

Academic Staff Committee

Terms of Reference

- 1) The Committee shall conduct its business according to the following terms of reference:**
 - a) to advise the Executive Dean of the Faculty on policy matters related to the work and performance of academic staff
 - b) to monitor the effectiveness of the Faculty-wide academic performance framework
 - c) to monitor the effectiveness of the Faculty-wide workload model and to ensure comparability of workloads across the Faculty
 - d) to consider applications to end periods of probation for academic staff
 - e) to review recommendations for research leave
 - f) to review reports at the end of research leave

- 2) The membership of the Committee shall comprise:**
 - a) Executive Dean of the Faculty (Chair)
 - b) Vice-Dean (Education)
 - c) Vice-Dean (External Relations)
 - d) Vice-Dean (Research)
 - e) Vice-Deans (People & Planning)
 - f) A senior academic internal to the Faculty who is not currently serving as Head of Department
 - g) A senior academic external to the Faculty
 - h) Faculty Operating Officer
 - i) Faculty Diversity & Inclusion Committee Chair
 - j) A senior member of Human Resources
 - k) The committee administrator.

- 3) Meetings**
 - a) The Committee shall normally meet four times per year, though extraordinary meetings may be convened by the Chair.
 - b) The quorum for decision-making shall be six members of the committee.