




19 September 2012

**MEMORANDUM**

To: Full-time Staff in the Faculty of Social Science

From: Brian Timney   
Dean  
Faculty of Social Science

Subject: Staff Representation on Faculty Council

---

According to the Procedures for Staff Representation on Faculty Council, I am sending out a call for nominations for this position. Please refer to the Terms of Reference. Any staff member who has Continuing Full-Time status in the Faculty of Social Science is eligible. The nomination should include the signatures of the nominator and the nominee, and a statement by the nominee.

The successful candidate will serve a two-year term, effective November 1, 2012.

Nominations should be forwarded to the Office of the Dean, Faculty of Social Science, no later than **Monday, October 8, 2012.**

**FACULTY OF SOCIAL SCIENCE**  
**Staff Representation on Faculty Council**

Procedures

There shall be a representative of the Continuing Full-time staff on the Council of the Faculty of Social Science. This representative shall be one of the RF staff employed in the Departments and Units of the Faculty of Social Science. The representative will be nominated and elected by this constituency.

At the beginning of the Fall term, a call for nominations will be sent to all eligible staff by the Office of the Dean, specifying a deadline for receipt of nominations. The nominations should include the signature of the nominator and the nominee, and a statement by the nominee. Ballots, with the statements of the candidates, will be distributed to the constituency. The deadline of the election will be set prior to the first Faculty Council meeting in the Fall.

The successful candidate shall serve a two-year term. If, for any reason, they are unable to complete the term of office, the first runner-up shall complete this term. Should no runner-up be available, an election will be called.

These procedures may be reviewed at any time upon receipt of the written request of five members of the constituency. Any suggested amendments will be made a part of these guidelines with the approval of a majority of eligible members.

Terms of Reference

Council is a forum to discuss any issues pertinent to the Faculty of Social Science, and advises Senate on all matters under their jurisdiction which affect the Faculty of Social Science. As well as a number of appointed representatives, Faculty Council membership consists of:

- all full-time faculty of the Faculty of Social Science with the rank of Lecturer or higher,
- representatives from affiliated colleges,
- representatives from a number of other Faculties,
- six Faculty of Social Science student representatives, and
- one Faculty of Social Science Continuing Full-time staff representative.

The representative of staff shall be one of the Continuing RF staff employed in the Departments and Units of the Faculty of Social Science. The representative shall be nominated and elected by this constituency for a two-year term.

Council meets two times a year, or as specially convened. These meetings are held in the Fall and the Spring.

The elected representative of the Faculty of Social Science RF staff is the liaison between staff and Council and should communicate pertinent matters from Council meetings to the constituency in conjunction with the Dean's Office. This could be in any form deemed appropriate by the representative, and may include bulletins to departments, meetings of all staff, etc. The representative shall also be available to staff to represent their concerns at Council.