



**Committee:** Academic Policy and Governance Committee

**Committee Sponsor:** Mount Royal Faculty Association

**Date last Revised:** May 12, 2023

### **Mandate**

The Academic Policy and Governance Committee shall work to advance the Association's interest in meaningful collegial governance at Mount Royal University, including through initiatives to strengthen systems of governance and to protect and champion the voice of the academic staff within them. The Committee shall also support the work of the Academic Policy and Governance Officer, including with respect to monitoring and developing responses to University governance initiatives (e.g., policy and planning initiatives) that intersect with the Association objectives.

### **Authority**

The Academic Policy and Governance 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 Policy and Governance Officer.

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

### **Membership**

The Academic Policy and Governance Committee shall consist of:

- the Academic Policy and Governance Officer, who shall be chair;
- six Members, each to represent an area with a Faculty Council and to be elected by all MRFA 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;
  - representatives from the Faculty of Arts, the Faculty of Health, Community and Education, and General Education / Academic Development Centre elected in even-numbered years;
- two other Members elected in staggered years for two year terms; and
- the MRFA's Administrative Specialist (non-voting).

The Academic Policy and Governance Committee shall annually appoint a vice-chair from among its elected members.

### **Meetings**

In addition to the initial meeting, which shall be held during the Committee Transition Meetings, the Academic Policy and Governance Committee shall normally meet monthly during the academic year. Additional meetings may be called as necessary by the chair. Quorum shall be 50% of current committee membership + 1, including the chair or designee. Minutes will be taken by the MRFA's Administrative Specialist for all committee meetings and submitted to the Executive Board for information.

### **Expected Activities**

Where applicable to the mandate of this committee, the Academic Policy and Governance Committee shall support the concrete actions outlined in MRFA 2025 to ensure the fullest inclusion of all Association members, with particular attention to those members whose voices and experiences have historically been absent from the Association.

Members of the Academic Policy and Governance Committee shall:

- Liaise amongst GFC Councillors and the broader membership to support faculty participation in bicameral governance, including:
  - Reviewing GFC materials and generating summaries and discussion points for review at pre-GFC meetings;
  - attending open sessions of General Faculties Council meetings as guests, if not a GFC councillor;

- organizing 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;
- encouraging faculty members in their Faculty to stand for election as a GFC councillor;
- actively seeking faculty opinion on academic issues and report concerns to the Academic Policy and Governance Officer;
- reporting business of their Faculty Council that affects academic freedom, the Collective Agreement, and the work of Members to the Academic Policy and Governance Officer;
- informing GFC councillors in their Faculty of any MRFA positions related to academic matters;
- assisting the Academic Policy and Governance Officer in reporting on GFC meetings to Members of the MRFA;
- Monitor and advise the Executive Board with respect to principles, practices, policies and procedures concerning the evaluation of faculty work, including but not limited to student evaluation of teaching and peer evaluations, Institutional Tenure and Promotion Criteria and the Tenure and Promotion Handbook and Guidelines.
- Report and maintain up to date information on the work of the committee, including:
  - submitting a report to the Executive Board in January describing its work during the fall semester;
  - preparing a report for the Annual General Meeting describing its work during the year, and
- encouraging 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 Specialist.