



1. **Purpose of the Committee**

The General Faculties Council (“**GFC**”) Executive Subcommittee on Governance & Procedural Oversight (the “**Committee**”) has responsibility over:

- (a) governance procedural oversight, including delegations of authority by GFC;
- (b) addressing issues that arise with the **GFC Governance Framework**; and
- (c) conducting regular three-year reviews (“**3-Year Review**”) of the GFC Framework and the terms of reference for GFC and GFC’s Standing Committees.

The Committee also provides oversight on regulatory matters related to its purpose.

2. **Delegated Authority from GFC**

In furtherance of the purpose of the Committee, and as permitted by the *Post-Secondary Learning Act* (Alberta) (“**PSLA**”), GFC has the authority to manage its proceedings. GFC has delegated to the Committee the following powers, duties and functions:

2.1. **Governance Procedural Oversight - PSLA ss. 26(1)**

The Committee is asked to review and prepare, for the consideration of the GFC Executive Committee (“**EXEC**”), changes to:

- (a) GFC and GFC standing committee terms of reference; and
- (b) GFC Governance Framework.

2.2 **Procedural Recommendations - PSLA ss. 26(1)**

At the request of the Chair of GFC or the EXEC, the Committee is asked to consider, analyze and make recommendations to EXEC regarding interpretation of the:

- (a) GFC and GFC standing committee terms of reference; and
- (b) GFC Governance Framework.

Collectively, the powers, duties and functions set out in paragraphs 2.1 and 2.2 is the “**Delegated Authority**”.

3. **Limitations on Delegated Authority**

The following powers, duties, and functions are expressly reserved by GFC and have not been delegated to the Committee:

- 3.1. Those matters that a standing committee, body, or officer holding delegated authority from GFC considers to be of major strategic significance or long-term impact on the university; and



- 3.2. Alterations to the mandate, terms of reference, composition, or structure of a GFC standing committee.

**4. Reporting Obligation**

The Committee will prepare and present a written report to EXEC after each meeting. This report will summarize recommendations made by the subcommittee since the previous meeting.

**5. Composition of the Committee**

**Voting Members (9)**

***Chair (1)***

- President and Vice-Chancellor (or delegate), (Chair)

***Ex-officio (3)***

- Vice-Provost and University Registrar (or delegate)
- President, Students' Union (or delegate)
- President, Graduate Students' Association (or delegate)

***Elected by the GFC (5)***

- Three academic staff members from GFC, with preference for those serving on a GFC Standing Committee. One member will be elected as Vice-Chair
- Two **Appointed Members** of GFC.

**Non-Voting /Resource Members**

- GFC Secretary
- University Secretary

The Committee may, in its sole discretion, and at any time, appoint one additional member to the Committee where the Committee is of the opinion that such additional member will bring a particular perspective, expertise and/or knowledge to the Committee that will serve to enhance its work. The procedure for such an appointment is within the discretion of the Committee, provided that the procedure is demonstrably fair and transparent.

**6. Definitions and Interpretation**

- 6.1. In these Terms of Reference, and in addition to terms otherwise defined in these Terms of Reference, the following terms have the following meanings:

- (a) **"3-Year Review"** GFC has committed to reviewing each of its standing committee's ToR and the GFC Governance Framework on a 3-year cycle. Reviews take into account key issues, composition, delegation of authority, meetings and decisions made, and consultation feedback. University Governance supports the work of the Committee



which makes recommendations to EXEC.

- (b) **"Academic Staff"** is as defined by the *Recruitment Policy (Appendix A)* for Academic Staff, Postdoctoral Fellows, and related categories.
- (c) **"Appointed Members of GFC"** means elected students and other appointees to GFC by virtue of the operation of s. 23(d) of the PSLA.

6.2. For the better understanding and interpretation of these Terms of Reference:

- (a) The term **"GFC Governance Framework"** means the single document that brings together the GFC Meeting Procedural Rules, the GFC Roles and Responsibilities document, the GFC Principles for Committee Composition and the GFC Principles for Delegation (previously collectively known as, the **"GFC Principle Documents"**).
- (b) **"3-Year Review"** GFC has committed to reviewing each of its standing committee's ToR and the GFC Governance Framework on a 3-year cycle. Reviews take into account key issues, composition, delegation of authority, meetings and decisions made, and consultation feedback. University Governance supports the work of the Committee
- (c) References to **"Delegations of Authority"** pertain to formal powers assigned by GFC under the PSLA. GFC Delegations are documented on the University Governance website.

7. **Supplemental Information**

- [GFC Delegations of Authority](#)
- GFC Governance Framework

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*Approved by GFC Executive Committee: March 17, 2025.*