

## **Procedures for Membership on Senate Standing Committees**

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These procedures apply to Senate standing committees that have positions filled by expressions of interest. These procedures will also be followed by other bodies requiring representation from Senate.

The overall objective of these procedures is to produce committees that will responsibly carry out the trust that Senate has placed in them. These procedures are maintained and supported by the University Secretariat office.

### **1. DEFINITIONS**

1. “Faculty member” means an employee of UFV who works as an instructor, lecturer, assistant professor, associate professor, professor, or in an equivalent position designated by the Senate.
2. “Support staff” means an employee of UFV who is not (a) an officer of the university, or (b) a faculty member.
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, an associate vice-president, a dean, an associate dean, an executive director, an associate director, a director (excluding directors of schools within a faculty who are voting faculty members), university secretary, chief information officer, legal counsel, university librarian, and the registrar.
5. “Employee of UFV” refers to a person who has a permanent or continuing employment contract with UFV.
6. “Other” refers to community members or other designated representatives as required in any standing committee’s terms of reference.

### **2. TERMS OF OFFICE**

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

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

Non-Senate members on standing committees shall have two-year terms. This does not apply to ex officio members. Membership for non-members of Senate on the standing committees may be renewed for additional terms.

Terms begin August 1<sup>st</sup>.

## **2.1. Persons not eligible**

The following persons are not eligible to be or to remain as members of a Senate standing committee:

- A person who is a member of a Board or Senate at another post-secondary institution.
- A member of a Senate standing committee who ceases to be eligible during his or her term of office immediately ceases to be a member of the Senate standing committee.

## **3. PROCEDURES FOR EXPRESSIONS OF INTEREST**

The 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 expressions of interest are submitted during the second call, the call will remain indefinitely extended until an expression of interest is received and accepted.

### **3.1. Annual call for expressions of interest**

A notice of the regular annual call for expressions of interest shall be widely distributed.

### **3.2. Order of priority for expressions of interest**

#### **3.2.1. Faculty positions:**

Expressions of interest will first be sought from faculty members of Senate for membership on standing committees.

Expressions of interest will then be sought from non-Senate faculty members.

#### **3.2.2. Staff positions:**

Expressions of interest will first be sought from staff members of Senate for membership on standing committees.

Expressions of interest will then be sought for non-Senate staff.

#### **3.2.3. Student positions:**

Expressions of interest will first be sought from student members of Senate for membership on standing committees.

Expression of interest will then be sought from non-Senate undergraduate and graduate students.

#### **3.2.4. Other positions:**

Expressions of interest will be sought from community and other designated representatives for membership, as set out in the standing committee's terms of reference.

Candidates who are not members of Senate will be required to submit an expression of interest form, including the accompanying information sheet.

### **3.3. Recommendations**

- 3.3.1. Expressions of interest from Senate members will be reviewed at Senate where final recommendations for membership on standing committees will be made.
- 3.3.2. Expressions of interest from non-Senate members will be reviewed by the Senate Governance Committee (SGC) who will then recommend nominees to Senate for approval. The following guidelines will be used:
  - SGC is responsible for ensuring the broadest possible base of representation, given the available pool of nominees;
  - SGC will make every effort to ensure that committee composition considers the experience and interest of candidates and the diversity of disciplines at the University;
  - Notwithstanding the guidelines outlined above, SGC must exercise its best judgment, and do so with consideration of the best interests of UFV;
  - SGC will provide a report to Senate with its recommendations for membership on standing committees.
- 3.3.3. Additional nominations may be submitted on the floor by members of Senate. To be considered, nominees must agree to stand for nomination.

## **4. 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 is 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 canvassed 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:

### **4.1. Order of Priority for expressions of interest**

#### **4.1.1. Faculty vacancies:**

Faculty members of Senate will be given priority for vacant positions.

If no expressions of interest are received at Senate, expressions of interest will be sought from non-Senate faculty members.

#### **4.1.2. Staff vacancies:**

Staff members of Senate will be given priority for vacant positions.

If no expressions of interest are received at Senate, expressions of interest will be sought from non-Senate staff.

#### **4.1.3. Student (undergraduate or graduate) vacancies:**

Student members of Senate will be given priority for vacant positions.

If no expressions of interest are received at Senate, a request for expressions of interest will be sought from non-Senate students.

4.1.4. Other vacancies:

Expressions of interest will be sought from community and other designated representatives for membership, as set out in the standing committee's terms of reference.

Candidates who are not members of Senate will be required to submit an expression of interest form, including the accompanying information sheet.

**4.2. Recommendations**

Expressions of interest from non-Senate members will be reviewed by the Senate Governance Committee, who will make recommendations to Senate for approval. The Senate Governance Committee will follow the guidelines outlined in section 3.3.2 in making its recommendations.

**4.3. Terms of office**

A vacancy will be filled as 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.

**5. CHANGES TO THE PROCEDURES**

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