

Operating Framework:

- GFC Nominating Committee (NC) Procedures must align to the [Principles for General Faculties Council \(GFC\) Standing Committee Composition](#) and the [NC Terms of Reference](#).
- NC is responsible for recommending candidates to serve on GFC standing committees and other bodies requiring representation from GFC or the university community as specified within each of the committees/bodies' approved terms of reference.
- In putting forward its recommendations, the Committee will consider the University's [Vision, Mission, and Values](#), and commitments to Indigenous Initiatives, and to Equity, Diversity, and Inclusivity, and work to ensure the best possible match between candidates and the committees to which they are nominated, and the broadest possible base of representation and diversity.
- Judiciary student panelists may receive terms of appointment of up to 2 years, with overlapping membership terms particularly in spring and summer, while academic staff panelists normally serve for three-year terms.
- Student members of GFC Standing Committees serve a one-year term, running May 1 to April 30, while staff members normally serve three-year terms, running July 1 to June 30.

Advertising Vacancies:**Annual Replenishment**

Each spring, in preparation for the annual membership replenishment process, the NC Coordinator (NCC) compiles a list of anticipated vacancies for the upcoming academic year. Anticipated vacancies and application deadlines are advertised through campus-wide broadcasting and engagement efforts shared by members of NC, GFC, Faculties, Students' Union, Graduate Students' Association, and academic staff and staff unions.

In-Year Vacancies

When seats remain unfilled or are vacated during the governance cycle, vacancies will be published online in [Current Membership Vacancies](#) and updated as needed.

For both annual replenishment and in-year vacancies, The NC Chair, GFC Secretary, and Members of NC may reach out to GFC, various constituency groups, and individuals to encourage applications.

Application Forms:

Those interested in an anticipated or current vacancy must self-nominate, or be nominated by a colleague, and submit an online [application form](#). The application form asks for constituency and contact information, a summary of interest, a biographical sketch, and an equity, diversity, and inclusion statement. Information submitted on application forms will be used only for NC's confidential deliberations and will not be shared without permission.

Judiciary Panelist Applications

The University Appeals and Compliance Coordinator (ACC) will initiate an introductory meeting with each student and staff judiciary panel applicant. This informal discussion offers the applicant information about the role and membership expectations. Interested individuals may also contact the ACC in advance of application for more details.

To be considered for a position as a judiciary panelist, interested students must submit three (3) personal references. Reference checks are conducted in strict confidence by the ACC.

NC Meetings:

NC meetings are held in open session and the committee moves in camera when required to ensure the review and discussion of nominations is confidential. The report to GFC contains only the slate of recommended candidates.

To help inform membership recommendations, the NC will:

- consider the University of Alberta's Vision, Mission, and Values, and commitments to Indigenous Initiatives, and to Equity, Diversity, and Inclusivity;
- review terms of reference, committee compositions, and current membership; and
- review the information submitted through the application form and discuss the attributes and relevant qualifications of each applicant.

Nominations are duly moved and seconded and decided by a majority vote. In the course of its deliberations and voting, the NC may decide not to nominate an applicant for a vacancy.

E-Votes

Between regularly scheduled meetings, the Chair and NCC may decide to hold an e-vote to fill a vacancy. Upon receipt of an e-vote request, any committee member may ask that the matter be debated at the next meeting, or at a special meeting, and the vote delayed until after that debate.

Conflict Declarations and Objectivity as a Committee Member

NC members must disclose to the committee any potential, apparent, or actual conflict with an applicant where their personal interests, whether direct or indirect, conflict or appear to conflict with the member's responsibility to the Committee or to the University. Objectivity is a standard that promotes fair decision making by focusing on facts and evidence, not on the personal judgment of one person or group or on individual biases, interpretations, feelings, beliefs, and imaginings. If a member declares a conflict, or feels that they cannot act fairly and objectively, they may recuse themselves or the NC will request that the member step out while the committee discusses and determines whether the nature of the relationship is such that the committee member may not act fairly and objectively. Where the NC finds that to be the case, the committee member will withdraw from the meeting for any discussion or vote related to that applicant.

If an NC serving member submits an application for a vacancy, the Committee Chair will ask the member to withdraw from the meeting during the related review and discussion.

Confirmation with Applicants

The NCC will contact all applicants regarding the NC's nominations. A candidate will be asked to confirm their continued interest before the nominations are forwarded to GFC.

Nominations and Reports to GFC:

GFC is the final approver of all appointments to its standing committees, university-level appeal bodies and other committees to which GFC elects. The NC reports its recommendations to GFC by email. This is an opportunity for members of GFC to put forward additional names by the deadline specified. If there are no additional nominations received by the deadline, the report of the committee is considered approved and the slate of candidates recommended by NC are elected.

Upon receipt and consideration of an NC Report, a GFC member may submit an additional nomination. Additional nominations must be received by the NCC before the deadline specified in the report and be supported by a completed and submitted application form. If an eligible nomination comes forward, an election by GFC will be held using e-vote mechanisms.