



**fauw**

Faculty Association of  
the University of Waterloo

# Teaching Stream Faculty Members Committee

## Terms of Reference

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## Purpose/Mandate

The Teaching Stream Faculty Members Committee assists the FAUW Board by providing input on matters pertaining to all aspects of the working conditions of Teaching Stream Faculty Members, and by communicating issues raised by Teaching Stream Faculty Members to the Board.

## Committee structure

The Teaching Stream Faculty Members Committee ("Committee") is a standing subcommittee of the Board of Directors of the Faculty Association of University of Waterloo (FAUW). The Committee reports to the FAUW Board through its chair.

### Membership

- Ideally, the committee membership should consist of:
  - one Teaching Stream Faculty Member from each of the Faculties of Health and Environment;
  - two Teaching Stream Faculty Members from each of the Faculties of Engineering, Mathematics, Science and Arts; and
  - two elected representatives of the FAUW Board, at least one of whom is a Teaching Stream Faculty Member.
  - A chair and vice-chair, elected from and by the committee membership
  - A FAUW staff member who will serve as secretary and as a resource to the chair and committee.

### Terms of membership

- Terms are two years, renewable once. Committee members should declare their interest in renewing their term by the April meeting of their second year.
- Recognizing that the vitality and effectiveness of the committee depends on the new ideas and enthusiasm that come with new

members, the committee will encourage some turnover in membership each year.

The Committee may strike sub-committees that have specific directives. All sub-committees will report and be responsible to the chair of the Committee.

## **Selection of the Chair**

- The Committee will recommend a chair to the FAUW Board who will be selected by and from the Teaching Stream Faculty Members on the committee at the April meeting, and will serve a two-year term as chair.
- The chair may serve for one subsequent two-year term, at the discretion of the committee members.
- The transition to chair will occur July 1.

## **Committee member recruitment and selection**

- A call for new members will normally be posted by FAUW staff following the Spring General Meeting, with a submission deadline of May 31, or at least seven calendar days prior to selecting new members.
- The committee will advertise vacancies widely and will strive to obtain candidates who are representative of the diversity of members on campus.
- In the event that more Teaching Stream faculty members from a given Faculty volunteer than the number of seats available for that Faculty, then a vote of the Teaching Stream Faculty members from that Faculty will be held.
- The process to advertise vacancies and facilitate votes, if necessary, will be conducted by the FAUW Nominations and Elections Committee.

## **Onboarding of committee members**

Each September, all committee members are required to review the following documents:

- The Committee's Terms of Reference
- FAUW's [Memorandum of Agreement](#) and [Constitution](#)
- [FAUW 101](#)
- [Policy 33 – Ethical behaviour](#)

All committee members are responsible for becoming familiar with these materials and their accountabilities to the Board.

### **Removing committee members**

Any committee member in violation of the committee's accountabilities may be removed by a 2/3 vote of the full committee membership. This vote can be held anonymously and asynchronously with support from the Nominating and Elections Committee or staff, if requested. The Board may vote to remove a committee member at any time, with cause.

Removal of any members must be immediately reported to [fauw@uwaterloo.ca](mailto:fauw@uwaterloo.ca).

### **Removing the chair**

If there is a lack of confidence in the chair, committee members are free to communicate directly with the Board to share their concerns. A 2/3 vote of the full committee membership may recommend the removal of the chair to the Board, who will make the final decision. This process only removes the chair from their leadership position, not the committee. This vote can be held anonymously and asynchronously with support from the Nominating and Elections Committee or staff, if requested. The Board may vote to remove a chair at any time, with cause. Any concerns with committee leadership should be directed to [fauw@uwaterloo.ca](mailto:fauw@uwaterloo.ca).

### **Mid-term vacancies**

If a member leaves the committee prior to the end of their term, the committee will determine whether to appoint a mid-term replacement or leave the vacancy until the next call for members.

## **Meetings**

### **Communication and facilitation**

Meetings are typically held virtually via Teams. The Committee will maintain an MS Team where documents will be stored, as well as to facilitate discussions and questions between meeting dates.

### **Frequency**

The committee will meet typically monthly, from September through June.

### **Quorum**

Quorum for conducting committee business shall be 50%+1 of committee membership, with the exception of removing members, which requires a 2/3 vote of the committee's entire membership.

## Accountabilities

All FAUW volunteers are representatives of the Faculty Association and should conduct themselves as such in the course of any FAUW business. Any members found in violation of the Memorandum of Agreement, FAUW Constitution or other governing documents, policies and procedures, may be subject to removal through the processes outlined above.

### Officers

**Chair:** The chair will chair the meetings and represent the Committee to the FAUW Board of Directors, the University, and in the broader community. If not an elected director, the chair will serve as an ex-officio, non-voting member of the FAUW Board. The chair will be charged with the general management and supervision of the affairs of the Committee and its sub-committees. In addition, the Chair is expected to submit monthly reports in writing to the FAUW Board on the activities of the Committee, and bi-annual reports for FAUW Spring and Fall General Meetings.

**Vice chair:** The vice chair will fulfill the duties of the chair in their absence and will automatically assume the role of chair for the remainder of the chair's term, if vacated. If the role of vice chair is vacant, the FAUW Board will appoint a delegate from the Board to serve as interim chair for the remainder of the term or until a new chair can be appointed.

**Secretary:** The committee secretary will be selected from the committee membership and work with the chair to draft an agenda for each meeting. They will ensure the agenda is provided to all committee members at least one week ahead of meetings, and that meeting minutes (and any recordings or transcriptions) are recorded and stored in a central location that can be accessed by all committee members and FAUW staff. The secretary will also support the Chair and FAUW staff in scheduling and booking meetings.

### Committee members

Committee members are responsible for actively participating in committee meetings and projects, as appropriate, including reviewing all meeting package materials, and arriving prepared for meetings. Members are required to review all onboarding materials at the beginning of each academic year. Members should be equity minded and willing to work collegially to represent the interests of all FAUW members.

## **Reporting**

The committee must report their full membership to the FAUW Board and promptly advise the Board of any departures.

The committee shall provide written reports one week ahead of each FAUW Board meeting, and one month ahead of each General Meeting of members. All reports are advisory in nature and do not bind the FAUW Board.

## **Documentation and knowledge management**

Committee meeting agendas, minutes, reports and other documents should be stored in the Teaching Stream Faculty Members Committee Team.

## **Conflict of interest**

Committee members are expected to serve in the best interest of FAUW and the Teaching Stream Faculty Members. Committee members are expected to follow the FAUW constitution, and the various policies and procedures of FAUW, the Committee and the University. Members who are unable to do so are expected to declare their conflict and either remove themselves from specific discussions or resign from the committee.

## **Confidentiality**

The general business of the Committee is not expected to be held in confidence. However, specific matters may arise that will require members to maintain confidentiality, and the Chair will indicate when such matters are being discussed, and the nature of the confidentiality required. Such matters may include, but are not limited to, matters pertaining to specific individuals, matters that are being discussed in confidence at another committee, announcements released to the committee prior to general public release and other matters.

It is not appropriate for members to reveal the specifics of any discussion that takes place at the meetings, nor to reveal what any individual member may have said or how they voted. The positions and actions of the Committee as a whole will be communicated by the Chair via appropriate channels.

## **Communication**

The Chair is responsible for providing regular written monthly updates to the FAUW Board, and will act as the primary channel of communication between the Committee and the Board.

For the committee to be effective, it needs to remain in communication with the Teaching Stream members. Working with the FAUW communications officer, the Chair will release important elements of the Committee business to the community including, but not limited to, the dates of upcoming meetings and the main agenda items to be discussed. The committee will not normally release minutes of its meetings.

