



**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 request for grievance 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 Act as MUFA representative in informal disputes.
6. The Committee is expected to meet at least once per term.
7. The committee reports at least twice a year to the MUFA Executive and to the membership at large in a written report and/or an oral report at the general meeting.
8. The chair responsibilities include: (i) coordinating the work of the committee, including scheduling and chairing meetings, (ii) documentation, (iii) securing observers to accompany faculty members on grievance when desired and (iv) taking the necessary legal counsel training from the law firm retained by MUFA.
9. The Vice Chair responsibilities include: (i) Conducting intake interview for faculty seeking legal support, (ii) initiating and maintaining case files and (iii) taking the necessary legal counsel training from the law firm retained by MUFA.
10. The Chair and Vice Chair are each eligible for teaching release as per the agreement between MUFA and Provost.

*Approved by the MUFA Executive February 24, 2021*