



Committee of Associate Deans Faculty

Terms of Reference

September 28, 2020

Purpose and Mandate: The Committee will serve as a forum to discuss topics that are of concern and interest to Associate Deans whose portfolios oversee Faculty matters, such as recruitment, retention, promotion & tenure, professional development, housing, equity, diversity, inclusion, Indigenous engagement and others. The Committee may receive information, share information, discuss various topics, and/or provide advice to each other and to the Vice-Provost for consideration.

Membership: The Committee will have one representative from each Faculty/College/School on UBC's Vancouver campus. For units that do not have an Associate Dean specifically for faculty, the AD or equivalent academic leader whose portfolio oversees the majority of faculty matters in their Dean's Office will be invited to serve. Faculties may also choose to identify a key staff member as their representative on this Committee. The Committee members will also include the Managing Director, Faculty Relations and Support Services and the Director of Faculty Relations, for a core of 15 members in addition to the Chair. Other members may be added at the discretion of the Chair or on the advice of the Committee.

Chair: Prof. Moura Quayle, Vice-Provost and Associate Vice-President Academic Affairs.

Meeting Frequency: The Committee will meet approximately every 6 weeks, September through May. If advice is required on urgent matters, an "off-cycle" meeting will be called, or items will be discussed by email.

Meeting Attendance: Associate Deans who cannot be present at a meeting may send a fellow AD or other colleague from their Faculty as a designate. There may be guests invited to various meetings to speak to the topics at hand, at the Chair's discretion.

Agenda: The agenda is set by the Vice-Provost and AVP Academic Affairs, based on matters arising that impact faculty success and wellbeing at the university, and on suggestions from Committee members.

Relationship to other Committees: Other Associate Deans groups at UBC may be invited to join certain discussions if the topics are of interest and relevance to them or their input is desired. Likewise, the ADF group may be invited to contribute to other AD groups' discussions or receive information. Such sharing of information across groups may be done via email or by joining portions of each other's meetings, if space permits.

Records of Meetings: Notes for the Chair's use will be taken by a staff member of the Provost Office for the purpose of recording any action items, recommendations, or topics for future agenda.