

GFC Nominating Committee Transition Manual

Last updated: May 2018

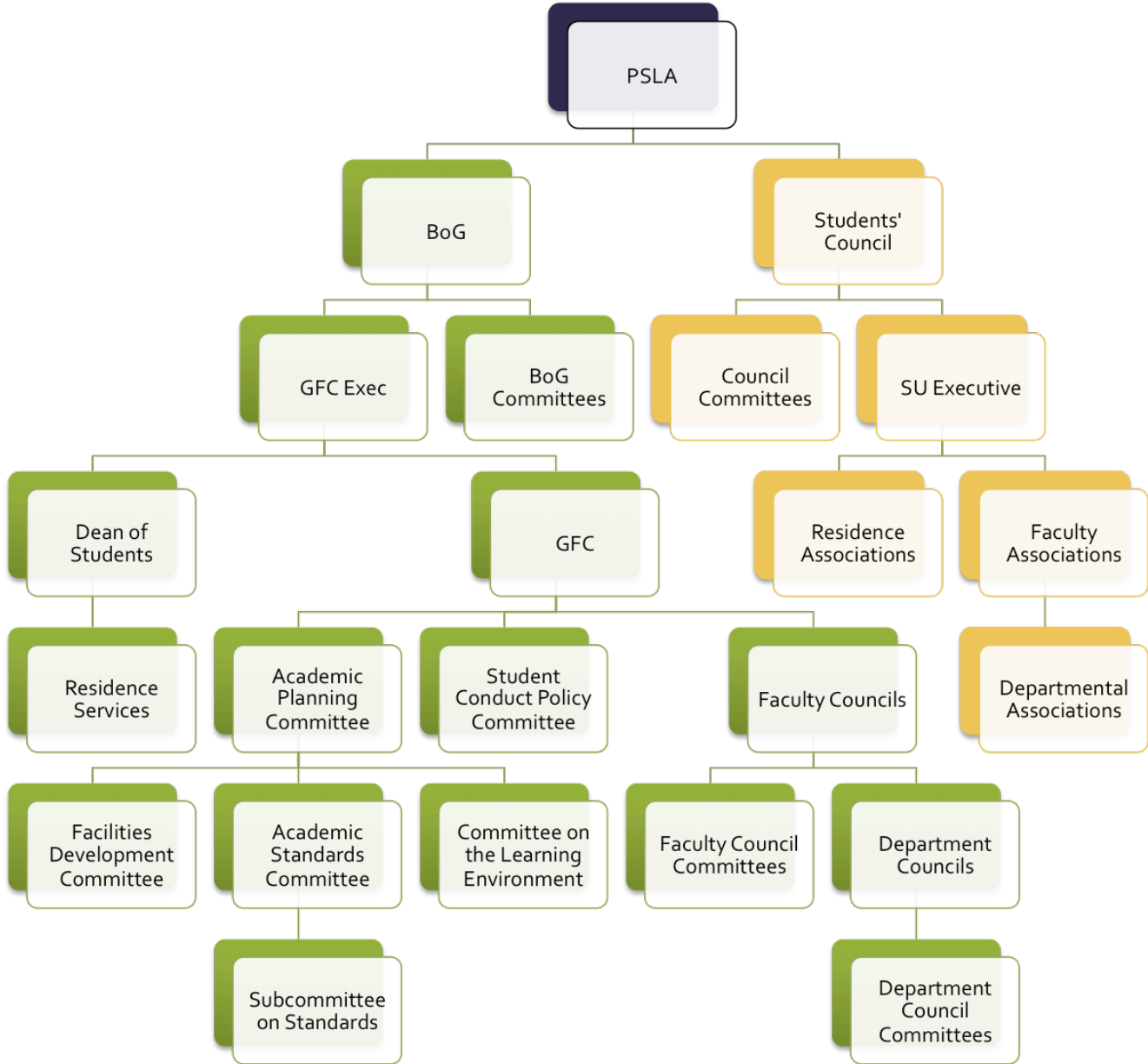
Where this transition manual deviates from University legislation, the University legislation will be taken as correct. You should always read them in addition to this manual in case information in the manual has become out-of-date.

What is Nominating Committee?

The Nominating Committee is responsible for nominating members to GFC Standing Committees in order to guarantee suitable representation of the academic community.

Role in Governance Structures

The Nominating Committee is composed of the ex-officio members of the GFC Executive Committee, plus a non-academic staff member. Nominating Committee generally reports to General Faculties Council, but will sometimes report to the Executive committee in special circumstances.



Who Sits on this Committee?

Note: some of the representatives listed below may be delegates of the position listed, and therefore don't necessarily formally occupy the position they are listed under, but do currently fill that seat on this committee.

Voting Members

- **Chair:** Academic staff member elected as chair
 - Jonathan White - jswwhite1@ualberta.ca
- Students' Union Vice-President (Academic)
 - Akanksha Bhatnagar - vp.academic@su.ualberta.ca
- Graduate Students' Association Vice-President (Academic)
 - Masoud Aliramezani - gsa.vpacademic@ualberta.ca
- Seven academic staff
 - Sylvia Brown - sylvia.brown@ualberta.ca
 - Lesley Cormack - artsdean@ualberta.ca
 - Bill Foster - wfoster@ualberta.ca
 - Al Meldrum - ameldrum@ualberta.ca
 - Eleni Stroulia - stroulia@ualberta.ca
 - Brent Swallow - brent.swallow@ualberta.ca
- One non-academic staff
 - Wei Liu - weidavid@ualberta.ca
- One undergraduate student (the same one who serves on the GFC Executive Committee)

Duties and Responsibilities of the Nominating Committee

Compile the Bank of Names

Deans, Department Chairs, GFC members, the Students' Union, the Graduate Students' Association, the Non-Academic Staff Association (NASA), the Association of Academic Staff at the University of Alberta (AASUA) and the Academic Women's Association (AWA) are contacted to provide names of people who could fill positions on GFC standing committees, appeal boards, selection committees, and other bodies. This list of names is referred to as the Bank of Names.

Advertise committee vacancies

Notice of vacancies will be provided to the Nominating Committee via email. Student vacancies are advertised in the Gateway, and sent out to all Deans, Department Chairs, the NASA, and the AASUA. Members of GFC, former faculty members of the GFC Executive Committee, former faculty members of the GFC and former members of the Nominating Committee may be notified of staff vacancies.

Screening student nominees

A screening meeting is held in February or March as an initial assessment of applications. This is followed by a full consideration and endorsement of candidates via email.

Screening staff nominees

A similar process applies for staff nominees. Prospective nominees will be contacted to confirm that they are willing and able to serve on the committee they are being nominated to.

How to Add Agenda Items

Members wishing to add items to the agenda should contact either the Chair of the committee (Jonathan White - jswwhite1@ualberta.ca) or the GFC Secretary (Meg Brolley - meg.brolley@ualberta.ca) at least two weeks in advance.

Nominating Committee Timeline

The agenda items will largely vary each month based on changes that are brought forward, but there are certain items listed below that will likely take place around the same time every year.

May:

Staff representative replenishment meeting

January:

Kickoff and mandate overview

February/March:

Training for Nominating Committee members

April:

Student representative replenishment meeting

Who to Ask Questions

The Students' Union representative on this committee (Akanksha Bhatnagar - vp.academic@su.ualberta.ca)

The Discover Governance office (governance@su.ualberta.ca)