



McMaster University Faculty Association

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MUFA Faculty Council Terms of Reference

Terms of Reference

The MUFA Faculty Council provides a direct line of communication between the Association and the academic constituencies where its members work.

Selection

The complement of MUFA members in each Department (or analogous constituency) is encouraged to establish a transparent process for electing or selecting their representative to the MUFA Faculty Council. In Departments where the existing process is not transparent, members are encouraged to ask their MUFA colleagues and Chair to decide together on a process and to add it to their Department's By-Laws.

MUFA Staff will contact Chairs and Department Managers annually to ask for the name of the department's representative and a brief description of the selection process.

Term of Service

Once selected, a MUFA Faculty Council Representative will hold the role for a term not to exceed three years.

If a Representative is not able to fulfil their responsibilities for a length of time up to one semester, they may delegate another department member to take their place. If their inability to meet the responsibilities extends beyond one semester, they should step down from the role and ask the Department to select another Representative.

Responsibilities

The primary responsibility is to serve as a **conduit** between the MUFA Executive and your Department/School/Area by sharing questions and information from MUFA with your colleagues, and by sharing questions, concerns, and emerging issues from your department with the MUFA Executive.

We will prompt you twice a year to respond to a brief survey on issues in your department, including questions such as:

- What questions did your colleagues have about university policies or practices that would benefit from MUFA's attention?
- What elements of MUFA's work are most valuable to your colleagues?

- How might MUFA serve you and your colleagues better?
- What issues are emerging that affect your colleagues' work?

Ask your Chair to add a standing item on department meeting agendas for the MUFA Faculty Council rep. Use this opportunity to convey important information from MUFA to your departmental colleagues, and to seek input from your colleagues on questions of relevance to MUFA.

Attend MUFA Faculty Council meetings, which occur at least one per semester, and represent your colleagues' views at those meetings.

Attend MUFA General Meetings, represent your colleagues' views at the meeting, and report on the meeting's activities to your colleagues.

Encourage your departmental colleagues to complete MUFA's Remuneration Survey, attend General Meetings, and engage with MUFA's work.

During faculty searches, ask the Chair of the search committee to share MUFA's contact info with all candidates for support in negotiating their offer.

When new faculty members join your department, connect with them to let them know what services and support MUFA provides.

When MUFA seeks members to serve on its Standing Committees, as its representatives on University committees, or to stand for election for the following year's Executive, the Faculty Council will be the first pool of candidates considered.

*Approved at the Annual General Meeting
April 29, 2024*