



**1. Mandate and Role of the Committee**

The Nominating Committee (NC) is a standing committee of GFC responsible for recommending individuals to serve on GFC standing committees and other bodies requiring representation from GFC or the University community. In putting forward its recommendations, the Committee will ensure the best possible match between prospective members and the committees to which they are nominated, and ensure the broadest possible base of representation and diversity.

**2. Areas of Responsibility**

- a. Review and recommend to GFC the replenishment of GFC standing committees and other bodies requiring representation from the university community.
- b. Develop and support engagement and communication strategies to encourage individuals to serve on GFC, GFC standing committees and/or other governance bodies.
- c. Appoint the Chair and Vice Chair of the GFC Student Conduct Policy Committee (SCPC)
- d. **The Chair** may be called upon to provide input/feedback on other bodies seeking representation from the university community including, but not limited to, Selection/Review Committees (Vice-Presidents and Deans), major award selection committees.

**3. Composition**

**Voting Members (13)**

***Ex-officio (2)***

- Vice-President (Academic), Graduate Students' Association
- Vice-President (Academic), Students' Union

***Elected by GFC (11)***

- 7 academic staff (A1.1, A1.5, A1.6, A1.7), at least 5 who are current members of GFC and up to 2 recent former GFC members. One member, ideally a member of GFC, will be elected by the committee to serve as Chair. One member, ideally a member of GFC, will be elected by the committee to serve as Vice-Chair.
- 1 Dean
- 1 non-academic staff (S1.0) from GFC
- 1 undergraduate student from GFC
- 1 graduate student from GFC

**Non-voting Members**

- University Secretary
- GFC Secretary
- Appeals Coordinator as defined in the Code of Student Behaviour, Code of Applicant Behaviour and the Practicum Intervention Policy

**4. Delegated Authority from General Faculties Council**

*Should be reviewed at least every three years and reported to GFC.*

- 4.1 Discretionary power to nominate for terms of less than three years, should such be needed, to provide an overlap of experience in committees of GFC. This discretionary power may be exercised at the request of the committee involved. Terms of one or two years will be submitted by the Nominating Committee in the same manner as for three-year terms.

4.2 Appoint the Chair and Vice-Chair of the GFC Student Conduct Policy Committee (SCPC).

**5. Responsibilities Additional to Delegated Authority**

5.1 Review and recommend to GFC the replenishment of GFC standing committees and other bodies requiring representation from the university community.

5.2 Develop and support engagement and communication strategies to encourage individuals to serve on GFC, GFC standing committees and/or other governance bodies.

5.3 Duties of the Nominating Committee Chair

- a. The Chair may be called upon to provide input/feedback on other bodies seeking representation from the university community including, but not limited to, Selection/Review Committees (Vice-Presidents and Deans), major award selection committees

**6. Sub-delegations from Nominating Committee**

*Should be reviewed at least every three years and reported to GFC.*

None.

**7. Limitations to Authority**

The following further refines or places limitations on authorities held by or delegated to NC:

7.1 The committee provides a report of its recommendations to GFC who will then have the opportunity to add further eligible nominees. If further eligible nominations are received, an election may be held according to the Nominating Committee process which can be found at: [governance.ualberta.ca](http://governance.ualberta.ca); otherwise, the report of the committee is considered approved and the nominees elected.

7.2 The Nominating Committee will be replenished by the same rigorous process as the GFC standing committees (see 5.1) and in accordance with its mandate.

**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](#) in UAPPOL

Non-Academic staff – as defined by the [Recruitment Policy \(Appendix B\) Definition and Categories of Support Staff](#) in UAPPOL

**10. Links**

UAPPOL ([Recruitment Policy](#), [Awards for Faculty Excellence Policy](#))

Approved by General Faculties Council: April 30, 2018