

ASA Committees Terms of Reference

Updated March 12, 2019

Order of Contents (hyperlinked):

1. [ASA Executive](#)
2. [President](#)
3. [Vice-President](#)
4. [Treasurer](#)
5. [Secretary](#)
6. [Chairperson Collective Bargaining Committee](#)
7. [Member-at-Large \(Grievance Chairperson\)](#)
8. [ASA Board Representative](#)
9. [Academic Council](#)
10. [Academic Council Nominating Committee](#)
11. [Art Acquisition Committee](#)
12. [Co-curricular Recognition Committee](#)
13. [Collective Bargaining Committee](#)
14. [Convocation Committee](#)
15. [Degree Equivalence Committee](#)
16. [Grievance Appeal Committee](#)
17. [Grievance Committee](#)
18. [Health and Safety Committee](#)
19. [Nominating Committee](#)
20. [Professional Growth Committee](#)
21. [Professional Standards Committee](#)
22. [Redundancy Committee/6.6.2 Committee](#)
23. [Retirement Celebration Committee](#)
24. [Retirement Incentive Committee](#)
25. [Teaching & Learning Committee](#)
26. [Tenure Committee](#)

Executive

As written in ASA Bylaws – Article 8.0 February 2019

8.0 Functions of the Executive

- 8.1 Subject to these Bylaws being properly enacted or amended and to any enabling motions passed by the Association, the Executive shall have the power to manage, operate, and direct the affairs of the Association between Association meetings.
- 8.2 The Executive shall act as the liaison body between the Association and the Board.
- 8.3 The Executive shall call Regular and Special Meetings of the Association in a manner set forth in Article 11.2.
- 8.4 The Executive shall have the power to receive funds on behalf of the Association and expend funds as directed by the Association.
- 8.5 The Executive shall present as early as possible, an annual, independently audited financial statement for the preceding fiscal year.
- 8.6 The Executive shall present at the October Regular Meeting of the Association a budget for the operation of the Association for the ensuing year.
- 8.7 The Executive shall coordinate the preparation of positions on items of interest to be considered by the Association.
- 8.8 The Executive shall regularly review the Bylaws and, if appropriate, propose changes.

President

*As written in ASA Bylaws – Article 6.2.1
February 2019*

- 6.2.1 President – the President shall:
 - 6.2.1.1 Preside over all meetings of the Association and its Executive.
 - 6.2.1.2 Be the official spokesperson for the Association.
 - 6.2.1.3 In conjunction with the Secretary, be responsible for the agendas of all meetings.
 - 6.2.1.4 Be empowered to countersign cheques in accordance with the monetary policies of the Association. (Appendix 2)
 - 6.2.1.5 Be an ex-officio member of all committees of the Association.
 - 6.2.1.6 Act as representative to the Alberta Colleges and Institutes Faculty Association (ACIFA), as outlined in the ACIFA Constitution or designate a member to act on the President's behalf.
 - 6.2.1.7 Be or designate the ASA representative on College-wide committees as established from time-to-time, as approved by the Executive.
 - 6.2.1.8 Be responsible for direct supervision of the Association employees.
 - 6.2.1.9 Be responsible for ensuring that the Association and its members adhere to its Bylaws.

Vice-President

*As written in ASA Bylaws – Article 6.2.2
February 2019*

6.2.2 Vice-President – the Vice-President shall:

- 6.2.2.1 Assist the President in performing the duties of that office.
- 6.2.2.2 Carry out the duties of the President in the President's absence or if the office of President is vacant (see Article 9).
- 6.2.2.3 Be empowered to countersign cheques in accordance with the monetary policies of the Association. (Appendix 2)
- 6.2.2.4 Be voting Chairperson of the Professional Standards Committee.

Treasurer

*As written in ASA Bylaws – Article 6.2.4
February 2019*

6.2.4 Treasurer – the Treasurer shall:

- 6.2.4.1 Annually prepare a statement of the financial transactions of the Association.
- 6.2.4.2 Annually prepare a budget for approval by the Association.
- 6.2.4.3 Temporarily invest surplus funds approved by the Executive.
- 6.2.4.4 Keep accurate financial records of the Association.
- 6.2.4.5 Report to the Association at meetings.
- 6.2.4.6 Be empowered to countersign cheques in accordance with the monetary policies of the Association.

Secretary

*As written in ASA Bylaws – Article 6.2.3
February 2019*

6.2.3 Secretary – the Secretary shall:

- 6.2.3.1 In consultation with the President, be responsible for all official correspondence in the name of the Association.
- 6.2.3.2 Be responsible for files and non-financial records on behalf of the Association.
- 6.2.3.3 Be responsible for the agendas and minutes of all Association and Executive Meetings.
- 6.2.3.4 Be responsible for assuring that a copy of the adopted minutes of all Association and Executive Meetings is signed by the President and the Secretary.
- 6.2.3.5 Be responsible for maintaining membership lists of all Full, Associate, and Honorary members.
- 6.2.3.6 Be responsible for maintaining an approved copy of the Bylaws of the Association and providing a current copy of the Bylaws to members.

Chairperson – Collective Bargaining Committee

As written in ASA Bylaws – Article 6.2.5

February 2019

6.2.5 Chairperson of the Collective Bargaining Committee

- 6.2.5.1 The Chairperson of the Collective Bargaining Committee shall regularly report to the Association on the progress of negotiations.

Member-At-Large – Grievance Chairperson

As written in ASA Bylaws – Article 6.2.6

February 2019

6.2.6 Member-at-Large – the Member-at-Large shall:

6.2.6.1 Be voting Chairperson of the Grievance Committee.

6.2.6.2 Be responsible for consulting on behalf of the Executive with any member who has a concern which may be related to the Collective Agreement.

6.2.6.3 Grievance Responsibilities:

6.2.6.3.1 Be responsible for assisting a concerned member to complete a grievance form in a timely and thorough manner.

6.2.6.3.2 Be available for and maintain appropriate records of any activity on the member's concern.

6.2.6.3.3 Be available to represent the member and the Association, if so requested, in any deliberations on the member's concern.

ASA Board Representative

As written in the ASA Bylaws – Article 6.2.8 February 2019

- 6.2.8 The Faculty Member on the Board of Governors --- The Faculty Member on the Board of Governors shall:
- 6.2.8.1 in compliance with the Colleges Act be nominated to the Minister as the Faculty Member on the Board of Governors of Grande Prairie Regional College.
 - 6.2.8.2 serve as a regular member on the Board.
 - 6.2.8.3 relay information to the Board on behalf of Association members.
 - 6.2.8.4 report to the Association.
 - 6.2.8.5 be replaced following his/her resignation from the Board during his/her term of office. The replacing member shall be elected from the membership and nominated to the Minister to serve the remaining term of office.
 - 6.2.8.6 be a non-voting member of the Executive.

Academic Council Representatives

As written in the ASA Bylaws – Appendix 5 February 2019

- 5.0 The election of an academic staff member to Academic Council shall be in accordance with the Academic Council Authority and Bylaws.
 - 5.1 Academic staff members are nominated by the Nominating Committee and normally elected at the April Regular Meeting.
 - 5.2 The Nominating Committee shall attempt to assure diverse representation from College Departments.
 - 5.3 No more than two academic staff members from one Department may be elected to Academic Council.

From the Post-Secondary Learning Act Section 46 (Current as of February 1, 2019)

Post-Secondary Learning Act Section 46

- (1) (c) subject to subsection (2), not more than 10 academic staff members, elected by the academic staff association of the comprehensive community college or polytechnic institution;
- 2) The number of academic staff members elected to the academic council under subsection (1) (c) shall in no case be less than 1/3 of the total number of members of the academic council.

As written by the Academic Council Authority and Bylaws October 2016

- (1) (c) Ten Academic Staff Association (ASA) members elected by the ASA. There shall be no more than two members from a department where possible. Except for the Chair and Vice Chair, elected members will serve a two-year term beginning **May 25. In the event that the Chair or Vice Chair of Academic Council is an elected member of the ASA then their terms on Academic Council end 12 months after their election to the office or until a new Chair or Vice Chair is elected, respectively.** Members elected to fill a vacancy will serve from the date of election until **May 24** of the following academic year.
- (3)(b) The Academic Staff Association may elect up to three alternate members to attend in the absence of elected members. The Students' Association may elect up to three alternate members to attend in the absence of elected members. The Employees' Association may elect one alternate member.

Academic Council Nominating Committee

As written by the Academic Council Authority and Bylaws October 2016, Appendix "D"

Composition:

- Two members from the Academic Staff Association, two year term (elected in alternating years)
- One member from the Employees' Association, two year term
- One member from the Students' Association, one year term

A member's term may be extended one year if no other nominee is found

Terms of Reference:

The Nominating Committee prepares a slate of executive officers and representatives to Academic Council's standing committees, with the exception of students who are selected by the Students' Association, as stated in the Academic Council Policy.

The Nominating Committee prepares a slate of nominees for:

- Members of the Council Standing committees;
- Appointment of community members; and
- Other committees for which the Council requests members

Duties normally begin in April when preparation for committee elections begins. However, throughout the year, the Committee may be asked to make a nomination to fill a vacancy on a committee if it is required.

The Chair and members of the nominating committee ensure that the slate of nominees is prepared between April 25th and August 31st and is ready for submission to the Council by September 4th.

Art Acquisition Committee

*As written in the GPRC Acquisition and Management of Art Policy
Reviewed April 2, 2012*

PURPOSE:

- To showcase and promote student artwork at Grande Prairie Regional College.
- To purchase artwork that serves the College's objective to provide a useful instructional and teaching collection that will be considered for accession.

SCOPE :

- This policy applies to any student artwork acquired and managed through this policy.

PROCEDURE/GUIDELINES:

1. Artwork will be purchased on the basis of originality and significance.
2. Purchases will be made by the Art Acquisition Committee which will consist of:
 - Vice-President Academics and Research (Chairperson)
 - Vice-President External Relations
 - Administrative Assistant, Community Relations
 - Two Academic Staff Association members (One from Visual Arts and one from Fairview Campus)
 - One Employees' Association member
 - One AUPE member
 - One Students' Association member
 - One member from the Finance Department
 - Chairperson, Fine Arts
 - Department Assistant, Fine Arts
 - Visual Arts Collections Coordinator
3. The Office of the Vice-President Academics and Research will be responsible for facilitating an "Art Loan" system for offices and other areas of the College. Purchased art will be displayed for the College community to view. The Vice-President will request suggestions from the College community as to the possible location(s) for the purchases.
4. An inventory of art purchased will be maintained by the Fine Arts Department.

Co-Curricular Recognition Committee

*As written in GPRC Co-Curricular Recognition Policy
Effective July 1, 1999*

1. Co-curricular Committee

1.1 Membership

- The Dean, Student Experience (or designee) who normally serves as Chair
- Representative of the Fine Arts Department
- Representative of the Physical Education, Athletics and Kinesiology Department
- President of the Students' Association (or designee)
- Representative from Student Services
- Academic Staff member (not from Fine Arts or PEAK)

1.2 Mandate

The Committee will oversee the administration of co-curricular transcripts which includes:

- 1.2.1 review and approve student applications for co-curricular recognition,
- 1.2.2 review and make recommendation to Academic Council regarding activities eligible for co-curricular recognition.

2. Procedures for Student Recognition

2.1 Application

- 2.1.1 Applications may be submitted by students and/or faculty/staff members by completing co-curricular application forms provided through the offices of the Registrar and the Students' Association.
- 2.1.2 Students may initiate the process by completing the student application form for co-curricular recognition.
- 2.1.3 Student initiated application must include all validating signatures in order to be considered.
- 2.1.4 Faculty/staff may initiate the process on behalf of students by completing the faculty/staff application form for co-curricular recognition.

2.1.5 Students and/or faculty/staff must return the completed application forms to the Registrar's Office where they will be reviewed by the Committee for inclusion in the students' records.

2.1.6 The deadline for application will be May 15 in any academic year.

2.1.7 Application may be made for students to receive co-curricular recognition for activities that were undertaken no more than two years from date of application.

2.2 Approval

2.2.1 Activities authorized by Academic Council are the only eligible activities that the Co-curricular Committee can process as approved on a student's application.

2.2.2 The Committee will ensure that the validating signatures are original and by authorized College representatives as per the activity approval.

3. Procedures for Activity Recognition

3.1 Applications for Activity Approval of Co-curricular Recognition must include the following information:

3.1.1 title and brief description of the activity;

3.1.2 rationale for consideration as an alternate learning activity including the contribution to college and/or student life at Grande Prairie Regional College;

3.1.3 minimum requirements for a student to be considered eligible to receive recognition for the activity;

3.1.4 administrative unit (Students' association, Academic Department, etc.) that hosts the activity;

3.1.5 the personnel/position responsible for validating student applications for recognition.

3.2 Applications for Co-curricular Activity Recognition Approval form must be submitted no later than February 1 in the year the activity is to be considered.

3.3 Applications for Activity Recognition will normally receive committee

approval:

- 3.3.1 if, in the case of a student group, that group is recognized by the Students' Association Executive;
 - 3.3.2 if an administrative unit is prepared to host the activity and designates a validating signature required to acknowledge that the student has performed the function for the minimum duration defined for approval;
 - 3.3.3 if academic credit is not currently awarded for the same activity.
- 3.4 The Co-curricular Committee will review the application and make a recommendation to Academic Council.

Collective Bargaining Committee

As written in ASA Bylaws – Article 17.2.1 February 2019

17.2.1 Collective Bargaining Committee

- 17.2.1.1 There shall be a Collective Bargaining Committee composed of six (6) members of the Association with no more than two members from any Department. One member will be elected Chairperson by the Association, and one member may be elected Vice-Chair by the Committee.
- 17.2.1.2 The Collective Bargaining Committee shall represent the Association to the Board on all matters concerning collective bargaining and terms and conditions of employment.
- 17.2.1.3 The Committee shall negotiate with the Board in good faith.
- 17.2.1.4 The opening interests of the Collective Bargaining Committee shall be revealed to the membership before the beginning of negotiations.
- 17.2.1.5 The Collective Bargaining Committee shall keep the Executive and the membership informed of the progress of negotiations with the Board.
- 17.2.1.6 The Collective Bargaining Committee shall have the power to sign an interim letter of agreement on behalf of the Association.
- 17.2.1.7 After the Collective Bargaining Committee signs an interim letter of agreement, the letter of agreement must be ratified by the members and the Board before it comes into effect.
- 17.2.1.8 Collective Agreements shall be signed by the President of the Association and the Chairperson of the Collective Bargaining Committee when authorized to do so by a meeting of the Association, with at least two working days' notice of a ratification vote. When possible, notice shall be accompanied by the text of the proposed agreement.

Convocation Committee

As written by Academic Council

Approved by Academic Council: October 12, 2017

COMPOSITION:

Vice-President, Academics and Research
Director, Student Experience
Associate Registrar, Records
Administrative Assistant to the Director, Student Experience
Director of Development
Principal, Fairview Campus and Dean of School of Trades, Agriculture and Environment
Manager, Fitness Facilities
Indigenous Liaison Coordinator
President of the Students' Association or designee
1 faculty member from preparatory/career/diploma studies
1 faculty member from university transfer studies
1 representative from Communications and Marketing
1 representative from Facilities – Maintenance and Operations
1 representative from Events Services
1 representative from Information and Technology Department
1 representative from Sports, Fitness and Wellness

TERMS OF REFERENCE

The Convocation Committee is a working committee whose purpose is to determine and implement the GPRC convocation ceremonies, celebrating the achievements of GPRC students.

Meetings are set in order to formulate plans for the events of Convocation including but not limited to:

- Choosing the venues and arranging the necessary seating to accommodate the number of graduates/guest speakers/faculty
- Choosing musical accompaniment
- Scheduling related events and programming
- Selection of Valedictorians and Salutatorians based upon established criteria
- Selection of guest speaker
- Assisting with advertising and promotion of Convocation
- Planning and organizing a celebratory tea/lunch for graduates and family/friends following convocation ceremonies.
- Identifying/booking the media requirements needed for the convocation ceremonies.
- Developing and printing the convocation programs for the ceremonies

- Annual post-convocation evaluation of activities
- Planning and organizing volunteers to assist in set up and taking down of convocation.
- Communicating and organizing needs of visiting guests

Academic Council will receive reports from Convocation Committee by means of committee minutes to be taken at each meeting of the committee.

Degree Equivalence

Purpose:

This Committee in consultation with Academic Departments and the Director, Human Resources, and upon their direction, will recommend the determination of the equivalency and validity of non-traditional degrees or professional designations.

Requirements:

The Director, Human Resources will supply to the Committee the following:

1. Departmental request for a recommendation along with the Departments opinion on the matter if applicable
2. A list of all existing degrees, designations and professional work experience of the ASA member or proposed member
3. A copy of the designation, or degree proof of work experience to be received by the committee
4. Any relevant material as to the designation, degree or work experience to be reviewed by the committee. This could include contacts suggested by the member concerned, year book pages, internet pages, etc.
5. A copy of the Academic Staff Selection Committee Report if relevant
6. If relevant, the proposed teaching load and recommended qualification for an instructor of that teaching appointment

Placement Report:

The committee in a timely manner will produce a report which will be addressed to the Department and the Director, Human Resources. It will state a recommendation or indicate that the Committee is unable to make a decision.

Grievance Appeal Committee

As written in ASA Bylaws – Appendix 7 February 2019

- 7.0 Preamble: The administration of Academic Staff and the Collective Agreement requires active involvement of the Association Members of the Grievance Appeal Committee. These members shall ensure they are well informed on the Collective Agreement, grievance procedures, and labor relations.
- 7.1 Composition of the Committee
 - 7.1.1 The Grievance Appeal Committee is composed of a chair and two members.
 - 7.1.2 At the April regular meeting each year, the association will elect and rank five tenured members, not more than one member from any one department. The nominating committee will randomly rank the members and announce at that meeting.
 - 7.1.3 For any Grievance that reaches step 7 of an Individual Grievance (Article 16.0 Grievance Procedures of ASA/Board of Governors Collective Agreement), the Grievance Appeal Committee will be composed of the first three (3) members out of the five elected above who are not in the Department from where the Grievance has arisen.
 - 7.1.4 The first member of the above ranked three will act as the voting Chairperson of the Grievance Appeal Committee for this particular Grievance.
- 7.2 Procedures
 - 7.2.1 The primary function of the Grievance Appeal Committee is to review information obtained from the member grieving and the association's executive, and rule if this Grievance should proceed to arbitration according to the terms of the Collective Agreement in light of considered consequences, costs and benefits.
 - 7.2.2 The Grievance Appeal Committee shall be cognizant of the need for confidentiality.
 - 7.2.3 The Grievance Appeal Committee will proceed according to the terms in Step 7 of the Collective Agreement.

Grievance Committee

As written in ASA Bylaws – Appendix 6 Revised December 16, 2010

- 6.0 Preamble: The administration of Academic Staff and the Collective Agreement requires continuous active involvement of the Association Members of the Grievance Committee shall ensure that they are well informed on the Collective Agreement, grievance procedures, and labor relations.
- 6.1 Responsibilities of the Grievance Committee
 - 6.1.1 The Grievance Committee Chairperson shall be the Member-at-Large on the Executive.
 - 6.1.2 The Chairperson of the Grievance Committee shall attempt to keep members informed on current grievance issues and procedures, while being cognizant of the need for confidentiality.
 - 6.1.3 The Grievance Committee shall maintain records of all proceedings. This shall be the responsibility of the Grievance Committee Chairperson, who is a voting member on this Committee.
- 6.2 Procedures
 - 6.2.1 The primary function of the Grievance Committee Chairperson is to consult on behalf of the Executive with any member who has a concern which may be related to the Collective Agreement. The Chair will assist the member in clarifying the nature of the potential grievance and attempt to resolve the matter by discussions with relevant parties. She/he will be available to represent the member and the Association in any deliberations on the matter.
 - 6.2.2 The Grievance Committee reviews unresolved potential grievances and recommends actions in light of considered consequences, costs and benefits.
 - 6.2.3 With the agreement of the Grievance Committee and the Executive, resolution of the Grievance will proceed according to the terms of the Collective Agreement.

Health & Safety Committee

*As written in the GPRC Health/Safety and Environmental Manual
June 2018*

DUTIES (Duties are subject to Union Agreements)

1. Receive and give consideration to college employees, students and visitors who have health and safety concerns or complaints.
2. Receive and review unsafe work refusals from staff or students who have reported a complaint while on campus.
3. Participate in hazard identification in their department and on campus. E.g.; Report building, grounds and work area problems that are considered hazardous by regulation, or code. Report slipping and tripping hazards, air quality issues, emergency or security incidents, etc., that have not been addressed.
4. Inspect their department's work areas, or perform an inspection that is assigned by the health and safety committee members by vote and according to priority of concern.
 - Bring the written or verbal reports to the next meeting for feedback, discussion and resolution.
 - Questions and feedback are also welcomed at the round table.
5. Participate in the review of new Health and Safety Policies and Safe Work Procedures and Practices. Make recommendations to enhance or update present policies, procedures and practices.
6. Participate and review new health and safety legislation and how it will affect the college.
7. Make recommendations to enhance health and safety at the workplace; in the classroom, or on campus: e.g., promotional materials, better signage, more involvement by electronic means, etc.
8. Make recommendations for safety related training that would benefit departmental staff.
9. Help orientate new employees and temporary workers to their work areas. Tell them about fire extinguishers, first aid kits, emergency phone numbers and muster points. Be a good ambassador; help these new employees and temporary workers get an informed and safe head start.

10. Cooperate with an Alberta OHS Officer who is exercising their duties under the Act, Codes and Regulations, to inspect, investigate or audit.
11. Participate in the investigation of serious incidents within a member's department, or work area.

MEMBERSHIP:

- Grande Prairie and Fairview Joint Health and Safety Committees
 - Co-Chairs (Safety / Lead Meeting Representatives)
 - Employer Representatives:
 - Director of Facilities – Maintenance and Operations, GP
 - Dean of School of Trades, Agriculture and Environment, FV
 - Secretary / Minutes
- Grande Prairie Employee Member Selection
 - Academic Staff Association 2 members
 - Student's Association 1 member
 - Human Resources 1 member
 - Administrative Group 1 member
 - Employee's Association 2 members
 - Residences 1 member
 - Bee Diagnostics 1 member
 - West Yellowhead 1 member
- Fairview Employee Member Selection
 - Student's Association 1 member
 - Human Resources 1 member
 - Academic Staff Association 2 - 3 members
 - AUPE 1 - 2 members
 - Residences 1 member

Nominating Committee

*As written in ASA Bylaws – Article 17.2.2
February 2019*

17.2.2 Nominating Committee

- 17.2.2.1 There shall be a Nominating Committee composed of three (3) Full members of the Association. One member shall be elected Chairperson by the Committee.
- 17.2.2.2 The Nominating Committee shall be elected at the October Regular Meeting. Elected members will serve a one-year term.
- 17.2.2.3 The Nominating Committee shall be responsible for proposing a slate of candidates for all elected positions and for the conduct of elections at the April Regular Meeting.
- 17.2.2.4 The Nominating Committee shall put forth names of Association members to serve on such standing and ad hoc committees of the Association as deemed necessary. The Nominating Committee shall attempt to ensure diverse representation from the College Departments.
- 17.2.2.5 The Nominating Committee shall be responsible for proposing members as representatives to College committees.

Professional Growth Committee

*As written in the Collective Agreement – Appendix III
August 15, 2017 to August 14, 2019*

1. Professional Growth Committee

1.1. The Professional Growth Committee shall be composed of five (5) tenured Academic Staff Members having full-time continuing appointments, elected by the Academic Staff Association (A.S.A.).

1.2. The Chairperson of the Committee shall be designated by the A.S.A. at the time of the election of the Committee.

2. Function

2.1. The Committee shall function as a standing Committee subject to the authority of the A.S.A. and will have the following responsibility:

2.1.1. to administer professional development funds provided by the College, Academic Staff Association and other sources as per the guidelines detailed in F9.0

8. Procedures Governing Applications

8.1. Applications shall be submitted in writing to any member of the IPE Committee.

8.2. Applications must include:

8.2.1. A copy of the program for the activity and/or statement of purpose and a detailed statement of cost.

8.3. The committee member will either authorize the expenditure or bring it before the full committee for additional analysis.

8.4. Committee meetings will normally be held on a monthly basis to resolve/rule on any applications brought before the committee.

8.5. The approved claim shall be forwarded to the Director, Financial Services, for disbursement.

8.6. Any claim which is deemed unsuitable shall be returned to the member with explanation regarding the Committee's concerns.

8.7. The decision of the IPE Committee, respecting the disposition of any application for assistance or claim for reimbursement shall be subject to the final authority of the A.S.A Executive.

9. Eligible Expenses The list of eligible expenses will be available in the Human Resources Office

Professional Standards Committee

As written in ASA Bylaws – Article 17.2.3 February 2019

Professional Standards are established by the Code of Professional Standards and Conduct (Appendix 3). The composition of the Professional Standards Committee shall be:

- 17.2.3.1.1 the Vice-President of the Association as voting Chairperson.
- 17.2.3.1.2 the Chairperson(s) of the Department(s) whose member is under review with respect to Professional Standards.
- 17.2.3.1.3 should a Department Chairperson be under review, a member of that Department elected by that Department.
- 17.2.3.1.4 a Full member of the Association elected at the April Regular Meeting each year.
- 17.2.3.2 In the event that any member of the Committee should have a conflict of interest (in the opinion of the Executive) or hold two of the statutory designations in Article 17.2.3.1 or be unable to act for any reason, the Executive of the Association shall elect an appropriate alternate member.
- 17.2.3.3 The Committee shall preside over the inquiry into the conduct of a member with respect to Professional Standards and Conduct.
- 17.2.3.4 A written report of an alleged breach of the Code of Professional Standards and Conduct must be submitted in a signed statement to the Chairperson of the Professional Standards Committee.
- 17.2.3.5 The Chairperson of the Professional Standards Committee shall call a meeting to initiate an inquiry into a written report of unprofessional conduct.
- 17.2.3.6 Where there is an allegation against a member, the Chairperson of the Committee, by the end of two (2) working days shall inform, in writing, the member concerned of the source and nature of the allegation. The member concerned shall have equal access to all information gathered by the Committee and shall be entitled to present his/her case to the Committee.

- 17.2.3.7 All information gathered by the Committee shall be considered confidential communication, and any breach of this confidence beyond the Committee members, the member concerned, and legal counsel on the part of any individual shall be considered a breach of professional ethics.
- 17.2.3.8 Within four weeks of initiation of the inquiry, the Chairperson of the Committee shall present a statement in writing to the member concerned, indicating one of the following decisions:
- 17.2.3.8.1 that the allegations were dismissed for lack of evidence. No record of the charge shall be retained in the file of the academic staff member held by the Association.
 - 17.2.3.8.2 that there has been a minor violation of the Code of Professional Standards and Conduct. A record of the violation shall be retained in the file of the academic staff member and no further action shall be taken. In the event that there is no reoccurrence of the infraction or further complaints made against the member within two years, the notation shall be removed from the file.
 - 17.2.3.8.3 that the Committee has informed the Executive of the Association that the member has committed a serious violation of the Code of Professional Standards and Conduct.
- 17.2.3.9 The member concerned and anyone bringing a charge will be informed of the Committee's decision within two (2) working days.
- 17.2.3.10 Should anyone bringing a charge not be satisfied with the decision of the Professional Standards Committee, the person(s) may appeal within ten (10) working days to the Executive.
- 17.2.3.11 Any member charged by the Committee with a violation of the Code of Professional Standards and Conduct must be allowed ten (10) working days to present an appeal in writing and/or in person before the Committee. The member must

have received all information accumulated by the Committee during the inquiry for preparation of a rebuttal.

- 17.2.3.12 The member shall have the right to make an appeal of any charge to the Executive within ten (10) working days of the Committee's decision.
- 17.2.3.13 The Executive must make a final decision on the recommendations of the Committee following the appeal period.
- 17.2.3.14 The Executive shall forthwith inform the member concerned in writing of its decision.
- 17.2.3.15 Where it is the resolution of the Executive that the member has committed a serious violation of the Code of Professional Standards and Conduct, the Board shall be so informed.
- 17.2.3.16 The decision of the Executive is final.

Redundancy Committee

As written in the Collective Agreement – Article 6.6.2 August 15, 2017 to August 14, 2019

6.6.2 The Department facing the faculty reduction shall be reviewed and assessed in the context of College priorities and program objectives. The assessment shall be conducted by a Committee composed of the following:

- 1) The Vice-President Academics and Research, who shall chair the committee
- 2) The Divisional Dean
- 3) The Chairperson of the Department
- 4) Two tenured Members of the Academic Staff Association elected by the Association
- 5) The Director of Human Resources as a non-voting member

The two ASA members who sit on the Committee must not be members of the Department facing the reduction(s). If the Vice-President and the Dean are the same individual, another Dean will be included in the Committee.

The committee shall assess the expertise required for delivery of the Departmental/Program course complement that will be offered in the following academic year. Expertise is defined as the academic and professional qualifications and experience regarded as minimally necessary in order to deliver that course complement. The expertise requirements shall be consistent with the tenure qualifications.

When determining the expertise requirements, the Committee will also take into consideration the Member's initial appointment and the Member's ability to serve the designated student groups.

Where two or more Members meet the expertise requirements, reductions and terminations shall be applied in the following sequence:

- 1) Part Time Sessional Appointments
- 2) Full Time Sessional Appointments
- 3) Annual Appointments
- 4) Continuing Appointments
- 5) Tenured Appointments.

Within each category, reductions and terminations shall be applied in order of seniority, starting with the least senior Member.

Seniority is defined as the length of full-time equivalent employment service as an Academic Staff Association Member with the College. Seniority shall be relinquished upon resignation, termination, or dismissal.

This Committee shall, by majority vote, identify Faculty whose employment is to be reduced or eliminated before recommendation is made to the President.

Retirement Celebration Committee

Function:

1. The Committee will coordinate the organization of a once-a-year function to recognize employees who are retiring.
2. The Committee will work within the budget as set by the ASA Treasurer.

Retirement Incentive Committee

As written in the Collective Agreement Appendix II, Article 10.0

10. Retirement Incentive Committee

10.1. Membership of the Retirement Incentive Committee shall be as follows:

10.1.1. the Vice President Academic as Chairperson,

10.1.2. Three (3) tenured Academic Staff Members (one from each division) elected by the Association.

10.2. Criteria to be used in selecting applicants shall be applied in the following order:

10.2.1. seniority

10.2.2. service to the College

10.2.3. service to the Association

10.3. Where there is variance from the above conditions, such variance must be approved by the President.

10.4. The Retirement Incentive Committee shall forward its recommendation to the President by March 22.

Teaching & Learning Committee

Developed by ASA Executive and VPAR March 12, 2019

1. Responsibilities of the Teaching and Learning Committee

1.1. The primary function of the teaching and Learning Committee is to plan, schedule, and deliver the annual GPRC Teaching and Learning Day.

1.1.1. The GPRC Teaching and Learning Day is a professional development workshop for faculty with a variety of topics chosen each year.

1.2. The Teaching and Learning committee will present possible topics, speakers, and dates to the VPAR.

1.2.1. Typically the Teaching and Learning Day will be held in August annually.

1.3. The VPAR is responsible for budgeting and works closely with the Teaching and Learning chair to approve topics, speakers, expenditures, and any other organizational items.

1.3.1. Facilitation of the above items is conducted through the Executive Assistant to the VPAR.

1.3.2. The Executive Assistant to the VPAR supports the Teaching and Learning Committee.

1.4. The VPAR is responsible to extend the invitation to all faculty and neighboring institutions upon confirmation of speakers.

1.5. The Teaching and Learning committee works with the GPRC Web Content Specialist to setup the online registration system.

1.6. The Chair of the Teaching and Learning Committee meets with the VPAR following the Teaching and Learning day to finalize costs.

2. Composition of the Committee

2.1. At the October regular meeting each year, the association will elect a Teaching & Learning chair and one member from each academic school (3 members). All members must be continuing or tenured members.

Tenure Committee

As written in the Collective Agreement Article 11.3, 11.4 and 11.6 August 15, 2017 to August 14, 2019

11.3 Tenure Committee Membership

The Tenure Committee shall consist of:

11.3.1 The President, or his/her designee, as Chairperson of the Committee.

11.3.2 The Divisional Dean of the Member considered for tenure.

11.3.2.1 In the event that a Department Chairperson is being considered for tenure, the Vice Chairperson or another Member of the Department of the Chairperson being considered for tenure shall be elected by the Department as a Member of the Committee.

11.3.3 The Department Chairperson or Chairpersons of the Member considered for tenure.

11.3.4 Two tenured Members elected at large by the Association.

11.3.5 One tenured Member of the Department of the Member considered for tenure selected by the Department.

11.3.5.1 In the event of there being no tenured Member in the Department, the Department shall elect a tenured Member from the Association.

11.4 College-Wide Standards for the Awarding of Tenure

11.4.1 To ensure College-wide standards in the application of criteria used in the departmental faculty review process, the Tenure Committee will review the recommendations of the Departmental Faculty Evaluation Committee. As part of the review process concerning the member, the Tenure Committee shall have access to all data used by the Dean and the Faculty Evaluation Committee.

11.4.2 Where any Member has an assignment in more than one Department, the Dean, in consultation with each Departmental Faculty Evaluation Committee, shall be responsible for submitting a written report regarding the Member eligible for tenure through the Office of the Vice-President to the Tenure Committee by May 1.

11.4.3 The Dean, after consultation with the Departmental Faculty Evaluation Committee, shall submit his/her report through the Office of the Vice-President to the Tenure Committee by May 1.

11.4.3.1 If the Chairperson is being considered for tenure the Alternate member of the Departmental Faculty Evaluation Committee will act as Chair.

11.6 Recommendation to the President

11.6.1 Following review of the information supplied by the Departmental Faculty Evaluation Committee, the Tenure Committee will recommend to the President:

11.6.1.1 the candidate be granted tenure, effective August 15 of his/her fourth year of service, or

11.6.1.2 the candidate be released, or

11.6.1.3 the candidate be retained for an additional year, during which the Member shall again be considered for tenure.

11.6.2 The Tenure Committee may use the provisions of Clause 11.6.1.3 once only for any candidate.

11.6.3 The Member and the Chairperson of the Faculty Evaluation Committee will receive a copy of the recommendation to be submitted to the President.