



Committee: Professional Standards and Ethics Committee

Committee Sponsor: Mount Royal Faculty Association

Date last Revised: April 9, 2021

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 and in response to current faculty needs. The Committee shall, further, interrogate professional standards and ethics at MRU that centralize whiteness, normalize patriarchal bureaucratic structures, and disadvantage racialized, gendered, non-binary, queer, and disabled members.

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 MRFA Senior Administrative and Faculty Relations Officer, who shall be treasurer;
- the Labour Relations Officer, and
- seven Regular Members, at least three of whom shall be tenured:
 - four 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.

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.

By June 15 the committee shall appoint a Chair and Vice-Chair from among its elected members.

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. Minutes shall be taken for all committee meetings and submitted to the Executive Board for information.

Sub-committees may be struck to organize particular events.

Expected Activities

The Professional Standards and Ethics Committee shall undertake all initiatives below with attention to creating a more inclusive and equitable work environment:

- organize faculty development and training workshops in the areas within its mandate, with at least one per year related to the Collective Agreement, and one to be held, normally, during the annual MRFA retreat;

- All sessions and resources shall be hosted/designed in accordance with the Association's Universal Design Policy
- Infographics, and other resources, may be developed in place of synchronous events where deemed appropriate by the committee;
- facilitate, schedule and advertise the MRFA tenure and promotion support program;
- 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;
- record all tasks associated with arranging events in the committee's shared drive 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.