responsibilities assigned to GFC under the University's Enterprise Risk Management program as described in the University's Enterprise Risk Management Policy and any associated procedures in effect from time to time;
9. Approve the annual meeting schedule for GFC and the GFC standing committees in accordance with the GFC Bylaws and the GFC Standing Committees General Terms of Reference;
10. Recommend to GFC the establishment of the GFC elected academic staff membership distribution;
11. Review and provide direction respecting the agendas for upcoming GFC meetings; and
12. Such other activities and responsibilities delegated or assigned to it by GFC from time to time.

The Committee is also ultimately responsible for the work and responsibilities of each of its sub-committees as articulated in the terms of reference of those committees.

#### **5. POWERS**

Other than, or in the absence of, specific delegations of authority from GFC to act autonomously, the Committee's powers shall be limited to providing input and ideas, advising and making recommendations to GFC, GFC standing committees, the Chair, Vice-Chair and the Secretary.

## **6. AUTHORITIES**

The Committee has the specific delegated authority to act autonomously as described below, on the condition that decisions made or actions taken under this delegated authority are reported to GFC.

1. Act on behalf of, and with full authority of GFC concerning matters that must be handled between regularly scheduled GFC meetings;
2. Approve the terms of reference for any group over which GFC has been granted or exercises authority in this regard, other than its own terms of reference;
3. Except as specifically excluded by GFC, carry out all appointments that fall within GFC's authority to appoint, and formulate nominations for GFC elections;
4. Require changes to agendas for upcoming GFC meetings (this action does not need to be reported to GFC); and
5. Approve the GFC and GFC standing committees meeting schedules.

**As at June 13, 2024**