
The following Motions and Documents were considered by the General Faculties Council at its Monday, January 30, 2023 meeting:

Agenda Title: **New Members of GFC**

CARRIED MOTION:

TO APPOINT:

The following Acting NASA President to serve on GFC for a term commencing January 30, 2023 and extending for the duration of the appointment:

Sydney Tancowny

The following Acting Vice-Provost and Dean of Students to serve on GFC for a term commencing January 30, 2023 and extending for the duration of the appointment:

Helen Vaillanatos

CARRIED MOTION:

TO RECEIVE:

The following statutory academic staff members who have been elected/re-elected by their Faculty, to serve on GFC for a term of office beginning immediately and ending June 30, 2025:

Minn-Nyoung Yoon, Medicine and Dentistry

FINAL Item 4

Agenda Title: **Duolingo English Test: Extension of Short-term Use, Office of the Registrar**

CARRIED MOTION:

THAT the General Faculties Council approve the proposed extension to accept the Duolingo English Test (DET) for all applicants to undergraduate and graduate programs as an additional option to demonstrate ELP through to the 2028-29 admission cycle.

FINAL Item 5

Agenda Title: **SAT/ACT Test Optional Policy, Office of the Registrar**

CARRIED MOTION:

THAT the General Faculties Council approve an SAT/ACT optional policy for undergraduate applicants from US-patterned students from accredited institutions, effective for the 2024-25 admissions cycle.

FINAL Item 6

Agenda Title: **Proposed Changes to the Terms of Reference for the GFC Nominating Committee**

CARRIED MOTION:

THAT the General Faculties Council approve the proposed changes to the Terms of Reference for the GFC Nominating Committee as set forth in attachment 1, to take effect upon approval.

FINAL Item 7

New Members of GFC

MOTION I: TO APPOINT:

The following Acting NASA President to serve on GFC for a term commencing January 30, 2023 and extending for the duration of the appointment:

Sydney Tancowny

The following Acting Vice-Provost and Dean of Students to serve on GFC for a term commencing January 30, 2023 and extending for the duration of the appointment:

Helen Vaillanatos

MOTION II: TO RECEIVE:

The following statutory academic staff members who have been elected/re-elected by their Faculty, to serve on GFC for a term of office beginning immediately and ending June 30, 2025:

Minn-Nyoung Yoon

Medicine and Dentistry

**Governance Executive Summary
Action Item**

Agenda Title	Duolingo English Test: Extension of Short-term Use, Office of the Registrar
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Motion

<p>THAT the General Faculties Council approve the proposed extension to accept the Duolingo English Test (DET) for all applicants to undergraduate and graduate programs as an additional option to demonstrate ELP through to the 2028-29 admission cycle.</p>

Item

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation
Proposed by	Norma Rodenburg, Acting Vice-Provost and University Registrar Dr. Roger Epp, Interim Vice-Provost and Dean, Faculty of Graduate Studies & Research
Presenter(s)	Jane Lee, Acting Associate Registrar Judith Odhuno-Were, Acting Assistant Registrar & Director Admissions

Details

Office of Administrative Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is <i>(please be specific)</i>	The proposal is to request an extension to accept the Duolingo English Test (DET) for all applicants to undergraduate and graduate programs as an additional option to demonstrate ELP for five additional years, i.e., students applying to the 2028-29 admission cycle. DET was initially approved as a response to COVID disruptions to international testing centres and was approved for use until the Winter 2024 admission cycle.
Executive Summary <i>(outline the specific item – and remember your audience)</i>	<p>The Duolingo English Test (DET) is currently being accepted for all applicants to undergraduate and graduate programs as an additional option to demonstrate English Language Proficiency (ELP) until Winter 2024.</p> <p>The DET has been adopted by many U15 institutions, including U of T, UBC, McGill, and the University of Calgary, and by thousands of post-secondary institutions around the world. DET was the first English language proficiency assessment offered in an online format and during the pandemic, was the only option available for applicants in countries where English language testing centres were not able to operate. In addition to accessibility, DET also continues to be a more affordable option for applicants.</p> <p>The Office of the Registrar recently conducted an analysis that compared the performance of international students at the University of Alberta who met the ELP requirement with a DET score vs IELTS/TOEFL. Based on the results, we do not have any evidence to suggest that the DET is inferior to the TOEFL and IELTS tests.</p>

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	The extension of the use of DET for the next five admissions cycles will allow us to retain this option and to evaluate student performance outside of the periods where there were substantial pandemic related factors (such as online delivery and pandemic restrictions).
Supplementary Notes and context	<This section is for use by University Governance only to outline governance process.>

Engagement and Routing (Include meeting dates)

Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity) <For information on the protocol see the Governance Resources section Student Participation Protocol >	<u>Those who are actively participating:</u> <ul style="list-style-type: none"> • Office of the Registrar • FGSR
	<u>Those who have been consulted:</u> <ul style="list-style-type: none"> • Administrative Committee on Enrolment Management [ACEM], November 25, 2022 and October 28, 2022 • Graduate Program Support Team, November 28, 2022 • Undergraduate Program Support Team, December 15, 2022 • GFC Programs Committee, January 12, 2023 • GFC Executive, January 15, 2023 • General Faculties Council, January 30, 2023
Approval Route (Governance) (including meeting dates)	GFC Programs Committee – January 12, 2023 General Faculties Council – January 30, 2023

Strategic Alignment

Alignment with <i>For the Public Good</i>	Alignment with the Institutional Strategic Plan – For the Public Good OBJECTIVE - Build a diverse, inclusive community of exceptional undergraduate and graduate students from Edmonton, Alberta, Canada, and the world. Strategy: Optimize our international recruiting strategies to attract well qualified international students from regions of strategic importance, and enhance services and programs to ensure their academic success and integration into the activities of the university.	
Alignment with Core Risk Area	Please note below the specific institutional risk(s) this proposal is addressing.	
	<input checked="" type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management	<input type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise



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	<input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Safety <input type="checkbox"/> Student Success
Legislative Compliance and jurisdiction	<i>Post-Secondary Learning Act</i> GFC Programs Committee	

Attachments (each to be numbered 1 - <>)

1. Attachment 1: Duolingo English Test Extension Background (page(s) 1 - <>)
2. Attachment 2: Undergraduate and Bridging Program Performance Analysis (page(s) 1 - <>)

Prepared by: <Jane Lee, Acting Associate Registrar, jane.lee@ualberta.ca

Attachment 1 Duolingo English Test (DET) Extension Background

Overview

In response to Covid-19 disruptions to international English language testing centres, the Duolingo English Test (DET) was approved as a temporary option for University of Alberta applicants to meet their English language proficiency requirements through the 2023-24 admissions cycle.

An initial analysis of the performance of undergraduate students admitted in Fall 2020 and Fall 2021 show no significant differences in the 1st year GPA of students admitted using DET vs IELTS/TOEFL. (Data will be shared at GPST, it is undergoing final review.)

There have been some questions raised regarding the DET's construct and performance of students admitting using the DET using other measures, such as required to withdraw rates. The vast majority of applicants (80%+) using English language tests to meet the English Language Proficiency requirements continue to submit scores from IELTS/TOEFL.

At this time, we are recommending a five-year extension of the use of the DET in admissions for undergraduate and graduate students, through to the 2028-29 admission cycle. This will allow us to further study the impacts of DET while preserving this option for our applicants. This will also allow us to study one full cohort of students outside of the period with the most disruptions due to the pandemic.

An ad hoc committee will be formed, including language learning and language assessment experts, to evaluate DET over this period.

Accessibility Compared to Other English Language Proficiency Tests

As of summer 2022, all other major English language testing companies now offer an online version of their tests. The Duolingo English Test continues to be an accessible and affordable option for testing.

IELTS online exam \$300
TOEFL online exam \$245
DET online exam \$49

Duolingo English Test has also supported access through provision of vouchers, most recently to support Ukrainian applicants.

Environmental Scan

- The Duolingo English Test is being accepted for English Language Proficiency at thousands of post-secondary institutions around the world, including many of our comparator universities in Canada:
 - University of British Columbia
 - University of Calgary
 - Dalhousie
 - McGill
 - McMaster
 - University of Ottawa
 - Queen's University
 - University of Saskatchewan
 - University of Toronto
 - University of Waterloo
 - Western University

Governance pathway

- GPST - Nov 28
- PST - Dec 15
- PC - Jan 12
- GFC Exec - Jan 16
- GFC - Jan 30

Calendar Content

- No Calendar change required as this is a short-term exception and is only listed on the undergraduate and graduate English Language Proficiency sites.

Attachment 2

Undergraduate Performance Analysis

Conducted by Enrolment Research Analytics & Insights, November 2022

Fall 2020 & Fall 2021, new direct admit undergraduates

	Number of Students (Fall 2020 & Fall 2021)	Mean Admission Averages	1st Year (Fall & Winter) Unit Taken	1st Year (Fall & Winter) GPA	Students with GPA<=1.6
Duolingo_Met	80	88.6	25.3	2.5	11 (13.8%)
IELTS/TOEFL_Met	587	90.8	27.6	2.6	108 (18.4%)
p-value of ANOVA test	-	0.0003	0.0056	0.8359	

Conclusion: Although statistical evidence shows that HS students with Duolingo presented lower admission averages and 1st year course loads than those with IELTS/TOEFL, there is **no** statistical evidence that the 1st year GPA (Fall and Winter) were different between these two groups.

Note:

- This study only included direct-entry students (i.e., Admit Type of HS).
- The Bridging Program students were excluded in this study.

Bridging Program Performance Analysis

Conducted by Enrolment Research Analytics & Insights, November 2022

Fall 2020 & Fall 2021, new direct admit undergraduates

The [Bridging Program](#) is available to applicants to some programs who meet the academic criteria but need to improve their English skills in order to enter a degree program. Students admitted to this route complete Bridging Program Level 1 (BP1) then move to Bridging Program Level 2 (BP2). After successful completion of BP2, students can move into a degree program and complete additional BP level 3 courses in addition to regular academic courses.

	<3 yrs in English	Duolingo & IELTS	IELTS	BP1 Total
Registered in BP1	1	1	6	8
Passed BP1	1	1	5	7

	Duolingo	IELTS & TOEFL	Duolingo & IELTS	IELTS	Duolingo & TOEFL	TOEFL	BP2 Total
Registered in BP2	12	1	15	154	2	20	204
Passed BP2	12	1	13	143	2	19	190



**Governance Executive Summary
Action Item**

Agenda Title	SAT/ACT Test Optional Policy, Office of the Registrar
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Motion

<p>THAT the General Faculties Council approve an SAT/ACT optional policy for undergraduate applicants from US-patterned students from accredited institutions, effective for the 2024-25 admissions cycle.</p>
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Item

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation
Proposed by	Norma Rodenburg, Acting Vice-Provost & University Registrar
Presenter(s)	Judith Odhuno-Were, Acting Assistant Registrar & Director Admissions Jane Lee, Acting Associate Registrar

Details

Office of Administrative Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is <i>(please be specific)</i>	The proposal is before the committee to recommend a permanent adoption of the SAT/ACT Optional Policy that was put into place in the 2020 admissions cycle as a temporary pandemic measure.
Executive Summary <i>(outline the specific item – and remember your audience)</i>	<p>This item is to seek permanent policy changes for US curriculum applicants in the University Calendar.</p> <p>Currently, per the University Calendar, applicants from the US and other countries/schools that offer an American-based curriculum present a high school course mark for admissions consideration, the applicant must also meet the minimum SAT or ACT requirement. With this proposed change, applicants from accredited US-patterned institutions would be assessed only on their high school course mark. Students who have written SAT/ACT tests previously, and wish to have these considered in their assessment, can submit their scores. Students from unaccredited US-patterned institutions will be required to submit an SAT/ACT score.</p> <p>The University of Alberta adopted the test optional policy for this group of applicants for the Fall 2020 cycle due to the widespread closure of SAT/ACT testing centres due to the pandemic. This policy is in effect until the end of the 2023-2024 admissions cycle.</p> <p>While testing centres and online testing is now available, a permanent adoption of a test optional policy will continue to support efforts to remove accessibility barriers in admissions for those students who are unable to take the SAT/ACT due to the various reasons provided or whose performance may be impacted due to other factors. There is a growing number of American and Canadian Universities have adopted the test optional policy or removed the requirement entirely.</p> <p>A comparison of the academic performance of students admitted prior to the Test Optional policy adoption and those admitted during the test-</p>

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	<p>optional years was completed by the Registrar’s Office Enrollment, Research, Analytics, and Insights (ERAI) team. Their analysis showed there was no significant difference in performance between the two groups.</p> <p>Note: Schools that offer US-patterned curricula (located in the US or outside) are accredited by belonging to a US state public school system or accredited through one of the following US regional accreditors:</p> <ul style="list-style-type: none"> • Western Association of Schools and Colleges, Accrediting Commission for Schools (WASC) • Middle States Association, Commission on Secondary Schools (MSA) • New England Association of Schools & Colleges (NEASC) • Cognia (formerly AdvancED)
Supplementary Notes and context	<This section is for use by University Governance only to outline governance process.>

Engagement and Routing (Include meeting dates)

<p>Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)</p> <p><For information on the protocol see the Governance Resources section Student Participation Protocol></p>	<p><u>Those who are actively participating:</u></p> <ul style="list-style-type: none"> • Office of the Registrar <p><u>Those who have been consulted:</u></p> <ul style="list-style-type: none"> • Administrative Committee on Enrolment Management [ACEM], November 25, 2022 and October 28, 2022 • Undergraduate Program Support Team, December 15, 2022 • GFC Programs Committee, January 12, 2023 • GFC Executive, January 15, 2023 <p>General Faculties Council, January 30, 2023</p>
Approval Route (Governance) (including meeting dates)	<p>GFC Programs Committee - January 12, 2023</p> <p>General Faculties Council - January 30, 2023</p>

Strategic Alignment

<p>Alignment with <i>For the Public Good</i></p>	<p>Please note the Institutional Strategic Plan objective(s)/strategies the proposal supports.</p> <p>Alignment with the Institutional Strategic Plan – For the Public Good OBJECTIVE - Build a diverse, inclusive community of exceptional undergraduate and graduate students from Edmonton, Alberta, Canada, and the world.</p> <p>Strategy: Optimize our international recruiting strategies to attract well qualified international students from regions of strategic importance, and enhance services and programs to ensure their academic success and integration into the activities of the university.</p>
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Alignment with Core Risk Area	Please note below the specific institutional risk(s) this proposal is addressing.	
	<input checked="" type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input type="checkbox"/> Student Success
Legislative Compliance and jurisdiction	<i>Post-Secondary Learning Act</i> GFC Programs Committee	

Attachment 1: ERAI Comparison Analysis of Undergraduate Students Admitted Pre/Post SAT/ACT Optional Policy Implementation

Attachment 2: Calendar Change Request Form

Prepared by: <Judith Odhuno-Were, Acting Assistant Registrar & Director Admissions, jodhunow@ualberta.ca>



Attachment 1: Comparison Analysis of Undergraduate Students Admitted Pre/Post SAT/ACT Optional Policy Implementation

	Number of Students	Mean Admission Averages	Average of 1st Term Unit Taken	Average of 1st Term GPA
Pre-COVID: SAT/ACT Met Fall 2018 & Fall 2019	92	90.1	14.6	2.8
COVID: SAT/ACT Waived Fall 2020 & Fall 2021	65	90.1	13.9	2.8
p-value of ANOVA test	-	0.9856	0.1905	0.8803

Conclusion: There is no statistical evidence that there are differences between US-curriculum students from the pre-Covid intakes and those from the COVID intakes in terms of admission averages, 1st term unit taken, and 1st term GPA

Faculty (& Department or Academic Unit):	Office of the Registrar
Contact Person:	Judith Odhuno-Were, Acting Assistant Registrar & Director, Admissions
Level of change: (choose one only)	<input checked="" type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate
Type of change request: (check all that apply)	<input type="checkbox"/> Program <input checked="" type="checkbox"/> Regulation
For which term is this intended to take effect?	2023 Calendar for 2024-25 admissions cycle
Does this proposal have corresponding course changes? (Should be submitted at the same time)	No

Rationale

Things to consider (maximum 500 words): Why is this being changed; How will it benefit students/department/unit; How is this comparable to similar programs (internal or external); Historical context; Impacts to administration or program structure; Consultation with stakeholders

This change is related to a proposal to permanently adopt the SAT/ACT optional policy for undergraduate applicants from accredited US-patterned high school institutions.

Calendar Copy

URL in current Calendar (or "New page") https://calendar.ualberta.ca/content.php?catoid=36&navoid=11184	
Admission from the United States and other countries and schools that offer American-based curricula Section	
Current Copy: Removed language	Proposed Copy: New language
Admission from the United States and other countries and schools that offer American- based -curricula	Admission from the United States and other countries and schools that offer American- patterned

Admission is based on superior standing in the five specific Faculty and program course requirements (see [Admission Requirements by Faculty](#)). Applicants from the United States and other countries that offer American-based curricula may be considered for admission to the University if they meet the following requirements:

1. The required English course has been met by presenting High School Grade 12 (or equivalent) course marks, or an acceptable score from International Baccalaureate (IB), Advanced Placement (AP), SAT, or SAT Subject Test (SAT ST) results, and
2. All required courses from Group C (Mathematics/Sciences) have been met by presenting an accepted score from IB, AP, SAT ST results, or High School (the final three years) course marks. If a high school course mark is to be used, the applicant must also meet the SAT or ACT requirement as follows:
 - a. SAT: minimum combined score of 1800 with a minimum of 600 on each section (or Redesigned SAT: minimum combined score of 1200 with a minimum of 600 on each section)
 - b. ACT: minimum composite score

curricula

Admission is based on superior standing in the five specific Faculty and program course requirements (see [Admission Requirements by Faculty](#)). Applicants from the United States and other countries that offer American-patterned curricula accredited by a recognized accreditor may be considered for admission to the University if they meet the following requirements:

1. The required English course has been met by presenting High School Grade 12 (or equivalent) course marks, and
2. All required courses from Group A (Humanities/Social Sciences), Group B (Fine Arts), and Group C (Mathematics/Sciences) have been met by presenting High School (the final three years) course marks.

An acceptable score from International Baccalaureate (IB), Advanced Placement (AP), or SAT exams may be used to meet a course requirement. Presentation of these exam results is optional.

of 26. and

3. All required courses from Group A (Humanities/Social Sciences) and Group B (Fine Arts) have been met by presenting accepted scores from either IB, AP, SAT ST results, or High School (the final three years) course marks. If a high school course mark is to be used, the applicant must also meet the SAT or ACT requirement as follows:

- a. SAT: minimum combined score of 1800 with a minimum of 600 on each section (or Redesigned SAT: minimum combined score of 1200 with a minimum of 600 on each section)
- b. ACT: minimum composite score of 26

See [Admissions Chart 2](#) for SAT Subject Test equivalencies and [Admissions Chart 3](#) for required courses from Groups A, B and C.

For more details, visit [International Course Equivalencies | Undergraduate Admissions & Programs](#).

~~Admissions Chart 2 SAT Subject Tests Equated to Subject Groups~~

**Group A
(Humanities)**

Group C (Sciences)

Applicants from unaccredited US-patterned high schools who wish to apply using a high school course mark must also meet the SAT or ACT requirement as follows:

- c. SAT: minimum combined score of 1800 with a minimum of 600 on each section (or Redesigned SAT: minimum combined score of 1200 with a minimum of 600 on each section)
- d. ACT: minimum composite score of 26

See [Admissions Chart 3](#) for required courses from Groups A, B, and C.

For more details, visit [International Course Equivalencies | Undergraduate Admissions & Programs](#).

<p>Chinese with Listening French French with Listening German German with Listening Italian Japanese with Listening Korean with Listening Latin Literature Modern Hebrew Spanish Spanish with Listening US History World History</p>	<p>Biology E Biology M Chemistry Math Level 2 Physics</p>	
<p>Note: There is no SAT Subject Test equivalency for Calculus (Mathematics 31). Students interested in applying for programs which require Calculus as a prerequisite</p>		

(e.g., Engineering) must meet this requirement through the appropriate coursework at either the secondary or postsecondary level.	
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Note: SAT Subject Tests have been discontinued as of June 2021.

Reviewed/Approved by:

REQUIRED: Faculty Council (or delegate) and approval date.
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OPTIONAL: Other internal faculty approving bodies, consultation groups, or departments, and approval dates.

**Governance Executive Summary
Advice, Discussion, Information Item**

Agenda Title	Proposed Changes to the Terms of Reference for the GFC Nominating Committee
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Motion

THAT the General Faculties Council approve the proposed changes to the Terms of Reference for the GFC Nominating Committee as set forth in attachment 1, to take effect upon approval.

Item

Proposed by	General Faculties Council
Presenter	Jerine Pegg, GFC Elected Faculty Member and Chair of Subcommittee on Governance and Procedural Oversight (Exec GPO), and member GFC Executive Committee;

Details

Office of Administrative Responsibility	University Governance
The Purpose of the Proposal is (please be specific)	The proposal is before the committee as part of the regular review of GFC committee terms of reference and delegations of authority.
Executive Summary (<i>outline the specific item – and remember your audience</i>)	<p><u>Terms of Reference</u> GFC Executive’s Subcommittee on Governance and Procedural Oversight (GPO) discussed the GFC Nominating Committee terms of reference at their meeting of January 24 and February 7, 2022. And reviewed updated EDI language that was circulated via email on February 23, 2022.</p> <p>The advice from GPO includes the following proposed changes:</p> <ul style="list-style-type: none"> • changes to composition to allow for more diverse membership • editorial changes to provide clarity and consistency • moving the authority to recommend candidates, that was listed incorrectly in 5.1, to 4.1 (consider the limitations to that authority in 7.1) • greater emphasis on Indigenous Initiatives, Equity, Diversity, and Inclusion (IEDI) in the role and mandate of the committee • the duty of the Chair to report back to the committee after providing advice on selection/review committees • added language around providing feedback regarding composition of other committees or bodies <p>When the GFC Nominating Committee (NC) was consulted on the proposed changes to their terms of reference, members objected to including at-large members in the committee composition. Members of NC expressed that all members of NC should also be members of GFC.</p> <p>GPO discussed the committee composition at length, and considered the Nominating Committee’s objection to including at-large members. Nonetheless, GPO disagreed with NC and their advice is that NC’s membership should be revised to allow inclusion of elected GFC</p>

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	members from other staff categories as well as up to one at-large academic staff member but with preference to GFC members, noting concerns with workload and the importance of increasing the diversity of perspectives on NC.
Supplementary Notes and context	<This section is for use by University Governance only to outline governance process.>

Engagement and Routing (Include proposed plan)

Consultation and Stakeholder Participation	GFC Executive Subcommittee on Governance and Procedural Oversight, Meetings on January 24, February 7, and via email on February 23, 2022 GFC Nominating Committee, January 26, 2022 Evelyn Hamdon-Senior Advisor, Equity and Human Rights, February 2022 GFC Executive - April 11 and October 3, 2022 General Faculties Council – (May 2, June 6, 2022, October 17, 2022) Items were deferred GFC Executive – October 31 – For recommendation General Faculties Council, January 30, 2023 – For approval
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Strategic Alignment

Alignment with <i>For the Public Good</i>	Objective 21		
Alignment with Core Risk Area	Please note below the specific institutional risk(s) this proposal is addressing. <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input checked="" type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure </td> <td style="width: 50%; vertical-align: top;"> <input checked="" type="checkbox"/> Relationship with Stakeholders <input checked="" type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input type="checkbox"/> Student Success </td> </tr> </table>	<input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input checked="" type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input checked="" type="checkbox"/> Relationship with Stakeholders <input checked="" type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input type="checkbox"/> Student Success
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Legislative Compliance and jurisdiction	GFC Executive Committee Terms of Reference GFC Executive Subcommittee on Governance and Procedural Oversight Terms of Reference GFC Terms of Reference		

Attachments:

1. Proposed changes to the GFC Nominating Committee Draft Terms of Reference

Links:

[Current GFC Nominating Committee Terms of Reference](#)

Prepared by: University Governance



1. Mandate and Role of the Committee

The Nominating Committee (NC) is a standing committee of GFC responsible for recommending individuals-candidates to serve on GFC standing committees and other bodies requiring representation from GFC or the University community. In putting forward its recommendations, the Committee will ensure the best possible match between prospective members-candidates and the committees to which they are nominated, and ~~ensure~~ the broadest possible base of representation and diversity. To accomplish this, the Committee will work to ensure committees are inclusive of women; First Nations, Métis and Inuit persons; members of visible minority groups; persons with disabilities; persons of any sexual orientation or gender identity and expression; and will seek to ensure membership that can bring diversity of perspectives to decision making.

2. Areas of Responsibility

- a. Review and recommend candidates to GFC for the replenishment of GFC standing committees and other bodies requiring representation from the university community.
- b. Develop and support engagement and communication strategies to encourage individuals to apply to serve on GFC, GFC standing committees and/or other governance bodies.
- c. Appoint the Chair and Vice Chair of the GFC Student Conduct Policy Committee (SCPC)
- d. **The Chair** may be called upon to provide input/feedback on other bodies seeking representation from the university community including, but not limited to, Selection/Review Committees (Vice-Presidents and Deans), major award selection committees.

3. Composition

Voting Members (13)

Ex-officio (2)

- Vice-President (Academic), Graduate Students' Association
- Vice-President (Academic), Students' Union

Elected by GFC (11)

- ~~7-5~~ academic staff (A1.1, A1.5, A1.6, A1.7) (preference to members of GFC);
 - at least 5-2 who are current members of GFC ~~and~~
 - up to 2 recent former GFC members
 - up to 1 from at-large.

(~~One-Two~~ members, ideally ~~a~~ members of GFC, will be elected by the committee to serve as Chair and Vice-Chair.) One member, ideally a member of GFC, will be elected by the committee to serve as Vice-Chair.

- 2 elected academic staff members from GFC (from any staff category)

- 1 Faculty Dean
- 1 elected non-academic staff (S1.0) from GFC
- 1 undergraduate student from GFC
- 1 graduate student from GFC

Non-voting Members

- University Secretary
- GFC Secretary
- Appeals Coordinator as defined in the Code of Student Behaviour, Code of Applicant Behaviour and the Practicum Intervention Policy

4. Delegated Authority from General Faculties Council

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

4.1 Review applications and recommend candidates to fill vacancies on GFC standing committees and other bodies requiring representation from the university community.

4.14.2 Discretionary power to ~~nominator~~recommend candidates for terms of less than three years, should such be needed, to provide an overlap of experience in committees of GFC. This discretionary power may be exercised at the request of the committee involved. Terms of one or two years will be submitted by the Nominating Committee in the same manner as for three-year terms.

4.24.3 Appoint the Chair and Vice-Chair of the GFC Student Conduct Policy Committee (SCPC).

5. Responsibilities Additional to Delegated Authority

~~5.1 Review and recommend to GFC the replenishment of GFC standing committees and other bodies requiring representation from the university community.~~

5.2-1 Develop and support engagement and communication strategies to encourage individuals to apply to serve on GFC, GFC standing committees and/or other governance bodies.

5.2 The Committee may be called upon to provide input/feedback on the composition of other committees or bodies representing the university community.

5.3 Duties of the Nominating Committee Chair

- a. The Chair may be called upon to provide input/feedback on other bodies seeking representation from the university community including, but not limited to, Selection/Review Committees (Vice-Presidents and Deans), major award selection committees. The Chair will share the details of these consultations with the committee at the next regular committee meeting.

6. Sub-delegations from Nominating Committee

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

None.

7. Limitations to Authority

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

7.1 The committee provides a report of its ~~recommendations~~recommended candidates to GFC who will then have the opportunity to add further eligible nominees. If further eligible nominations are received, an election ~~may~~will be held according to the GFC Nominating Committee process Procedures which can be found at governance.ualberta.ca; otherwise, the report of the committee is considered approved and the ~~nominees~~recommended candidates elected.

7.2 The Nominating Committee will be replenished by the same rigorous process as the GFC standing committees (see 54.1) and in accordance with its mandate.

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](#) in UAPPOL

Non-Academic staff – as defined by the [Recruitment Policy \(Appendix B\) Definition and Categories of Support Staff](#) in UAPPOL

10. Links

UAPPOL ([Recruitment Policy](#), [Awards for Faculty Excellence Policy](#))

Approved by General Faculties Council:

April 30, 2018

[Updated approval date](#)