



2016 CALL FOR APPLICATIONS
Co-opted Members of Boards and Committees of the Governing Council and the University Tribunal

I. Introduction

The application process for co-opted seats on the Governing Council Boards and Committees is now open. Co-opted members are *non-Governing Council members who are appointed* to serve on the Boards and Committees of the Governing Council.

Administrative staff, alumni, and students (full-time undergraduate, part-time undergraduate, and graduate) are invited to apply for Board, Committee and University Tribunal membership. Applications are encouraged from a wide variety of individuals so that the diversity of the University may be reflected in the membership of Governing Council bodies and the University Tribunal.

In general, successful applicants will be invited to serve a one-year term from July 1, 2016 to June 30, 2017.

Please note that the positions listed below are all unpaid; members of the Governing Council, its Boards and Committees, and the University Tribunal serve as volunteers.

II. Positions Available

The precise number of appointed seats available for each constituency varies from year to year, depending on the number of seats that are filled by members of the Governing Council. The numbers below are provided as estimates only.

	Potential Vacancies for 2016		
	Administrative Staff	Alumni	Students
Academic Board	1	1-2	12
Business Board	0-1	0	0-1*
University Affairs Board	3	0	5
Tribunal Seats	0	0	15-20

*Please see Section V (2) below

III. Application for Membership

If you would like to view a SAMPLE of the application, please click the link below. This will provide you with an idea of what is involved in completing the online application.

<http://uoft.me/SampleCoopt>

In general, successful applicants for membership on Boards and Committees will be invited to serve for one-year terms from July 1, 2016 to June 30, 2017. Successful applicants for membership on the University Tribunal will be invited to serve two-year terms, from July 1, 2016 to June 30, 2018. [Meetings of Governing Council Boards and Committees are *not* normally held in July and August.]

Please note that a member must resign if, at any time during his or her term, he or she ceases to be a member of the constituency in which he or she was appointed (i.e., administrative staff member, full-time undergraduate student, part-time undergraduate student, or graduate student).

Students who expect to graduate before their term is up (June, 2017 for Board and Committee membership and June 2018 for the University Tribunal) are not eligible to apply. Such students may wish to consider applying as alumni representatives for Boards and Committees. Students who are not enrolled in a degree, diploma or certificate program and those registered in the Toronto School of Theology are also ineligible to serve on Governing Council bodies.

The 2016 online application form is available at:

<https://www.surveymonkey.com/r/2016-17App>

Completed application forms must be submitted by **5:00 p.m. on Thursday, March 24, 2016**. Please note that only fully completed applications will be considered.

IV. Selection Process and Criteria

Each of the three Boards has a Striking (Nominating) Committee that reviews the applications received and recommends appointments to the respective Board. The Striking Committee normally meets in May or early June and appointments are approved at the final meeting of the Board in June. In May, the Secretary of the University Tribunal will review the applications of students who have indicated an interest in serving on that body. From those submissions, suitable individuals will be selected to assist with Tribunal hearings.

As part of the selection process, Striking Committees consider the knowledge, skills, and experience of each applicant. The Committees will be guided by the *Report of the Task Force on Governance*, approved by the Governing Council on October 28, 2010, which is available [here](#). Efforts are made to achieve an appropriate balance of continuity and renewal on the Boards or Committees, as well as representation from a variety of academic and administrative units, academic programs, the three campuses, and full-time and part-time undergraduate students and graduate students.

The criteria used by the Striking Committee for the selection of members include the following.

- Experience in governance of organizations or groups.
- Demonstrated involvement in and contribution to the University community.
- Demonstrated engagement in co-curricular or community activities.
- Demonstrated ability to exercise informed judgement.
- Demonstrated ability to communicate logically and persuasively at meetings.
- Demonstrated commitment to participate actively, to prepare thoroughly, and to attend regularly most scheduled meetings.

All members of the Boards and Committees of the Governing Council and the University Tribunal are subject to the same expectations as those of members of the Governing Council. The *Expectations and Attributes of Governors and Key Principles of Ethical Conduct* may be viewed [here](#).

V. Information Regarding Membership of the Boards and Committees of Governing Council

Websites containing comprehensive information about the Governing Council and its Boards and Committees are listed below. Prospective applicants are encouraged to browse through the sites in order to gain an understanding of the scope, responsibilities, and composition of the governance bodies. With the exception of the Elections Committee and the Executive Committee, all Boards and Committees of the Governing Council include non-members of the Governing Council.

Members are expected to attend all or almost all of the six meetings held per year of the respective Board.

1. Academic Board:

- **12 students:**
 - 4 full-time undergraduates - Arts and Science
 - 2 full-time undergraduates - professional faculties
 - 3 part-time undergraduates
 - 3 graduate students
- **1 administrative staff**
- **1 to 2 alumni (who are not registered as students and who are not members of the administrative or teaching staff)**

Further information about the Academic Board and its standing Committees is available from the website below:

http://www.governingcouncil.utoronto.ca/Governing_Council/bac/ab.htm

Please note that elections for teaching staff and librarian seats on the Academic Board are conducted through a separate process.

2. Business Board

Although the Business Board Terms of Reference provides for up to 1 student and 1 administrative staff co-opted member, those seats are usually filled by members of the Governing Council. The administrative staff seat does become available from time to time. In addition, there can also be up to 6 co-opted lay members of the Board. The terms of the co-opted lay members are staggered so that in any one year it is typically the case that up to 2 co-opted lay members will be appointed.

Further information about the Business Board is available from the website below:

http://www.governingcouncil.utoronto.ca/Governing_Council/bac/bb_1.htm

3. University Affairs Board

- **5 students**
- **3 administrative staff**

Further information about the University Affairs Board is available from the website below:

http://www.governingcouncil.utoronto.ca/Governing_Council/bac/ua.htm

4. University Tribunal

Members are expected to sit on at least three hearings per year and need to demonstrate impartiality and relevant experience.

Please note: students who apply for membership on a Board or Committee are also eligible to apply for membership to the University Tribunal.

- **15-20 students**

The University Tribunal hears cases involving allegations of academic misconduct. A panel adjudicates each hearing at the Trial Division of the Tribunal. A Tribunal panel is composed of three people, consisting of a legally qualified Chair, one student member, and one faculty member. At the hearing, members of the panel will hear evidence and decide whether the University has proven that the student is guilty of the charges that have been laid against them. Panel members act as impartial adjudicators who weigh the evidence presented by the University and the student and/or his/her representative. If the panel finds the student guilty, it will then determine the appropriate penalty.

Further information about the Tribunal is available from the website below.

<http://www.adfg.utoronto.ca/processes/acdiscipline.htm>

VI. Contact

If you have any questions about this process, please contact:

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Assistant Secretary of the Governing Council
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Thank you for your interest in participating in governance at the University of Toronto.