

FACULTY PERFORMANCE COMMITTEE TERMS OF REFERENCE



PURPOSE:

The Faculty Performance Committee serves as an advisory group to the Faculty Association of Red Deer College (FARDC) and Deans' Council on the Faculty Performance Policy and faculty continuous appointment. The Committee also makes recommendations to administration regarding the processes for performance review and for continuous appointment of faculty.

MANDATE:

The Faculty Performance Committee is defined in the FARDC/Red Deer College Collective Agreement. The Faculty Performance Committee (FPC) is mandated to do the following:

- 1. Policy Formation:** The FPC has recommending authority to Deans' Council regarding the Faculty Performance Policy. It consults with both FARDC and College Administration when formulating its recommendations regarding changes in this policy.
- 2. Faculty Performance Review Procedures:** The FPC has advising authority to College Administration regarding the procedures that are implemented to comply with the Policy on Faculty Performance.
- 3. Forum for Input and Response:** The FPC receives input from faculty and administration regarding the application of the Faculty Performance Policy. It is mandated to consider this input in formulating its recommendations for changes in either procedure or in policy. The FPC is also mandated to seek such input when changes are being considered.
- 4. Communication:** The FPC has principal authority in formulating communication plans in fulfilling its input and response mandate.
- 5. Continuous Appointment Committees:** Faculty membership on Continuous Appointment Committees is normally selected from the faculty members of the FPC. The FPC has advising authority to the Vice President Academic regarding the conduct of continuous appointment committees.

RELATIONSHIP TO OTHER COMMITTEES:

The Faculty Performance Committee provides recommendations to Deans' Council and to the Executive of FARDC. It receives input from these two groups in formulating its recommendations. A member from the FPC is also a member of the Research and Scholarship Committee.

COMPOSITION:

Vice President Academic or delegate (co-chair)

1 senior administrator appointed by the Vice President Academic (normally a Dean or an Associate Dean with responsibilities for faculty performance review)

Up to 6 faculty members appointed for 2 year terms by FARDC. They must be continuous appointment members. The faculty members are normally appointed to represent the diverse nature of faculty whenever possible.

One faculty member is appointed as a co-chair by the FPC and one faculty member is appointed by the faculty members on the FPC as the liaison with the FARDC Executive.

ACCOUNTABILITY:

The FPC is accountable to both Deans' Council and to the Faculty Association of Red Deer College. It submits an annual report to both bodies.

REPORTING:

The FPC minutes are reported to Deans' Council and to the Faculty Association of Red Deer College President upon approval of the minutes.

RESPONSIBILITY:

The Vice President Academic ensures that the Committee is appointed each year and that it holds regular meetings.

ADMINISTRATIVE SUPPORT:

The office of the Vice President Academic ensures there is administrative support to the FPC and that the records are kept in accordance with RDC records management practices.

OPERATING PROCEDURES:

The Committee:

- meets at least 8 times per year
- may request information from any individual or group within the College
- may invite others to attend to provide additional information
- may strike sub committees that it deems necessary to fulfill its mandate
- normally makes decisions by consensus

The Faculty on the Committee:

- selects its faculty co-chair at the beginning of each academic year
- selects its FARDC liaison at the beginning of each academic year
- selects faculty representatives to other committees as required, at the beginning of each academic year

The Faculty Performance Committee normally makes decisions by consensus or, where consensus is not possible, by a simple majority vote at a meeting where quorum is established. In the event that a tie vote results, the FPC will report that it has failed to reach a consensus and a recommendation for no change will be forwarded to Deans' Council.

The Agenda for the Committee is set by the co-chairs. Members of the Committee may request items be placed on the agenda.

A quorum of the Committee shall consist of four (4) members of the Committee with representation from faculty and administration groups.

Any changes to the Terms of Reference are made in accordance with the FARDC Collective Agreement and provided to FARDC and to Deans' Council.

*** Levels of Authority for Decision Making:**

Decision authority: The right to make a decision or create a policy without consultation with other individuals or groups.

Principal authority: The right to make a decision or create a policy with input and recommendations from other groups or individuals; such input may be accepted or rejected. Principal authority allows for the right to make decisions and create policy which is forwarded to another body for action. Decisions or policies may be forwarded to another group or individual for approval where such approval would not be unreasonably denied. Principal authority also permits policy creation within the guidelines established by another group or individual. Finally, principal authority accommodates decision-making or policy creation within the parameters set by another body.

Shared authority: Authority to make decisions or create policy that is delegated equally to two or more groups or individuals where all parties are required to approve the decision or policy.

Recommending authority: The right to make recommendations for approval by another group or individual, where the final decision may approve, reject, or amend the recommendations. Recommending authority specifies the requirement that the recommendations be received by the decision making group or individual before a final decision is made.

Advising authority: The right to provide advice on a decision or policy created by another group or individual. The final decision may include or reject the advice provided. The group or individual making the decision in this case would be considered the principal authority.