

COMMITTEE CHARTER

Committee:	Academic Liaison Committee
Committee Sponsor:	Mount Royal Faculty Association
Date Last Revised:	May 15, 2020

Mandate

The Academic Liaison Committee shall serve to communicate among the various Faculty Councils and the General Faculties Council to support the Academic Liaison Officer and shall facilitate the exchange of information related to academic governance and academic policy, especially where they affect academic freedom, the Collective Agreement, and the work of Regular Members.

Authority

The Academic Liaison 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 Academic Liaison Officer.

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

Membership

The Academic Liaison Committee shall consist of:

- the Academic Liaison Officer, who shall be chair;
- six Regular Members, each to represent an area with a Faculty Council and to be elected by all MRFA Regular Members, regardless of their own Faculty Council affiliation, to serve a term of two years as follows:
 - representatives from the Faculty of Business and Communication Studies, the Faculty of Science and Technology, and the Library elected in odd-numbered years; and
 - representatives from the Faculty of Arts, the Faculty of Health, Community and Education, and General Education / Academic Development Centre elected in even-numbered years.

Meetings

In addition to the initial meeting, which shall be held during the Committee Transition Meetings, the Academic Liaison Committee shall normally meet at least four times 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. Minutes will be taken by the MRFA's Administrative Assistant for all committee meetings and submitted to the Executive Board for Information.

Expected Activities

Members of the Academic Liaison Committee shall:

- Review GFC materials and generate summaries and discussion points for review at pre-GFC meetings;
- attend open sessions of General Faculties Council meetings as guests, if not a GFC councillor;
- organize caucuses of faculty councillors in their Faculty prior to every GFC meeting to discuss the business of the meeting, including identifying candidates from their Faculty for GFC elections;
- encourage faculty members in their Faculty to stand for election as a GFC councillor;
- actively seek faculty opinion on academic issues and report concerns to the Academic Liaison Officer;
- report business of their Faculty Council that affects academic freedom, the Collective Agreement, and the work of Regular Members to the Academic Liaison Officer;
- inform GFC councillors in their Faculty of any MRFA positions related to academic matters;
- assist the Academic Liaison Officer in reporting on GFC meetings to the Regular Members of the Association;
- prepare a report for the Annual General Meeting describing the committee's work during the year;
- encourage colleagues' direct involvement and participatory engagement in the work of the committee.

Resources

The committee may submit requests to the Executive Board for expenditures from the 'Other MRFA Committees' budget line. Administrative support will be provided by the MRFA's Administrative Assistant.