



1. Mandate and Role of the Committee

The Nominating Committee (NC) is a standing committee of GFC responsible for recommending candidates 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 candidates and the committees to which they are nominated, and the broadest possible base of representation and diversity. To accomplish this, the Committee will work to ensure committees are inclusive of women; First Nations, Métis and Inuit persons; members of visible minority groups; persons with disabilities; persons of any sexual orientation or gender identity and expression; and will seek to ensure membership that can bring diversity of perspectives to decision making.

2. Areas of Responsibility

- a. Review and recommend candidates to GFC for 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 apply 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)

- 5 academic staff (A1.1, A1.5, A1.6, A1.7) (preference to members of GFC),
 - at least 2 who are current members of GFC,
 - up to 2 recent former GFC members, and
 - up to 1 from at-large.(Two members, ideally members of GFC, will be elected by the committee to serve as Chair and Vice-Chair.)
- 2 elected academic staff members from GFC (from any staff category)
- 1 Faculty Dean
- 1 elected 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

4. Delegated Authority from General Faculties Council

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

- 4.1 Review applications and recommend candidates to fill vacancies on GFC standing committees and other bodies requiring representation from the university community.
- 4.2 Discretionary power to recommend candidates 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.
- 4.3 Appoint the Chair and Vice-Chair of the GFC Student Conduct Policy Committee (SCPC).

5. Responsibilities Additional to Delegated Authority

- 5.1 Develop and support engagement and communication strategies to encourage individuals to apply to serve on GFC, GFC standing committees and/or other governance bodies.
- 5.2 The Committee may be called upon to provide input/feedback on the composition of other committees or bodies representing the university community.
- 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. The Chair will share the details of these consultations with the committee at the next regular committee meeting.

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 recommended candidates to GFC who will then have the opportunity to add further eligible nominees. If further eligible nominations are received, an election will be held according to the GFC Nominating Committee Procedures which can be found at governance.ualberta.ca; otherwise, the report of the committee is considered approved and the recommended candidates elected.
- 7.2 The Nominating Committee will be replenished by the same rigorous process as the GFC standing committees (see 4.1) 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

January 30, 2023