

Procedures for membership on Senate standing committees

These procedures apply to any Senate standing committee which has positions filled by expressions of interest. The procedures are maintained by the University Secretariat office.

1. DEFINITIONS

The following definitions have been drawn from the University Act and applied to the University of the Fraser Valley (UFV):

1. “Faculty member” means a person employed by UFV as an instructor, lecturer, assistant professor, associate professor, professor, or in an equivalent position designated by the Senate.
2. “Support staff” means employees of UFV who are not (a) officers of the university, or (b) deans or faculty members.
3. “Student” means a person who is presently enrolled at UFV in a credit course or who is designated by resolution of the Senate as a student.
4. “Officer of the University” is the president, a vice-president, or associate vice-president.
5. “Employee of UFV” refers to people who have a permanent or continuing employment contract with UFV.

2. TERMS OF OFFICE

As defined in the standing committees of Senate rules for the conduct of business:

The terms of the Senate members on the Senate standing committees shall be the balance of the members’ term on Senate, to a maximum of three years, except in the case of students, whose terms shall be a maximum of three years, subject to being re-elected to Senate.

Non-Senate members on the standing committees shall have two-year terms. This does not apply to ex-officio members.

Terms begin August first.

3. EXPRESSION OF INTEREST PROCEDURES

Call for expressions of interest will be open for three weeks.

If no expressions of interest are received, the call may be extended for two weeks. If no interest is received after the extension, the process of appointments will be considered.

3.1. Procedures for annual call for expressions of interest

A notice of the regular annual call for expressions of interest shall be made to Senate, the chairs of the standing committees, and Senate Governance Committee.

3.1.1. Nominations

Faculty positions:

- a. Expressions of interest will be sought from all faculty members of Senate for membership on standing committees.
- b. Expression of interest will be sought from all faculty councils to recommend a maximum of two faculty members for the non-Senate faculty requirements of standing committee membership.

Staff positions:

- a. Expressions of interest will be sought from all staff members of Senate for membership on standing committees.
- b. Expressions of interest will be sought through UFV Today and MyUFV for non-Senate staff.

Student positions:

- a. Expressions of interest will be sought from all student members of Senate for membership on standing committees.
- b. Expression of interest will be sought through MyUFV for non-Senate undergraduate and graduate students.

Candidates who are not members of Senate will be required to submit an expression of interest form and provide supporting information.

3.1.2. Recommendations

Expressions of interest from Senate members will be reviewed at Senate where final recommendations for membership on standing committees will be made.

Once the senator memberships on standing committees have been approved at Senate, the expressions of interest from non-Senate members will be reviewed by the Senate Governance Committee who will make a recommendation to Senate for approval. Every effort will be made by the Senate Governance Committee to ensure that committee composition reflects the following, in order of priority:

- experience and interest of candidates to ensure relevance to the standing committee
- the diversity of disciplines at the university

3.2. Procedures for vacancies

Upon identification of a vacancy, the Chair of the standing committee will notify the Secretariat office. (Attendance requirements for the standing committees are specified in the Rules for the Conduct of Business).

If three or fewer months are remaining in the term of office, the position will remain vacant until the regular call for expressions of interest are made. Otherwise, the list of candidates who had expressed an interest in the committee when the original

appointments for that term were made may be used in order to identify a replacement to recommend to Senate for approval.

If there are no suitable candidates, the following procedures will be carried out in a timely manner.

3.2.1. Nominations

Faculty vacancies:

1. Faculty members of Senate will be given priority for the vacant position.
2. If no expressions of interest are received at Senate, then a request for expression of interest will be sought from all faculty councils to recommend a maximum of two faculty members.

Staff vacancies:

1. Staff members of Senate will be given priority for the vacant position.
2. If no expressions of interest are received at Senate, then a request for expression of interest will be sought through UFV Today and MyUFV.

Student (undergraduate or graduate) vacancies:

1. Student members of Senate will be given priority for the vacant position.
2. If no expressions of interest are received at Senate, then a request for expression of interest will be sought.

Candidates who are not members of Senate will be required to submit an expression of interest form and provide supporting information.

3.2.2. Recommendations

Expressions of interest from non-Senate members will be reviewed by the Senate Governance Committee, who will make a recommendation to Senate for approval.

3.2.3. Terms of office

A vacancy will be filled as though it were a new term for the position on the standing committee. The term, however, may be shorter than the usual term so that it may end on July 31, in keeping with term ends for other positions on standing committees.

4. CHANGES TO THE PROCEDURES

The University Secretary will review the procedures and make recommendations for changes to the Senate Governance Committee.