



1. Mandate and Role of the Committee

The Executive Committee is the executive body of General Faculties Council (GFC). It is charged with preparing the GFC agenda, governance and procedural oversight, and carrying out the functions delegated to it by GFC. The Committee may act on behalf of GFC in areas as defined in the terms of reference. The Chair may bring forward items to the committee for advice.

2. Areas of Responsibility

- a. Act on behalf of General Faculties Council as defined in section 4.1
- b. Preparation of agendas for GFC
- c. Faculty Councils – membership, quorum, conditions, restrictions, and, sub-delegations
- d. Student Judiciary matters
- e. Academic procedural matters
- f. Governance procedural oversight

3. Composition

Voting Members (16)

Ex-officio (5)

- President, Chair
- Provost and Vice-President (Academic)
- Vice-Provost and University Registrar
- Vice-President (Academic), Graduate Students' Association
- Vice-President (Academic), Students' Union

Elected from and by GFC (11)

- 7 statutory academic staff, one of whom will be elected by the committee to serve as Vice-Chair
- 1 appointed elected member (from any staff category)
- 1 Faculty Dean
- 1 undergraduate student
- 1 graduate student

Non-Voting Members

- University Secretary
- GFC Secretary

4. Delegated Authority from General Faculties Council

Should be reviewed at least every three years and reported to GFC.

4.1 Act on behalf of General Faculties Council on matters that must be decided before the next regularly scheduled GFC meeting and where it is not feasible to call a special meeting of GFC. The committee will first determine if the matter cannot wait and, if so determined, will proceed to consider it, act on behalf of GFC, and report the decision to GFC.

4.2 Prepare the agenda for all regular and special meetings of General Faculties Council. The committee will receive items from:

- a. GFC Standing Committees

- b. GFC members
- c. University Administration

The committee may choose to provide comments to GFC on any agenda items and may ask for clarity in documents, or for additional consultation.

4.3 Faculty Councils

- a. Approve composition and quorum provisions of Faculty Councils
- b. Review any conditions or restrictions that are imposed by GFC on Faculty Councils (section 29 and 30 of PSLA), and make recommendations to GFC when appropriate

4.4 Student Judiciary Matters

- a. Consider changes to policies on student conduct and discipline for approval or placement on the GFC agenda
- b. Receive annual reports on student conduct and discipline and place on the GFC agenda for information
- c. Authority to take whatever special measures are necessary to ensure timely and fully-constituted hearing by the University Appeal Board (UAB), Academic Appeals Committee (AAC) and Practice Review Board (PRB)

4.5 Academic Procedures

- a. Approve the Academic Schedule
- b. Provide for the preparation and publication of the University Calendar
- c. Approve changes to wording on Parchments

4.6 Governance Procedural Oversight

- a. Ensure delegations from GFC and committee terms of reference are reviewed at least every 3 years
- b. Make recommendations to GFC regarding terms of reference, composition, and procedures for GFC and its standing committees
- c. Make editorial changes to GFC Committee terms of reference and report changes to GFC

5. Responsibilities Additional to Delegated Authority

- 5.1 Joint Summit of the Board and GFC – the chair will consult annually with the committee on the focus and goals of the annual joint meeting

6. Sub-delegations from GFC Executive Committee

Should be reviewed at least every three years and reported to GFC.

Sub-delegations - the following items have been delegated by this committee as noted:

6.1 Academic Procedures

- a. Technical matters, minor procedural directions, and final editorial authority relating to the publication of the University Calendar have been sub-delegated to the Registrar
- b. Special arrangements to depart from the official Final Examination Schedule have been sub-delegated to Faculty Councils, subject to challenge by GFC

7. Limitations to Authority

The following further refines or places limitations on authorities held by or delegated to EXEC:

- 7.1 Decisions made on behalf of GFC under section 4.1 must be reported to GFC

7.2 In ordering the GFC agenda, the committee will be mindful of student membership terms when considering matters of particular concern to students

8. Reporting to GFC

The committee should regularly report to GFC with respect to its activities and decisions

9. Definitions

Academic staff – as defined by the [Recruitment Policy \(Appendix A\) Definition and Categories of Academic Staff, Administrators and Colleagues](#)

Editorial changes - these include grammar and punctuation as well as updates of names, titles, and other non-regulatory content for accuracy

Editorial authority for minor procedural directions - as related to the *University Calendar*, includes the structure of the Calendar, compliance with general University policy and other applicable decisions made by GFC pertaining to academic programs.

10. Related Links

[Academic Schedule Policy](#) and [Procedure Parchment Procedure](#)
[University Calendar, Regulations](#)
[GFC Delegations of Authority](#)

Approved by General Faculties Council:
February 25, 2019
May 25, 2020
April 17, 2023