



Memorandum to: Governing Council
Academic Board
Business Board
University Affairs Board
Alumni Council of Presidents
Alumni Development Officers
College of Electors
President of the Association of Part-time Undergraduate Students
President of the Graduate Students' Union
President of the Scarborough Campus Students' Union
President of the University of Toronto Students' Union
President of the University of Toronto Faculty Association
Presidents of the Employee Unions
Principals, Deans, Academic Directors, and Chairs
Professional, Managerial, and Confidential Staff
Senior Development Officers
University of Toronto Alumni Association Board of Directors

From: Louis R. Charpentier, Secretary of the Governing Council

Date: March 3, 2014

Subject: 2014 CALL FOR APPLICATIONS - Members of Boards and Committees of the Governing Council and University Tribunal

I. Introduction

I am writing to ask for your assistance in encouraging well-qualified individuals in the University community to apply to serve as appointed non-Governing Council members on a Governing Council Board or Committee or the University Tribunal. Administrative staff, alumni, and students – full-time undergraduate, part-time undergraduate, and graduate - are invited to apply for Board and Committee membership. Students are encouraged to apply to serve on the University Tribunal. 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.

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 2014		
	Administrative Staff	Alumni	Students
Academic Board	1-2	1-3	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://www.governingcouncil.utoronto.ca/AssetFactory.aspx?did=10309>

In general, successful applicants for membership on Boards and Committees will be invited to serve for one-year terms from July 1, 2014 to June 30, 2015. Successful applicants for membership on the University Tribunal will be invited to serve two-year terms, from July 1, 2014 to June 30, 2016. Meetings of Governing Council Boards and Committees and hearings of the University Tribunal 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, 2015 for Board and Committee membership and June 2016 for the University Tribunal) are not eligible to apply. Such students may wish to consider applying as alumni representatives. 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 2014 online application form for membership is available on the website listed below

<https://www.surveymonkey.com/s/2014App>

Completed application forms must be submitted by **5:00 p.m. on Friday, March 21, 2014**. 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 Board. The Striking Committee normally meets in mid-May 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.

1. Academic Board:

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

12 students:

- 4 full-time undergraduates - Arts and Science
- 2 full-time undergraduates - professional faculties
- 3 part-time undergraduates
- 3 graduate students

1 to 2 administrative staff

1 to 3 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

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

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.

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

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

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.

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, please contact:

Office of the Governing Council,
Room 106 Simcoe Hall, University of Toronto
27 King's College Circle
(phone) 416-978-6576
(fax) 416-978-8182
email governing.council@utoronto.ca

Thank you for your interest in participating in governance at the University of Toronto.