



“In putting forward its recommendations, the GFC Nominating Committee (NC) 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.” ([NC Terms of Reference](#))

This document serves as an information resource about the procedures utilized by the NC to fill membership vacancies on GFC Standing Committees, university-level Appeal Bodies, and other committees to which GFC elects.

This document:

- aligns to the “[Principles for General Faculties Council Standing Committee Composition](#)” (approved by GFC/April 2017) and the *GFC NC Terms* (approved by GFC/April 2018).
- ensures that accountability, transparency, accessibility, and diversity are upheld by the NC throughout the membership replenishment processes
- summarizes the operating framework that supports the NC in successfully achieving its mandate
- outlines the timelines which steer the annual membership replenishment process held each spring

OPERATING FRAMEWORK

Both annually and on an in year basis, the GFC NC works vigorously to ensure the replenishment of elected students and staff to GFC Standing Committees, university-level Appeal Bodies, and other committees to which GFC elects, as specified within each of the committees/bodies approved Terms of Reference and Committee Composition. The NC will work to inform and engage GFC and the broader community in its replenishment strategies to encourage individuals to serve in academic and judiciary governance positions.

Student members of GFC Standing Committees serve a one year term, running May 1 to April 30, while staff members serve three year terms, running July 1 to June 30. Student Panelists may receive terms of appointment of up to 2 years, with overlapping membership terms particularly in spring and summer, while academic staff panel members usually serve for three year terms.

PROCEDURES RELATING TO APPLICATION FOR GFC STANDING COMMITTEE MEMBERSHIP (Form Submission)

Each spring, advertisements to fill anticipated membership vacancies across academic and judiciary governance in the coming academic year are widely broadcasted by the NC. Interested students and staff are called upon to complete and submit a [GFC Committee application form](#). Upon commencement of the school year, additional applications are encouraged as needed to fill vacancies which may arise.

An application form is completed and submitted online and requires contact details of the applicant, a brief Summary of Interest (of approx 150 words), and a brief Biography Sketch (of approx 150 words). The application form allows an interested applicant to self-nominate or to be nominated by a colleague. Each student and staff committee application form is initially received (electronically) by the GFC Nominating Committee Coordinator (NCC) who verifies the eligibility of the applicant against the vacancy selection criteria in accordance to the committee’s terms of reference and prepares the package of nominees for NC review.

SPECIAL PROCEDURES RELATING TO APPLICATION FOR JUDICIARY PANEL MEMBERSHIP (Form Submission)

University-level appeal procedures are conducted with the utmost sensitivity and confidentiality, respecting the privacy of all parties involved. Student and staff elected to [judiciary panel positions](#) fulfill a unique and significant membership role for the institution. To be considered for membership as a Faculty, Undergraduate Student, or Graduate Student Judiciary Panel an individual must complete and submit a [Judiciary Panel Application form](#). The online form requires three (3) personal references provided by student applicants. Reference checks are conducted in strict confidence by the University Appeals and Compliance Officer (ACO).

For the benefit of educating and ensuring a solid understanding of judiciary panel membership, the ACO will initiate an introductory meeting with each judiciary panel applicant. Given the specialized nature of membership (ie. compliance, training requirements, hearing schedule availability, and term of office duration), this informal discussion offers the applicant an ideal opportunity to become informed about the role, and to receive insights regarding panel membership expectations. Interested individuals may contact the ACO in advance of application with questions or for more details prior to application submission.

In consultation with the ACO, an individual will determine if they wish to continue through the judiciary membership application path, or to decline. Alternatively, the individual may consider applying to serve in academic governance, on a GFC Standing Committee or another committee to which GFC elects and submit an application form accordingly.

NOMINATING COMMITTEE MEETING PROCEDURES

NC members must act fairly and objectively in selecting candidates for membership positions. NC members must disclose to the committee any relationship they may have with a nominee before consideration by the committee of that person's nomination. If a committee member determines that his or her relationship with a nominee is such that the committee member cannot act fairly and objectively in considering that person's nomination, or if the committee determines that the nature of the relationship is such that there is a reasonable perception that the committee member cannot act fairly and objectively, that committee member shall recuse himself or herself from the discussion of that nomination and the vote on that nomination.

An NC serving member may submit their name for consideration (by the NC) to fill a membership seat, as per vacancy selection criteria. In this instance, the NC member (as a Nominee) will not participate in any of the Committee's deliberations associated with filling the vacancy. The Committee Chair will ask the NC member to withdraw from the meeting until deliberation on the vacancy concerned is concluded.

NC meetings are held in-camera to enable a confidential and vigorous review of all nominations submitted to fill membership vacancies. The NC Chair will open an in-camera meeting session by ensuring quorum is achieved, presenting the order of discussion, addressing the confidential materials presented, and calling for any conflict declarations by the NC members in attendance.

To help inform membership recommendations, the NC will:

- Review the approved committee compositions of all committees and bodies to which GFC elects
- Review the attributes and relevant qualifications of each applicant (as submitted by the application form)
- Discuss each vacancy selection criteria in accordance to committee membership composition
- The Chair will call for a motion to put forward a name for recommendation. Once a motion is seconded, further discussion will take place, followed by a simple majority vote by show of hand.
- The NC may agree not to fill a vacancy at hand should there be no eligible applicants, and determine an alternate strategy to replenish the seat.
- The NC has the delegated authority to put forward term lengths of less than three years to provide an overlap of experience in committees of GFC.

CONFIRMATION OF NC RECOMMENDATIONS WITH APPLICANTS

Upon reaching a decision for membership recommendation, a candidate (successful or unsuccessful) will be contacted by the NCC regarding the outcomes. A successful candidate will be asked to confirm their continued membership interest by accepting the NC's recommendation for nomination. Upon consent, the candidate's name will go forward to GFC for appointment approval.

COMMUNICATION OF NC RECOMMENDATIONS TO GFC

As mandated, the NC will put forward the name of a candidate recommended to fill a membership position to GFC (by means of a "[GFC Nominating Committee Report to GFC](#)") for acceptance by GFC, as final approver of all appointments to its Standing Committees, university-level Appeal Bodies and other committee to which GFC elects. An NC report may include a single candidate or several, depending upon the recommendations available.

Upon receipt and consideration of an NC Report (sent electronically), a GFC member may submit an additional nomination. A GFC member cannot self-nominate and must be nominated by a fellow GFC member. Additional nominations must be received by the NCC before the specified deadline and supported by a completed and submitted application form. The eligibility of additional applicants will be verified by the NCC against the vacancy selection criteria. If additional and eligible nominations come forward, an election by GFC may be held to determine a final candidate.

At the conclusion of the nomination period, with no additional names received, a "GFC Nominating Committee Report to GFC" is considered as approved. All recommended candidates put forward by the NC are declared as elected.

PROCEDURES RELATING TO ANNUAL MEMBERSHIP REPLENISHMENT

Each spring, in preparation for the annual membership replenishment process, the NCC compiles a list of vacancies that are anticipated in the upcoming academic year based upon student terms ending April 30 and staff terms ending June 30.

Broad advertising by the NC of anticipated vacancies call upon students and staff to fill new terms of office commencing May 1 (students) and July 1 (staff). Campus-wide broadcasting and engagement efforts are collectively shared by NC, GFC, Faculties, SU, GSA, AASUA and NASA through verbal and electronic means, utilizing numerous networking channels to reach across constituencies.

An [Annual Membership Replenishment Schedule](#) is prepared and published by the NCC to inform the University of key NC meeting dates in the current academic year, and membership application deadlines established to fill anticipated vacancies in the next academic year.

The judiciary and academic governance application deadlines are staggered in order to adequately fill positions on university-level Appeal Bodies and GFC Standing Committees. An individual interested in becoming involved in governance, may wish to be considered for a judiciary panel position or a GFC Standing Committee position. In this instance, the individual may complete and submit an applicable application to each area of interest.

Upon reaching the application deadlines, eligible student and staff applications are compiled as part of the confidential meeting package for consideration by the GFC NC at the annual replenishment meetings.

PROCEDURES RELATING TO THE FILLING OF IN YEAR VACANCIES THROUGHOUT THE YEAR

Some committee seats may remain unfilled as a result of no applications coming forward. Unexpected vacancies may also arise as a result of a serving member resigning from their elected seat (*eg, approved leaves: maternity, medical, admin, sabbatical; and departures: retirement, graduation, academic program/job change*).

Current vacancies are published online to ensure the GFC and broader campus community becomes informed. Online communication tools including: GFC Agendas, NC website and various linkages to other campus websites make reference to the GFC Committee "[Current Vacancies](#)". Efforts to encourage applications throughout the year are promoted through verbal announcements (ie. GFC meetings, Deans and Chairs Council meetings, GFC Committee Orientations) and by written notification (eg, social networking, direct email requests by fellow students and colleagues.)

In response to a vacancy advertisement, an interested individual must complete and submit a GFC Committee Application form. Upon receipt of the application, the NCC will ensure the applicant meets the vacancy selection criteria prior to forwarding on to NC members for consideration.

The time sensitivity to fill an ad-hoc vacancy will be assessed by the NC Chair and NCC on a case-by-case basis. In urgent cases, voting by NC members will be managed electronically in lieu of an in-person meeting. If the matter is not considered urgent, consideration of the nominee will be deferred to an upcoming meeting of the NC. Ultimately, an application recommended by the NC for membership will be put forward to GFC for final approval. If no additional names come forward by GFC upon conclusion of the nomination period, the recommended candidate is declared as elected, with a membership term effective immediately upon approval.

Related Links:

- University Governance "[Member Zone](#)" for Board, GFC and Committee details
- [GFC Nominating Committee](#)
- [How to Participate in Governance](#)