

Memorandum

Date: March 21, 2018
To: CAUT Council
From: David Robinson, Executive Director
Re: **Selection of members of CAUT Standing Committees**

In November 2004, CAUT Council approved changes to the terms of reference for the CAUT standing committees to expand the size of the committees, to allow for the selection of members by the Executive Committee and for ratification by Council; and to elect standing committee chairs by the same procedures as followed for all other members of the CAUT Executive.

The procedures for choosing committee members, as approved by Council, are:

- Advertise all committee vacancies in the CAUT Bulletin in November, with a deadline of February 1 for nominations/recommendations.
- Notify each member association in November of all committee vacancies, with a deadline of February 1 for nominations/recommendations.
- Post the call for nominations/recommendations for committee vacancies on CAUTgen in early December.
- Advertise all committee vacancies in the CAUT Bulletin in January.
- Send each member association a reminder in January of all committee vacancies.
- Post the call for nominations/recommendations for committee vacancies on CAUTgen in January.

All names received are reviewed by the President, Vice-President, Past-President and Executive Director. Committee terms of reference state they:

"will review the entire list of potential committee members and will recommend potential members to the Executive so that the Committee will have the requisite expertise required to fulfill its functions and will reflect the diversity of CAUT in so far as possible along geographic, size of institution, linguistic, disciplinary, gender and equity lines."

The recommendations are presented to the Executive which approves a final list.

According to committee terms of reference, each individual on the final list approved by the Executive will be approached to serve and will be advised that their selection will be dependent on the ratification at the CAUT Council. If anyone declines, the Executive will choose a replacement to be placed on the list to be presented to Council.

The final list is then presented to the spring Council for ratification. Should Council refuse to ratify one or more candidates, the matter will be referred back to the Executive who will bring a revised list to the same Council.