

**GOVERNANCE AND NOMINATIONS COMMITTEE
OF ACADEMIC COUNCIL**

TERMS OF REFERENCE

Effective Date: September 1, 2024

Supersedes:

Date of Next Review:

The Governance and Nominations Committee has overall responsibility for the effective functioning of the Academic Council. It is responsible for the functioning of the Academic Council and provides advice and support to the Academic Council on good governance and governance policies and procedures.

Areas of responsibility

Agenda setting

- Develop an annual agenda calendar for Academic Council to ensure all necessary matters are considered.
- Review requests for additions to the agenda from the King's community and determine their appropriateness and timing.
- Review the agenda calendar at least two weeks prior to each meeting and determine whether other matters need to be brought forward for discussion and decision.

Governance policies and procedures

- Develop an annual self-evaluation to be used by each committee of Academic Council.
- Review results of each committee's self-evaluation and report back to the committee.
- Review the Terms of Reference of all Academic Council committees at least every three years and determine whether the overall committee structure is functioning well. The Governance and Nominations Committee may choose to review earlier than the three-year cycle if members of the committee being reviewed or the Governance and Nominations Committee express concerns.
- Develop policies and procedures for Academic Council that are required for the support of good governance.

- Develop and implement a plan for regular governance training for the Academic Council as a whole, or for individual members of Council.
- Provide governance advice to Academic Council when needed or requested.

Nominations

- Encourage members of the King's University College community to consider membership in Academic Council.
- Annually call for volunteers to serve on King's University College committees, requesting details of their expertise and ability to ensure they have the appropriate time and dedication for committee service.
- Recruit members of the King's community with relevant experience and expertise to the Academic Council Committees.
- Propose members for the various committees who will advance teaching, learning, research, scholarship and creative endeavours at King's through their service on Academic Council Committees and recommend election of a slate of committee members to Academic Council.
- Create and implement systematic methods for the appointment of faculty to AC committees to insure the equitable distribution of service opportunities and responsibilities at the College

COMPOSITION

Voting

- Three full-time faculty members who are also members of Academic Council,
- One student who is a member of Academic Council, who shall be in their third or fourth year and approved by Student Council for election by the Academic Council.

Ex officio (voting):

- President
- Vice-President and Academic Dean

Ex officio (non-voting resource persons):

- Board member selected from among the Board of Directors
- University Secretary

Chair:

- The Chair of the Committee shall be The Vice-President and Academic Dean who also serves as Vice-Chair of the Academic Council.

Terms

The terms of all faculty members shall be three-years (renewable). One, two, and three year terms shall be used initially to create a staggered term for the faculty members of the committee. The terms of all students shall be one year (renewable), to the extent

they continue to be nominated by Students Council and remain students at King's University College.

GENERAL PROCESS FOR COMMITTEES

The Committee shall develop an annual work plan for approval by Academic Council.

The Committee shall determine the frequency of meetings required to achieve its annual work plan.

The Chair of the Committee shall report as required to Academic Council, of the Board if requested, either individually or through the President.

The Committee shall conduct an annual self-evaluation as developed by this Committee for all Academic Council committees, and report results to its members for their review.

Quorum:

50 percent of voting members.

Non-voting ex officio resource persons shall not be counted towards quorum.