



Nominations Committee Terms of Reference

1.0 Responsibilities

- Act upon requests from Standing Committees of Faculty Council and Management Committees from the College of Pharmacy and Nutrition to identify and nominate members to serve on those committees
- Bring slate of nominated members of Standing Committees of Faculty Council and Management Committees to Faculty Council for approval
- Act upon requests from the Executive Committee of the College of Pharmacy and Nutrition to identify and nominate members to serve on Standing Committees of Faculty Council and Management Committees
- Bring forward nominations for a Secretary of Faculty Council for approval to Faculty Council
- Establish working groups as needed to support the Nominations Committee
- Develop and review policies and procedures for the Nominations Committee
- Strive to attain equitable participation of Faculty across the spectrum of Standing Committees of Faculty Council and Management Committees through committee membership data provided by the Dean's Office

2.0 Accountability

- The Nominations Committee is accountable to Faculty Council through the existing reporting structure

3.0 Members

- *Voting: A Faculty Council member from either division will serve as chair*
 - Three Faculty Council members from either division
 - One staff member
- *Non-Voting*
 - Executive Assistant to the Dean (Permanent member)

Note: Members of the Nominations Committee will be permitted to serve on other Council committees.

4.0 Roles and Responsibilities

4.1 Chair

- Call meetings
- Chair meetings
- Notify the Nominations Committee when a member of the committee has vacated their position
- Determine agendas
- Review and update Nominations Committee Terms of Reference as needed
- Track dynamics of faculty volunteer rates during calls for participation in College committees
- Prepare the written report to be presented to Faculty Council
- When chair is unavailable, another member will be appointed to act as chair



4.2 Members

- Provide agenda items to the chair in advance of scheduled meetings
- Participate in the work of the committee as needed and as assigned
- Executive Assistant to the Dean arranges committee meetings and assists the chair in preparation and distribution of meeting materials and agenda

5.0 Term

- Three years with the possibility of a 1-term renewal
- Chair will rotate between the two divisions every three years

6.0 Working Groups

- Develop working groups as needed
- A Nominations Committee member provides oversight and direction to any working group
- Terms of Reference should be developed for any standing working group

7.0 Meeting Schedule

- Minimum once per year or when called by the chair as needed

8.0 Notes

- Meeting notes shall be kept on file with the Executive Assistant to the Dean
- Meeting notes shall be available to all committee members
- Any information deemed to be confidential in nature (e.g., individual health or personal issues) shall be handled and stored in a secure manner
- Meeting notes are available upon request, but confidential information will be withheld from minutes at the discretion of the chair
- Confidential information recorded during meetings shall be kept on file with the Executive Assistant to the Dean

9.0 Reporting

- The committee reports to the Executive Committee
- Written report provided to the Faculty Council meeting in May

10.0 Review and Amendment of Terms of Reference

- Review the Terms of Reference once every 12 months
- Amendment may occur at any time by consensus of the chair and members to be approved by Faculty Council
- Changes to TOR's and procedures to be submitted to the Governance Committee for review