Appointments Policy

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I. Overview

As set forth in the Association Bylaws (Article 8.5), the Executive Board is empowered to appoint Members of the Association to committees and office, subject to provisions in the Standing Committees article of the Bylaws and the Removal, Resignation and Appointment article of the Bylaws (Articles 10 and 13). Whereas appointments pursuant to Article 10 are routine appointments to Standing Committees and appointments pursuant to Article 13 are to fill vacancies between annual Executive Board and Standing Committee elections, the Executive Board is also, from time to time, required or requested to appointment persons to ad hoc committees of the Association, joint committees of the Association and the University, committees of the University, and other committees, offices or positions for which an Association appointee is required or requested.

In accordance with Article 8.5.1 of the Bylaws, the Executive Board at its sole discretion is empowered to appoint up to two additional members to any Standing Committee, beyond the number of members specified in Article 10 of the Bylaws, in order to increase the diversity of membership with respect to category of appointment, faculty or academic unit, or membership in an equity-seeking group.

The purpose of this policy is to specify the criteria and process for appointments, and to specify the corresponding duties appointees have to the Association.

Within this Policy, the term *position* is defined to mean membership on committees, office, or any other role for which the Association is required or requested to select an incumbent or nominee (whether ex-officio, appointed or elected). Further, the terms *appointment* or *appointee* shall be inclusive of positions for which the Association selects a nominee for an external position, to be elected, appointed or otherwise confirmed by an external body.

II. Scope

This Policy applies to appointments made by the Executive Board, except in the case of appointments made pursuant to the Standing Committee article of the Bylaws or made pursuant to approved ad hoc committee charters, where the Executive Board is empowered to appoint non-voting members of committees in advisory roles (these advisory appointments are listed in the table below for completeness).

For greater clarity, this Policy also describes those positions for which the Association selects members through election, but where these positions are not established pursuant to the Bylaws (e.g. certain University committees for which MRFA representatives are requested by the University).

III. Guiding Principles

Appointments are used by the Executive Board for filling positions that are not ex-officio, where either:

- Incumbents are required to possess specific qualifications or experience necessary for the successful discharging of their duties;
- Incumbents have significant representational duties on behalf of the Association;
- Committee membership is being expanded pursuant to pursuant to Article 8.5.1 of the Bylaws; or
- It is not otherwise practicable to select an incumbent through an election process.

IV. Process

The following appointment process shall be followed by the Executive Board, except when an appointment is required to be made by the Executive Board from among the members of the Executive Board, in accordance with the Bylaws or an approved ad hoc committee charter:

a. Appointment criteria shall be established by the Executive Board for each position, whenever appointment criteria have not otherwise been specified in this Policy or elsewhere (e.g. in the Bylaws or an approved committee charter).
   i. The criteria shall include the criteria for eligibility, which shall normally consist of a minimum of Membership in the Association regardless of appointment category, faculty or academic unit.
   ii. The criteria shall include diversity and equity criteria as set out below.
   iii. The criteria shall be recorded in the appointments table and criteria may be amended, as required, with the approval of the Executive Board.

b. The Executive Board shall solicit written expressions of interest from the Members of the Association. At a minimum, the call for expressions of interest shall identify the position (accompanied by supplementary information about key duties or a link to more information, as appropriate), the term of appointment, the appointment criteria, and the mechanism and deadline for submission of expressions of interest. The call shall also include a diversity and equity statement as described below. The deadline for expressions of interest shall not normally be less than seven (7) working days from the date the call is first issued.
   i. The call for expressions of interest shall be communicated to the membership in writing, and shall be promoted through the Association's internal distribution mechanisms in accordance with the Communications Policy.
   ii. The Membership Engagement Committee and the MRFA Department Liaison Network shall be informed of the call for expressions of interest.

c. The Executive Board shall make all decisions concerning appointments after considering, in confidence, all of the corresponding expressions of interest received and in consideration of the appointment criteria. If the Executive Board deems the pool of candidates to be insufficient, it may postpone the appointment decision either definitely or indefinitely, and may issue a secondary call for expressions of interest. The secondary call for expressions of interest shall be considered ongoing and the Board shall be empowered to appoint an eligible candidate upon receipt and review of their statement of interest.

V. Diversity and Equity

Calls for expressions of interest shall include the statement that the MRFA encourages expressions of interest from members with a diverse range of backgrounds and experiences.

Appointment criteria shall include diversity by category of appointment, discipline, department and faculty, except when there are bona fide reasons for restricting eligibility (e.g. when candidates from a particular group are explicitly sought).

Appointment criteria shall include diversity with respect to membership in equity-seeking groups including but not limited to persons with disabilities, Indigenous peoples, women, members of racialized groups, and members of LGBTQ2S+ communities.

VI. Eligibility

- Default eligibility criterion is Membership in the Association, except where noted below in accordance with the Bylaws
- Default diversity and equity criteria shall be as stated in the section above, except where noted in the appointments table

VII. Related Policies

- Association Representatives

VIII. Appointments Table

The following table lists the positions that are commonly required to be filled, either on a periodic basis (e.g. through routine annual appointments) or from time-to-time. These positions shall be filled by Executive Board appointment for the term indicated, based on the associated appointment criteria. Incumbents shall have the duties indicated. All positions report to and are accountable to the Executive Board, with the exception of the MRFA nominee to the Board of Governors. Mid-term vacancies shall be filled expeditiously, wherever possible, by appointment through the remainder of the term.

Position	Term	Duties	Appointment Criteria	Notes
Job Action Finance Committee (Member)	Appointment continues from when the committee is struck in September of a bargaining year: • one member appointed from and by the Collective Bargaining Caucus • two members appointed by the Executive Board with applicable experience and/or expertise.	Per committee charter and/or as directed by the Executive Board	- Eligibility: per bylaws, - Diversity and equity: default - prior experience in budget management and/or job action would be deemed beneficial	This committee shall be struck in September of a bargaining year and shall be dissolved after submitting applicable financial reports to the Executive Board following the ratification of a Collective Agreement.
Advocacy Committee	3 to serve a term of 2 years and to be appointed in odd-numbered years, 3 to serve a term of 2 years and to be appointed in even-numbered years	Per MRFA Bylaws and applicable charters	Eligibility: per bylaws Diversity and equity: default (strive to ensure that at least one member of the committee is contract) experience and expertise in communications / PR / Social Media etc. required and interest and experience in advocacy efforts preferable	See charter for details
Communications Committee	3 to serve a term of 2 years and to be appointed in odd-numbered years, 3 to serve a term of 2 years and to be appointed in even-numbered years.	Per MRFA Bylaws and applicable charters	Eligibility: per bylaws Diversity and equity: default (strive to ensure that at least one member of the committee is contract) experience and expertise in communications / PR / Social Media etc. required and interest and experience in advocacy efforts preferable	See charter for details
Assistant Grievance Officer (×6 +2) (Assistant Grievance Officers and Committee Members)	Up to six (6) Members appointed by the Executive Board to serve as Assistant Grievance Officers representing each Faculty ○ two appointed annually for staggered 3yr terms	Per Bylaws, Grievance Process Policy, and Grievance Committee Charter	- Eligibility: per bylaws - Demonstrated commitment to the Association and to upholding the Collective Agreement - Knowledge and experience with the Collective Agreement and with processing grievances, or demonstrated ability and commitment to developing this knowledge and experience - Diversity and equity: default except as restricted by appointment category Note: the Board shall seek to balance the need for experienced Committee members and continuity in grievance handling, with the need	In accordance with the Bylaws, the AGOs serve on the Grievance Committee and assist the SGO with any of his or her duties related to the processing of grievances. AGO positions serve to strengthen the Association's grievance-handling capacity. Appointments may be to build grievance handling capacity through the appointment of interested members with demonstrated potential, and also through the appointment of members with extensive experience in grievance and collective agreement matters

			to develop grievance handling capacity through recruitment of new Committee members.	
Bylaws and Policy Committee (×1)	1 year; Appointed in August	Per Bylaws and BPC Charter	Must be a member of the Executive Board	
Bylaws and Policy Committee (Optional Advisor)	Maximum 1 year			The Executive Board may appoint any other person recommended by the Committee to serve in an advisory role (non-voting) for the remainder of the academic year
Membership Meeting Parliamentarian	1 year, appointed in August	To support the operation and conduct of Association meetings in compliance with MRFA bylaws and Robert's Rules of Order	Eligibility: Default Knowledge and experience with Robert's Rules	(Note - the vice-parliamentarian will be the APGO)
CAUT Defence Fund (×2) (Trustee Nominees)	Trustee terms are in accordance with the CAUT Defence Fund Bylaws, but note that trustees are normally elected by the Fund membership at its annual meeting each October for 2-year terms, staggered; The MRFA will endeavour to select its nominee(s) by May The incumbent President maybe appointed by the MRFA in odd numbered years and a current or previous member of the Negotiating Committee maybe appointed in even numbered years.	In accordance with the CAUT Defence Fund Bylaws In addition, the Trustees shall provide periodic updates to the Executive Board, and shall liaise with the Association's President and its Vice-President, Negotiations as necessary Trustees are expected to fulfil their fiduciary responsibility to the Defence Fund during the Trustee Meetings. The Association shall appoint one of the two trustees to serve as proxy for the MRFA for each CAUT Defence Fund Member Meeting. The proxy shall vote in accordance with the interests of the Association in the Member Meetings.	1. Eligibility: default 2. Demonstrated history of commitment to the Association and familiarity with recent and/or current bargaining context 3. Availability to participate in Trustee meetings throughout the 2-year term of appointment (held as needed by teleconference throughout the year, and in person annually for one full day in October in either Toronto or Montreal) 4. Familiarity or experience with the broader Canadian post-secondary labour relations context is an asset 5. Experience in fund management is an asset 6. Willingness and ability to participate in a flying picket should the need arise, during job action by a Fund member union 7. Diversity and equity: default	The Executive Board may wish to give strong consideration to the President as one of the Trustees, wherever possible, due to (1) the flexibility of the President's schedule, and (2) the value in facilitating keeping the Executive Board informed, through the President, of the labour relations and bargaining context at other institutions. Objective should be to appoint the current MRFA President in their second year of their term, as this will allow for continuity/allow for Past-President to serve in this capacity.
CAUT Defence Fund Proxy (MRFA Rep)	A Proxy is to be appointed by the Association annually in May	The MRFA's proxy to the CAUT Defence Fund represents the Association in CAUT Defense Fund Member Meetings. The Proxy votes on behalf of the MRFA based on the MRFA's interests.	1. Eligibility: Must be one of the MRFA's two trustees serving on the CAUT Defence Fund	
Chief Returning Officer	Appointed Annually, prior to commencement of any voting/election processes	To fulfil all responsibilities outlined in the MRFA bylaws pertaining to MRFA voting and elections	- Eligibility: All Members are eligible	SAFRO will provide support and direction on required processes.
Bargaining Team	Per Bylaws and Charters – five (5) members	Per Bylaws and CBC/BT Charters	Per Bylaws and CBC/BT Charters.	

	recommended from and by the CBC and appointed by the Executive Board in December of the academic year preceding a bargaining year. At least one member of the Bargaining Team must be a contract member.		Note - appointments to specific roles on the Bargaining Tea require specific expertise and/or experience. Refer to the Charter appendix for details.	The composition of the Bargaining Team, as appointed by the Executive Board, shall be ratified by the membership in January of the academic year preceding a bargaining year in accordance with the Negotiations Policy. Term lengths on the Team shall be two years and shall commence June 15 of the academic year prior to a bargaining year.
Bargaining Team Observers	Two (2) observing alternates, which may be rotating alternate seats recommended by the Collective Bargaining Caucus and appointed by the Executive Board in September of a bargaining year.	Per Bylaws and CBC/BT Charters	Per Bylaws and CBC/BT Charters	If the LRO is not appointed as a member of the Bargaining Team, the LRO shall be appointed to serve as one of the observers in a non-rotating seat.
Department Liaisons' Network (Member)	2 years, staggered by department; Each spring by June	Per Bylaws and the "list of expectations and duties" provided by the Member Engagement Committee annually in accordance with the Bylaws	- Eligibility: default - Demonstrated engagement with and commitment to the Association, including regular attendance at Meetings of the Association - Demonstrated confidence and/or ability required to fulfil the requirements of the position - Clear history of fulfilling the "list of expectations and duties" where reappointment is sought - Diversity and equity: default	In making recommendations for appointment to the Executive Board, the Member Engagement and Services Committee will endeavour to recommend individuals who have the skills, experience, knowledge, and willingness to fill the role. Members who feel tenuous in their job security would not be ideal candidates for the role.
Equity, Diversity, Inclusion , and Accessibility Committee (Optional Advisor)	Maximum 1 year			The Executive Board may appoint any other person recommended by the Committee to serve in an advisory role (non-voting) for the remainder of the academic year
Diversity appointment(s) as permitted per Bylaw Article 8.5.1 (Advisory Members)	As determined by the Executive Board per appointment	Per Bylaws or ad hoc committee charter	As determined by the Executive Board per appointment	
Joint Committee for the Review and	3 years, staggered; 1 each May	Represent the interests of the MRFA when reviewing and interpreting CA	- Eligibility: default	In accordance with CA MOU on pages 124-125

Interpretation of the Collective Agreement (×3) (Member)		articles. Ensure that detailed and diverse perspectives are considered. While upholding the reporting and confidentiality requirements noted in the MRFA bylaws (incumbent is responsible for being familiar with these), communicate any potential discrepancies/violations to the MRFA President. Communicate with the MRFA President when lack of clarity or uncertainty exists regarding application of appropriate CA articles, University processes, etc.	- Clear and detailed understanding of the Collective Agreement, including its bargaining and/or grievance history - Prior service as an Association President, grievance officer and/or member of the Negotiating Committee shall be considered - Diversity and equity: default	
Joint Equity, Diversity and Inclusion Committee (MRFA Rep)	Four members, appointed in May, for staggered two-year terms. ● The EDIO, or designate, will be appointed in odd-numbered years ● One contract member will be appointed in odd numbered years ● one member recommended by DEC will be appointed by the Board in even numbered years, and ● one member to serve as alternate will be appointed in even numbered years.	Represent the interests of all MRFA members during Committee meetings. While upholding the reporting and confidentiality requirements noted in the MRFA bylaws (incumbent is responsible for being familiar with these) and notwithstanding the reporting requirements noted in the applicable CA article(s), communicate any potential discrepancies/violations to the MRFA President. Communicate with the MRFA President when lack of progress is noted, clarity or uncertainly exists regarding application of appropriate CA articles, University processes, etc.	To be determined by the Executive Board, based on the anticipated goals and work of the joint committee, prior to soliciting expressions of interest ● Statements of Interest submitted for these positions must outline candidates' record of involvement and work related to equity, diversity and inclusion. ● Appointment criteria MUST include diversity with respect to membership in equity-seeking groups including but not limited to persons with disabilities, Indigenous peoples, women, members of racialized groups, and members of LGBTQ2S+ communities. ● Where possible, MRFA appointees should have expertise in one or more of the following research methodologies: ○ quantitative (e.g. numerical or statistical), ○ qualitative (e.g. archival or policy analysis), and/or ○ Indigenous.	In accordance with CA Article 24
Joint Health and Safety Committee (MRFA Rep)	Two members, each appointed in May for alternating two-year terms. Where possible, one shall be contract. One shall be the	As per committee charter and MRFA Bylaws	As per Committee Charter Statements of Interest submitted for these positions must outline candidates' expertise or knowledge of Occupational Health and Safety	Required per AB OH&S legislation

	MRFA's SG&WWOappointed in odd numbered years. .			
Mid-term vacancies in positions that are normally elected	The remainder of the current term	Per Bylaws or ad hoc committee charter	- Eligibility: per Bylaws or ad hoc committee charter, or default eligibility if not specified - Diversity and equity: default	When a vacancy exists, the Executive Board may have multiple options for filling it, including by appointment, or may have the option of leaving it empty under certain circumstances, in accordance with the Bylaws
Member EngagementCommittee	5 Department Liaisons (representing different Faculties where possible) appointed annually in May	Per Bylaws and MESC Charter	Eligibility: must be a department liaison for the subsequent year	
MRFA Audit and Finance Committee (Member)	Two members appointed in even-numbered years for two-year terms	To fulfil responsibilities outlined in bylaws and the Committee Charter	- Eligibility: All Members are eligible - Diversity and equity: default - Experience and/or expertise related to budget management, financial planning and analysis, human resources and/or legislative compliance would be deemed beneficial.	
MRU Board of Governors (MRFA Nominee)	2 years; appointed in odd number years.	Per PSLA Note: Appointment must formally be confirmed by the Minister of Advanced Education.	Eligibility: Member with at least five years of membership in the MRFA - Past experience as a member of the MRFA Executive Board preferred. - Knowledge of, and experience with, diversity of faculty interests across the University. - Diversity and equity: default	Incumbent is formally part of the BOG and has duties (as do all members of the BOG) to oversee and contribute to the governance of the University.
MRFA Mediator	2 year (Pilot starting in fall 2025)	Per Policy	-Eligibility: Member with at least three years of membership in the Association, independent of the Association's committees (cannot be a current member of the Associations Committees or Executive Board). -must be recognized for good judgement, objectivity and integrity, interpersonal communication skills and political sensitivity, with a comprehensive understanding of the Association's bylaws, organisation and procedures	
Selection Committee – Academic Directors (MRFA Rep)	Appointments made as required, normally until committee discharged	In accordance with CA Article 27 and any relevant University policy	- Eligibility: Tenured, Tenurable or Limited-Term Members - Membership in an appropriate academic unit as determined by the Provost or designate, in accordance with Article 27 of the Collective Agreement	In accordance with CA Article 27. Note that Conditional-tenurable and contract members are ineligible

			- Diversity and equity: default except as restricted by eligibility and academic unit, above	
Selection committee – University Administrators (MRFA Rep)	Appointments made as required, normally until committee discharged	In accordance with University policy and committee terms of reference. Represent the interests of all MRFA members during search committee meetings and throughout processes. Encourage committee to provide numerous opportunities and mechanisms for MRFA members to provide input into hiring decisions. Encourage MRFA members to be involved in aforementioned processes.	Special: - The Executive Board shall normally appoint the President, where appropriate and where available. - The Executive Board may consider the appointment of another Regular Member, normally a member of the Executive Board, in the case that the President will not be the appointee.	The Executive Board should consider the composition of the search committee prior to making the appointment. Although the appointee is not serving in their capacity as a member of an academic unit or faculty, but on behalf of the Association, the Executive Board should nevertheless exercise caution with respect to perceived, potential or actual conflicts of interest, and regarding perceptions of unbalanced representation by particular academic units or faculties
University Benefits Committee (×2) (MRFA Rep)	2 years; Appointed in May. Full-time Rep appointed in even numbered years and Contract rep appointed in odd numbered years. Where possible, the Contract member appointed to this committee should be the MRFA's Contract Member Officer.	Represent the interests of the MRFA at all Benefits Committee meetings. Ensure broad interests of all faculty members (i.e. full-time, limited-term and contract) are represented while seeking ways to provide diverse benefits in a financially sound manner. While upholding the reporting and confidentiality requirements noted in the MRFA bylaws (incumbent is responsible for being familiar with these), communicate any potential discrepancies/violations to the MRFA President. Communicate with the MRFA President when lack of clarity or uncertainly exists regarding application of appropriate CA articles, University processes, etc.	- Eligibility: in accordance with Collective Agreement Article 16 - Demonstrated knowledge and experience pertaining to employee benefit plans, employee insurance plans and employee pension plans - Clear understanding of the Collective Agreement, including but not limited to Article 16 (Benefits and Insurance) - Experience on the Negotiating Committee or the Grievance Committee shall be considered - Diversity and equity: default except as restricted by eligibility, above Note: the Executive Board has typically appointed the Contract Member Rep to the Benefits Committee, as this function aligns well with this role on the Executive Board and Negotiating Committee	Per CA Article 16, the committee "makes recommendations regarding the University benefits plan". Greater clarity is required concerning the representatives' responsibility to report to consult with the Executive Board prior to making recommendations
University Sabbatical Leave Committee (MRFA Rep)	3 years; Current rep. term 2020-2023; Appointed in May Alternate appointed for 3 years; Current Alternate 2020-2024; Appointed in May	Represent the interests of the MRFA at all Sabbatical Leave meetings. While upholding the reporting and confidentiality requirements noted in the MRFA bylaws (incumbent is responsible for being familiar with these), communicate any potential discrepancies/violations to the MRFA President. Communicate with the MRFA President when lack of clarity or uncertainty exists regarding	- Eligibility: Tenured Regular Member - Demonstrated commitment to the Association, to upholding the Collective Agreement and to the principles of fairness due process and natural justice - Knowledge of Mount Royal's leave system, including clear understanding of the relevant articles of the Collective Agreement, and the guidelines developed by the Sabbatical Leave Committee	In accordance with CA Article 17 This committee does not currently include an MRFA alternate, although a recommendation for this addition has been provided to the Negotiating Committee

		application of appropriate CA articles, University processes, etc.	- Prior experience with the leave system, as a an applicant, recipient and/or committee member shall be considered - Diversity and Equity: default except as restricted by appointment category	
Working Groups	Appointed as needed by the Executive Board for project based work. Working groups, appointed annually in May shall include: ● Academic Freedom ● Association Statements	When constituted, working groups shall have an Executive Board approved terms of reference which shall outline all duties, deliverables and anticipated timelines.	- Eligibility – default eligibility criterion with applicable requirements, where applicable, specific to the mandate of the working group.	Working groups constituted by the Executive Board shall not have an overlapping mandate with existing Association Committees and/or structures.
Indigenous Access Fund	Three appointed members. One member appointed annually for staggered three year terms.	Per the MoU	Eligibility: all members Diversity and equity: default prior experience in application review and fund allocations deemed beneficial	This MoU is scheduled to expire June 31, 2028

Other Positions:

a. The following are positions for which the Association selects members through election, normally in conjunction with annual Standing Committee elections, but where these positions are not established pursuant to the Bylaws (e.g. committees of the University or related bodies for which MRFA representatives are requested):

- Mount Royal Early Learning Centre Board
- Transportation Advisory Committee

These positions shall normally have two-year terms.

b. If a vacancy occurs in any position not explicitly addressed as per MRFA Bylaws (i.e. terms for addressing standing committee vacancies are noted) the MRFA Executive Board shall determine how and when to best make an appointment to fill the vacated role.