

Contract Faculty Committee

Terms of Reference

Mandate

There shall be a UBC Faculty Association Sessional Faculty Committee which will be a standing committee of the UBC Faculty Association Executive Committee. The Committee's mandate is to undertake and facilitate networking, advocacy and policy development on behalf of faculty with sessional appointments. The Committee reports to the Executive Committee and carries out its activities subject to the approval of the Executive Committee.

Chair of the Committee

The Chair of the Committee will be elected for a two-year term, beginning July 1st following the election. The Chair of the Sessional Faculty Committee shall be responsible for ensuring the duties of the Sessional Faculty Committee are carried out in accordance with its terms of reference. The duties of the Chair shall include chairing regular meetings of the Committee; coordinating resources, materials and training for members of the Committee; and reporting regularly on the activities of the Committee to the Executive Committee, in monthly and annual reports and contributions to planning retreats. The Chair shall forward any communication plans or documents, any requests for staff support, and any requests for budgetary resources to the Faculty Association President for consideration and further approvals if necessary.

Members of the Committee

At the beginning of an elected term of office, the Chair shall make a public call for volunteers to serve on the Committee. The Chair shall attempt to ensure that the committee has broad representation from all constituent groups. The Executive Committee shall be provided with and approve the names of the members of the Committee. The Faculty Association President shall be an ex-officio member of the Committee. Members are normally invited to serve for one year, with provision for renewal.

Term of Office

Members will normally serve for one year, renewable. Any member of the Committee may resign upon giving written notice thereof to the Chair. Any vacancies which occur on the Committee shall be filled by the Executive Committee on the recommendation of the Contract Faculty Committee within a reasonable time.

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Scope of Duties

Duties of the the Committee Members:

- attend regular committee meetings
- actively support the planning, implementation and evaluation processes of the committee's activities in carrying out its mandate, such as reviews, studies, projects, campaigns
- meet timelines associated with committee work to help ensure effective outcomes
- monitor and assess ongoing sessional faculty issues at UBC in order to contribute to agenda and discussion items
- serve as (sessional) faculty liaison and committee representative at the member's department or unit
- report back on sessional faculty issues at the member's department, unit or Faculty
- abide by the Faculty Association's code of ethical conduct when communicating with others and when engaging in association work
- observe transparency and accountability in all activities related to the Faculty Association in general, and the Sessional Faculty Committee in particular
- assist the chair in recruiting suitable volunteer members for the committee.

Conflict of Interest

A conflict of interest is any situation in which there are interests which would be likely to affect, or may reasonably be seen to affect, the impartiality or judgment of a committee member on a matter involving a member or group of members. Committee members shall be conscious of and sensitive to the issues of conflict of interest and apprehension of bias. A Committee member who perceives an issue of possible conflict of interest or apprehension of bias on their own part, or on the part of another member, whether it arises from a personal involvement or through a conflict of commitment, shall raise it. The matter shall be discussed and then resolved by the remaining members of the Committee who may direct the member to be absent from discussion, impose specified limitation on the member's involvement, or conclude that no action needs to be taken.