



McMaster University Faculty Association

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MUFA Special Enquiry and Grievances (SEG) Committee Composition and Terms of Reference

COMPOSITION OF THE SEG COMMITTEE

The SEG Committee shall consist of the SEG Chair, the SEG Vice-Chair, Past SEG Chair, and one MUFA Joint Committee member. The SEG Vice-Chair will normally become the SEG Chair after serving at least for one year on the committee. Quorum shall be three (3) voting members.

TERMS OF REFERENCE

1. The committee provides support to MUFA members on grievance procedures, advises them on their rights according to our policies, and reviews requests for legal support from members.
2. The committee assesses any policy issues that may arise during investigation and grievance processes and considers whether further action should be taken to address systemic problems.
3. The committee brings policy issues of general concern to the attention of the MUFA Executive, without breaching confidentiality of the case or privacy of MUFA faculty members.
4. The committee makes recommendations to the MUFA Executive about whether to provide legal support to faculty members.
5. The committee acts as MUFA representative in informal disputes.
6. The committee is expected to meet at least once per term.
7. The committee reports on the legal budget position in January to the MUFA Executive and on major themes to the membership at large in a written report at the Annual General Meeting.
8. The Chair's responsibilities include: (i) coordinating the work of the committee, including scheduling and chairing meetings, (ii) documentation, (iii) acting as a first point of contact for members seeking advice, (iv) conducting intake interview for faculty seeking legal support, and (v) initiating and maintaining case files.
9. The Vice Chair's responsibilities include: (i) working collaboratively with, and in support of, the Chair and ii) acting as the main point of contact when the Chair is unavailable or has a conflict of interest.
10. The Chair and Vice Chair are each eligible for teaching release as per the agreement between MUFA and Provost.
11. Resources, orientation, and training will be made available to the committee.
12. The Executive Director will report the legal budget position to the committee at least once per term.
13. When needed for specific tasks, additional support may be requested from the MUFA Executive.

Approved by the MUFA Executive February 24, 2021

Revised April 18, 2023