Faculty Meetings
Terms of Reference

Purpose
Faculty Meeting agendas may include, but are not limited to, the following topics:
• Updates on Faculty-wide initiatives
• Discussion of new initiatives
• Sharing of general information
• Approval of administrative structures
• Curricular/programmatic changes
• Adjudication of marks and academic standing
• Presentation of candidates for degrees and scholarship, and other student awards

Frequency of Meetings
Faculty Meetings are scheduled four times per academic year, typically in September, November, March, and May.

Membership
Faculty Meetings are open to voting members, restricted voting members, and non-voting members, as identified below, and special delegations who request in advance to speak on a topic.

Voting Members
(a) The Dean of the Faculty of Education
(b) The President or President’s nominee
(c) The Dean of the Faculty of Graduate and Postdoctoral Studies
(d) The University Librarian or nominee
(e) All tenured and tenure-track Professors, Associate Professors, Assistant Professors, Professors of Teaching, Associate Professors of Teaching, Assistant Professors of Teaching, and Lecturers, provided for in the budget of the Faculty, including those in the School of Kinesiology and the Okanagan School of Education
(f) Such members of the teaching or administrative staff of the Faculty or University as the Faculty shall appoint in conformity with rules determined by the Faculty and approved by the Senate:
   (i) Representatives from the Faculty of Arts (2)
   (ii) Representatives from the Faculty of Science (2)
Restricted Voting Members

Student representatives will be selected through procedures established by their organizations and will include:

(a) One graduate student representative from each Department and School
(b) Two representatives from Teacher Education selected by the Education Student Association (ESA)
(c) One undergraduate representative from the School of Kinesiology, selected by the Kinesiology Undergraduate Society (KUS)
(d) Two additional representatives, one from Teacher Education and one graduate student

The selection process used and the names of representatives will be communicated to the Office of the Dean of Education.

Non-Voting Members

The following individuals are invited to participate in Faculty Meetings without voting privileges:

(a) Emeritus Faculty
(b) Faculty of Education staff, including those in the CUPE 2950 and CUPE 116 bargaining units, AAPS members, Non-Union Executive Administrative Staff, and Non-Union Technician and Research Assistants
(c) English Language Institute (ELI) instructors in the CUPE 2278 bargaining unit
(d) Sessional, adjunct, and other temporarily appointed faculty
(e) Student employees
(f) Such organizations and individuals as the Dean may invite from time to time

History

- In 1963, Senate defined membership of a faculty as full-time professors, associate professors and assistant professors, provided for in the budget of the faculty and “such other persons as the faculty shall appoint in the conformity with the rules determined by faculty and approved by Senate”.
- In 1977, further changes were provided for, based on the revised Universities Act (1974) and full-time lecturers and instructors were included in the voting membership.
- In 2003, the Faculty of Education revised the understanding of voting and non-voting members that Senate approved (https://faculty.students.ubc.ca/membership/education).