



Committee: Academic Appointment Support Committee

Committee Sponsor: Mount Royal Faculty Association

Date last Revised: April 2026

Mandate

The Academic Appointment Support Committee shall recommend, develop and offer opportunities for faculty development and training in areas relating to tenure, promotion, and permanency processes, leaves, and transitions (including post-tenure evaluation), and in areas relating to contract faculty appointment, re-appointment, and evaluation processes.

Authority

The Academic Appointment Support 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 President. 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 Academic Appointment Support Committee shall consist of:

- the President (who shall be Chair),
- the MRFA Senior Administrative and Faculty Relations Officer (non-voting), who shall be treasurer;
- Four Members elected by the Membership annually for staggered two-year terms, of whom one shall be
 - either a Senior Lecturer or Full-time Lab Instructor,
 - a contract member
 - a tenure track member
 - a tenured member

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.

All committee members must have attended a training and promotion workshop within 3 years of serving on this committee.

Meetings

In addition to the initial meeting, which shall be held during the Committee Transition Meetings, the Academic Appointment Support 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.

Expected Activities

- Where applicable to the mandate of this committee, the Academic Appointment Support Committee shall support the concrete actions outlined in MRFA 2030 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.
- The Committee shall create a sustainable and regular schedule of events and repository of information to support faculty going through tenure, promotion, and permanency processes as well as post-tenure evaluations and sessional appointment, re-appointment, and evaluation processes. Programming and resources developed by the Committee shall be conveyed and/or held in alignment with applicable timelines indicated in the Collective Agreement and be designed/hosted in accordance with the Association's Universal Design Policy. Also, the Committee shall maintain a list of Members who are familiar with the related processes to serve as resources for members going through the processes.
- Annually, in the Spring, appoint a member from and by the Academic Appointments Support Committee to serve on the Triads Committee.
- Annually, in the Fall, review other anticipated activities related to tenure, promotion, permanency and reporting for the year with the University and other MRFA Committees with the aim to amplify existing resources, create resources to address gaps, and consider programming moving forward.

- Support leadership succession planning and annual nomination processes, including encouraging colleagues' direct involvement and participatory engagement in the work of the committee.

The Committee shall record all tasks associated with arranging events in the Committee's shared drive for possible future use and shall prepare a report for the Annual General Meeting describing the events organized during the year and a summary of committee expenditures.

Resources

- The committee may be allocated a budget which shall be reviewed on an annual basis by the Audit and Finance Committee.
- The work of the committee shall be supported by the Sr. Administrative and Faculty Relations Officer