1. **Mandate and Role of the Committee**
   The Executive Committee is the executive body of General Faculties Council (GFC). It is charged with preparing the GFC agenda and carrying out the functions delegated to it by GFC. The Committee acts on behalf of GFC in areas as defined in the terms of reference. The Chair may bring forward items to the committee for advice.

2. **Areas of Responsibility**
   a. Act on behalf of General Faculties Council as defined in section 4.1
   b. Preparation of agendas for GFC
   c. Faculty Councils – membership, quorum, control function, sub-delegations
   d. Student Judiciary matters
   e. Academic procedural matters
   f. Governance rules and procedures oversight

3. **Composition**
   **Voting Members (14)**
   - **Ex-officio (5)**
     - President, Chair
     - Provost and Vice-President (Academic)
     - Vice-Provost and University Registrar
     - Vice-President (Academic), Graduate Students’ Association
     - Vice-President (Academic), Students’ Union
   - **Elected from and by GFC (9)**
     - 7 academic staff (A1.1, 1.5, 1.6, 1.7), one of whom will be elected by the committee to serve as Vice-Chair
     - 1 Dean
     - 1 undergraduate student
   **Non-Voting Members**
   - University Secretary
   - GFC Secretary

4. **Delegated Authority from General Faculties Council**
   *Should be reviewed at least every three years and reported to GFC.*
   4.1 **Act on behalf of General Faculties Council** on matters that must be decided before the next regularly scheduled GFC meeting and where it is not feasible to call a special meeting of GFC. The committee will first determine if the matter cannot wait and, if so determined, will proceed to consider it and act on behalf of GFC and report on the decision at the next GFC meeting.
   4.2 **Prepare the agenda** for all regular and special meetings of General Faculties Council. The committee will receive items from:
   a. GFC Standing Committees
   b. GFC members
   c. University Administration
   The committee may choose to provide comments to GFC on any agenda items.
4.3 Faculty Councils
   a. Approve composition and quorum provisions of Faculty Councils
   b. Exercise supervision of control functions regarding Faculty Councils (section 29 and 30 of PSLA), with recommendations to GFC when appropriate

4.4 Student Judiciary Matters
   a. Consider changes to Code of Student Behaviour, Code of Applicant Behaviour, Practicum Intervention Policy for approval or placement on GFC agenda
   b. Receive and discuss annual reports on student conduct, including residence discipline statistics, and appeals and place on the GFC agenda for information
   c. Authority to take whatever special measures are necessary to ensure timely and fully-constituted hearing by the University Appeal Board (UAB), Academic Appeals Committee (AAC) and Practice Review Board (PRB)

4.5 Academic Procedures
   a. Approve the Academic Schedule
   b. Provide for the preparation and publication of the University Calendar
   c. Approve changes to wording on Parchments
   d. Approve proposals for consolidated exams

4.6 Governance Procedural Oversight
   a. Ensure delegations from GFC are reviewed at least every 3 years
   b. Make recommendations to GFC regarding terms of reference, composition, and procedures for GFC and its standing committees

5. Responsibilities Additional to Delegated Authority

5.1 Joint Summit of the Board and GFC – the chair will consult annually with the committee on the focus and goals of the annual joint meeting

6. Sub-delegations from GFC Executive Committee
   Should be reviewed at least every three years and reported to GFC.

Sub-delegations - the following items have been delegated by this committee as noted:
6.1 Academic Procedures
   a. Technical matters relating to the publication of the University Calendar have been sub-delegated to the Registrar
   b. Special arrangements to depart from the official Final Examination Schedule have been sub-delegated to Faculty Councils, subject to challenge by GFC

7. Limitations to Authority
   The following further refines or places limitations on authorities held by or delegated to EXEC:
   7.1 Decisions made on behalf of GFC under section 4.1 must be reported at the next GFC meeting.
   7.2 In ordering the GFC agenda, the committee will be mindful of student membership terms when considering matters of particular concern to students.

8. Reporting to GFC
   The committee should regularly report to GFC with respect to its activities and decisions.

9. Definitions
Academic staff – as defined by the Recruitment Policy (Appendix A) Definition and Categories of Academic Staff, Administrators and Colleagues

10. Related Links
   Academic Schedule Policy and Procedure
   Consolidated Final Examinations Procedure
   Parchment Procedure
   GFC Policy Manual Section 37: Course and minor program changes
   University Calendar, Regulations

Approved by General Faculties Council:
February 25, 2019
May 25, 2020