

Dean of Arts Staff Advisory Council - Terms of Reference

Mandate/Purpose

The Dean of Arts Staff Advisory Council (ASAC) exists to foster and enhance communications between the staff and the Dean of Arts. It serves as a resource for inquiries and requests; to advise and make recommendations on existing and proposed University policies and procedures; and to ensure inclusion of staff on Faculty of Arts committees. ASAC monthly meetings provide a forum for representing and discussing any staff member's ideas and suggestions. ASAC members also form various subcommittees dedicated to professional and social enhancement activities and events for staff in Arts.

Council membership

- All regular, on-going staff are eligible to serve on the Council.
- The Council strives to have representation from across Arts units, but any interested staff member may put their name forward to join ASAC.
- Should the Council need to limit the number of members, or if there is over-representation of a certain unit, a nomination and election process will be followed to determine membership.

Ex-officio members:

- Dean
- Executive Officer

Executive:

- Chair - normally the Vice-chair from previous year
- Vice Chair - back-up to Chair and will normally be the succeeding Chair as agreed by ASAC members
- Secretary – may be a shared role

Terms of office:

Representatives hold two year terms with half of the terms ending each year. Terms start January 1 and end December 31. Individual staff members will normally only be allowed to sit for two consecutive two-year terms.

Meetings

The Chair works with the Dean and the Executive Officer to generate the Agenda for the meetings, with input from members. The committee normally meets once per month or as requested by the Dean or the Chair of the Committee. Meetings in July and August will be held at the discretion of the committee.

Responsibilities

Created January 2013
Latest revision, October 2016

Chair:

- Arranges ASAC meetings with the Dean's assistant
- Ensures minutes are taken

Vice-Chair:

- Serves as the Chair in Chair's absence
- Normally assumes the Chair following term of Vice-Chair

Secretary:

- Records meeting minutes
- Sends approved minutes to the ASAC web representative for posting

Council members:

- Communicate with staff in their areas on the activities of ASAC
- Solicit ideas from their areas
- Serve on sub-committees as appropriate/needed

Ex-officio members:

Serve on ASAC in a resource capacity

Dean:

- Seeks advice from committee members on current issues
- Provides comment and information on matters of interest or concern to members (and those they represent)
- May represent staff issues as raised by ASAC to faculty and university bodies

Representation on Committees

Each year a representative from ASAC will serve on the Arts Honours and Awards Committee.

Sub-Committees

Sub-committees are formed as needed. Ex-officio members are invited to attend in an advisory capacity.

Website

A delegate will maintain the ASAC website to make publicly available any documents related to the committee.

Not within the council's responsibility

ASAC members do not act as advocates for individual staff member issues. ASAC is not intended to replace the roles and responsibilities of existing UWaterloo departments and organizations such as Human Resources, Office of Conflict Management & Human Rights Office, Staff Association.