

Terms of Reference: Faculty Association of the University of Waterloo (FAUW) Nominating and Elections Committee

Purpose and activities

The Nominating and Elections Committee oversees FAUW elections and works to find the best-suited people to represent FAUW members on the Board and on University committees.

The committee shall:

1. Oversee FAUW elections and recommend election procedures to the Board of Directors.
2. Assist in recruiting members for the Board of Directors and this committee.
3. Solicit expressions of interest from members in the role of General Meeting chair and recommend a chair to the membership at a General Meeting.
4. Solicit expressions of interest from members for vacancies on University and FAUW committees, or other roles within FAUW, as listed under items 5 and 6 below, and as otherwise directed by the FAUW Board of Directors.
5. Forward a list of all candidates, and provisional ranking of top candidates, to the FAUW President for the following committees:
 - Advisory Committee on Traffic Violations and Parking
 - Copyright Advisory Committee
 - Faculty Grievance Committee
 - Hagey Lectures Committee
 - Pension & Benefits Committee
 - University Appointments Review Committee
 - University Tenure and Promotion Advisory Committee
 - Policy Drafting Committees

The President retains the authority to make appointments as they see fit.

6. Forward a list of all candidates, and provisional ranking of top candidates, to the FAUW Board for the following committees:
 - Academic Integrity Advisory Committee
 - Accessibility Committee
 - Award of Excellence in Graduate Supervision Committee
 - Employee and Family Assistance Program Committee
 - Gender and Sexual Diversity Working Group
 - Healthy Workplace Steering Committee

- Joint Health & Safety Committees
- Online Teaching Awards Evaluation Committee
- Provost's Advisory Committee on Equity
- Salary Anomaly Working Group
- Wellness Collaborative Advisory Committee
- Other committees or positions as directed by the FAUW Board of Directors.

The Board retains the authority to make appointments as it sees fit.

Some committee memberships are governed by University policy or FAUW policy and therefore operate outside the Nominating Committee's Terms of Reference. As well, the President or Board may choose to appoint members to ad hoc committees directly, or to delegate such appointments to this committee.

Membership

Voting

The Nominating Committee consists of at least four voting members as follows:

- At least one member of the FAUW Board
- At least one member who is not on the Board
- At least two additional members

Non-voting

The Committee also includes:

- The FAUW Communications Officer, as Secretary to the committee
- A past president of FAUW, appointed by the Board, during recruitment for presidential elections

Committee chair

The committee will elect a Chair from amongst themselves.

Quorum and decision making

Three voting members of the committee shall constitute a quorum for meetings and decisions. Provisional rankings will be made based on a majority decision of the committee, whether in a meeting, by electronic vote, or in writing. Provisional rankings are to be accompanied by rationales.

Term of office

Appointment of voting members to the Nominating Committee is made by the FAUW Board of Directors for a two-year term. The Board will make an effort to stagger appointments so that not all committee members' terms end in the same year.

Responsibilities

The Chair or Delegate will:

- Arrange and chair committee meetings
- Present applications and provisional rankings to the FAUW President or Board of Directors
- Report all appointments to the FAUW Board of Directors
- Ensure that applicants are notified of appointments
- Notify candidates of election results

Committee members will:

- Attend committee meetings as arranged
- Participate in online discussion between meetings
- Actively recruit candidates for the Board of Directors
- Actively recruit candidates for committees
- Solicit suggestions for candidates from the Board of Directors and Council of Representatives
- Review applications for FAUW representative openings and provide a provisional ranking of top candidates with a written rationale, recusing themselves from discussion about any committees for which they are nominated
- Ensure applications remain confidential
- Review election procedures annually and recommend any changes to the FAUW Board
- Oversee and assist the FAUW Communications Officer with carrying out FAUW Board elections
- Provide reports for FAUW general meetings

The Secretary will:

- Send calls for nominations/applications to all FAUW members for FAUW elections and representative openings
- Acknowledge receipt of nomination/application forms and inform candidates about the process and timelines
- Distribute applications to committee members
- Ensure meeting minutes are taken
- Educate committee members about their duties

- Ensure that successful nominations/applications are retained for the duration of their term
- Periodically review committee appointments for currency and vacancies
- Periodically review the committees listed in these terms of reference and make recommendations for updates

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Appendix A: Committee appointment procedures according to each committee's terms of reference

Committees with representatives appointed in some manner by the FAUW President

- [Advisory Committee on Traffic Violations and Parking](#)
 - "The members are appointed for three-year terms by the vice-president, academic & provost." The FAUW president is typically asked for a name.
- [Copyright Advisory Committee](#)
 - "Faculty Association of the University of Waterloo President *or designate*."
- [Faculty Grievance Committee](#)
 - "The Faculty Grievance Committee (FGC) is composed of a Chair and six Members with tenured or continuing appointments, appointed jointly by the Association and University Presidents. Normally, the Chair shall be appointed for a two-year term and the other six members for overlapping three-year terms. All may be reappointed for additional terms, to a maximum of six consecutive years." (MoA section 9.7.1)
- [Hagey Lectures Committee](#)
 - "Appointed by the President of FAUW *in consultation with* the Vice-President, Academic and Provost." Terms are 2–4 years.
- [Pension & Benefits Committee](#)
 - "Three members of the regular faculty appointed on the recommendation of the President of the UW Faculty Association. The normal term of office shall be three years, renewable once."
- [University Appointments Review Committee](#)
 - "This Committee, appointed by the VPA&P in consultation with Deans' Council and the President of the Faculty Association, shall advise on regular faculty appointments of duration two years or more. UARC shall consist of one or more members from each Faculty, and shall include at least two women and two men. The term of office is three years, staggered to provide continuity." ([Policy 76](#), section 5c)

- [University Tenure and Promotion Advisory Committee](#)
 - “The UTPAC shall consist of the Chair plus six additional tenured faculty members jointly appointed by the Vice-President, Academic & Provost and the FAUW President for three-year terms; at least five shall be full professors. The Committee shall include both men and women. The UTPAC Chair shall appoint a member of UTPAC to each FTFC, with no member serving on the FTFC in her/his own Faculty. Otherwise, members of UTPAC may not serve on any DTFC or FTFC.” ([Policy 77](#), section 5)
- Policy Drafting Committees
 - “A Faculty Policy Drafting Committee shall be composed of a minimum of three (maximum of six) members, one (or two) appointed by the President of the University, one (or two) members appointed by the President of the Faculty Association of the University of Waterloo (FAUW) and one (or two) faculty members appointed by Senate. The Chair of the committee will be determined by the two Presidents.” ([Policy 1](#), section 4)

Committees appointed by FAUW more generally

- [Academic Integrity Advisory Committee](#)
 - "Representation from FAUW"; no set term
- [Accessibility Committee](#)
 - “At least one representative from each of the Faculty and Staff Associations”; no set term
- [Award of Excellence in Graduate Supervision Committee](#)
 - “One faculty member nominated by the Faculty Association”
- [Employee and Family Assistance Program Committee](#)
 - “A representative from each of the Faculty and Staff Associations”
- Gender and Sexual Diversity Working Group
 - [new Terms of Reference are being drafted]
- [Healthy Workplace Steering Committee](#)
 - One Faculty Association rep; no set term length
- [Joint Health & Safety Committees](#)
 - “Nominated by the Faculty Association University of Waterloo for a three-year appointment.”
- Online Teaching Awards Evaluation Committee
 - Regularly requested by the Centre for Extended Learning
- [Provost’s Advisory Committee on Equity](#)
 - "A representative from [the] Faculty Association"

- “Any group appointing representatives will be encouraged to assign members of equity-seeking groups such as women, Aboriginal peoples, people of colour, gay, lesbian or transgendered persons. Committee membership is normally term limited to a one-year period and can be renewed twice.”
- Salary Anomaly Working Groups
 - Precedent is that the Board appoint the FAUW co-chair of the working group and the co-chair selects the remaining two members.
- [Wellness Collaborative Advisory Committee](#)
 - “The following stakeholders will have representation as appointed by their respective stakeholder group ... Faculty Association of University of Waterloo.”
 - “The term of membership will be a minimum of one year, with possibility of renewal, up to a maximum of three years.”