

COMMITTEE CHARTER

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| Committee: | Professional Standards and Ethics Committee |
| Committee Sponsor: | Mount Royal Faculty Association |
| Date Last Revised: | May 24, 2017 |

Mandate

The Professional Standards and Ethics Committee shall recommend, develop and offer opportunities for faculty development and training in the areas of academic governance, parliamentary procedure, leadership, conflict resolution and mediation, labour relations, professional conduct, the Association's Code of Ethics and Committee Accountability, and in other areas that the committee considers to be within its mandate.

The committee shall foster professional excellence within the MRFA community. Professional excellence encompasses the ability to model leadership and collegiality, to be active in academic governance, and to act in accordance with the MRFA Bylaws and the processes established in the Collective Agreement.

It is not within the mandate of the committee to deal with complaints related to professional behavior from individuals.

Authority

The Professional Standards and Ethics Committee is a standing committee of the Mount Royal Faculty Association. It reports on its activities to the Executive Board and to the Regular Members of the Association through the Member at Large. The committee has the authority to approve expenditures within its annual budget, except that Executive Board approval is required for expenditures on food or accommodations for committee members. To reduce costs, the committee is encouraged to make use of Faculty Centre services when hosting events.

The committee may review this charter as it deems necessary and submit proposed changes to the Executive Board for approval.

Membership

The Professional Standards and Ethics Committee shall consist of:

- the Member at Large;
- the MRFA Executive Assistant, who shall be treasurer; and

six Regular Members, at least three of whom shall be tenured, three to serve a term of two years and to be elected in odd-numbered years and three to serve a term of two years and to be elected in even-numbered years. The committee shall annually select a chair and a recording secretary from among its members. The recording secretary shall prepare meeting minutes to be submitted to the Executive Assistant for filing. All committee members are expected to participate in planning, preparing for, and hosting events organized by the committee. Committee members are also expected to encourage colleagues' direct involvement and participatory engagement in the work of the committee.

Meetings

In addition to the initial meeting, which shall be held during the Committee Transition Meetings, the Professional Standards and Ethics Committee shall normally meet monthly during the academic year. Additional meetings may be called as necessary by the chair. Quorum shall be four members of the committee, including the chair or designee.

Sub-committees may be struck to organize particular events.

Expected Activities

The Professional Standards and Ethics Committee shall:

- organize faculty development and training workshops in the areas within its mandate, with at least one per year related to the Collective Agreement;
- consult with the Professional Development Committee when considering an event that might overlap with their mandate;

- strive to develop events of interest to new faculty members;
- co-sponsor, with the Social Events Committee, the Tenure, Promotion and Awards Celebration;
- record all tasks associated with arranging events in the committee's event binder for possible future use;
- prepare a report for the Annual General Meeting describing the events organized during the year and a summary of committee expenditures.

Resources

The MRFA will provide a budget for the committee in an amount to be reviewed by the MRFA Treasurer annually or at the request of the committee.