



NOMINATING COMMITTEE OF THE FACULTY COUNCIL

Mandate

The Nominating Committee is a Standing Committee of the Faculty Council, whose main purpose is to make recommendations to the Dean of Medicine and Health Sciences, for members on committees, at the Dean's request.

Roles and Responsibilities

The roles and responsibilities of the Nominating Committee include the following:

1. To recommend candidates for vacancies on committees
2. To ensure regular review of an up-to-date list of faculty from which to select potential committee candidates
3. To ensure that committee vacancies are filled in an equitable way, favoring the wide participation of faculty members
4. Where appropriate, the committee will consider the specific expertise or profile of potential candidates as one of the selection criteria
5. To develop a tracking mechanism for committee participation (or refusal to participate)
6. To prepare an annual report on the selection of candidates
7. To periodically, at its discretion, recommend to the Dean any necessary changes to terms of reference or operations of the Nominating Committee

Reporting Structure

The Nominating Committee is accountable to the Dean of Medicine and Health Sciences. The Committee Chair is elected from within the committee by the committee members and will serve a two-year term.

Membership

The Committee must be comprised of elected and appointed members of the Faculty Council. Membership, at a minimum, will include at least one representative from Campus Outaouais from:

Elected

- Five (5) elected members of the Faculty Council

Appointed

- Four (4) members appointed by the Dean (and must include: 1 clinician, 1 member of a health profession, 1 basic scientist, and 1 student)

Term of Office

All elected members - 3 years.

All appointed members - 2 years.

As deemed appropriate, the Dean may allow the renewal of Nominating Committee members.

Conduct of Meetings

Meeting Frequency and Functioning

The Committee normally meets at least once a year in the fall and at the call of the Chair.

Meetings may be carried out electronically, by email, as warranted.

Minutes and Reports

Minutes or notes of all meetings are kept; these are confidential and are retained by the Chair.

The Chair will provide a brief written annual report to the Dean, which will then be presented at a Faculty Council meeting each spring.

Quorum

Members are expected to attend or participate in all meetings in person, via email or teleconference. Quorum will consist of 50% +1 of the voting members.

History:

Approved by:

- Faculty Council:

October 18, 2016

Revised:

April 15, 2021

Approved by:

- Faculty Council:

May 18, 2021