

## Terms of Reference

1. Mandate and membership are outlined in Article 16.01:

### **16.01 Faculty Professional Affairs Committee**

- a) A Faculty Professional Affairs Committee (FPAC), consisting of one (1) Senior Academic Administrator; four (4) faculty members, with a minimum of three (3) permanent, elected by the Association; and the Dean, Academic Programs as ex-officio member, shall meet for the purposes of:
    - i. Recommending policy and procedures with respect to professional activities and sabbatical leave to the President and the Board,
    - ii. Evaluating sabbatical leave requests and ranking proposals deemed successful annually,
    - iii. Evaluating requests for and recommending to the Dean, Academic Programs approval or rejection of funds to support eligible professional activities through the Faculty Professional Affairs Fund (FPAF).
    - iv. Initiating and/or facilitating workshops, conferences, and/or events related to professional activities.
2. The Senior Academic Administrator as indicated in 16.01 will serve as Chair.
  3. The amount of sabbatical months awarded annually is determined by the University in its sole discretion.
  4. The ranking and deemed eligibility/non-eligibility of each sabbatical application may be accompanied by a rationale to the Dean, Academic Programs.
  5. As per the Code of Conduct Policy, Section 4.4(b):

*Employees shall declare any real, potential or perceived conflict of interest annually to Human Resources, or immediately at any time if there is a change from the annual disclosure.*

FPAC committee members are required to advise the Chair of any perceived or actual conflicts of interest prior to reviewing any applications.
  6. FPAC committee members acknowledge the confidentiality of all application records, which includes: the status of the applicant, evaluations, deliberations, rankings and results, and any notes within the committee. This information will not be revealed to, distributed to, or discussed with anyone at any time during or after the adjudication, other than with FPAC committee members.
  7. The Association shall maintain a roster of at least four alternates to perform FPAC evaluations of sabbatical and FPAC Fund applications in cases of regular member absence or recusal.
  8. The Association shall notify the Dean, Academic Programs of FPAC membership and alternates and their term expiration dates no later than Sept. 30<sup>th</sup> every year, and when there are changes to either.
  9. FPAC members will develop, regularly review, and consistently employ criteria and/or matrices for FPAC Fund and Sabbatical evaluation activities.
  10. FPAC members will review all applications prior to evaluation meetings.
  11. Quorum shall be three members and/or alternates plus the Chair.
  12. The FPAC Chair is non-voting except in the event of a tie.
  13. These Terms of Reference will be reviewed as needed by the Faculty Professional Affairs Committee, which will make recommendations for changes to the Dean, Academic Programs.