

1.0 TITLE: CO-OPTION PROCESS FOR FACULTY BOARDS

1.1 Number: CO-O-064.0

1.2 Category: Organisational

1.3 Approval date: October 2014

1.4 Revision due date: October 2017

1.5 Unit responsible Office of the President and CEO

2.0 POLICY DECLARATION

This Procedure outlines the rules and procedures for the co-option of Faculty members to Faculty Boards.

This Procedure is endorsed by Council.

3.0 BACKGROUND

The Constitution permits the co-option of Faculty members to the relevant Faculty Board, up to one third of total Faculty Board members. The purpose of co-opted Faculty Board members is to fill a representation or skills vacancy on the Faculty Board. Where practical, Faculty Boards must co-opt certain prescribed representatives.

In October 2014, Council resolved to adopt this Procedure to guide the co-option process.

3.1 Scope

This Procedure applies to each instance of co-option of Faculty members onto Faculty Boards.

This Procedure is subservient to the extent of any conflict with the Constitution, however prevails to the extent of any conflict with the Faculty Regulations.

3.2 Objective

This Procedure aims to ensure fairness, transparency and consistency in the co-option of Faculty members by Faculty Boards.

4.0 DEFINITIONS

In this Procedure:

- a. **Constitution, Council, Faculty, Faculty Board** and **member** have the meanings given to them in Part 11.9 of the Constitution.
- b. **Expression of Interest Form** refers to the prescribed document bearing the same or a substantially similar name.
- c. **Faculty Regulations** means the Faculty Regulations (CO-O-032.6) enacted by Council in February 2014 pursuant to Part 9 of the Constitution.
- d. **Procedure** means this procedure document.

5.0 PROCEDURE FOR CO-OPTION OF FACULTY BOARD MEMBERS

If it is deemed suitable by the Faculty Board to co-opt additional Faculty members and there are positions available, the following procedure will apply:

- a. Individuals may be approached following a resolution of the Faculty Board, and requested to submit an Expression of Interest Form.
- b. The Faculty Board must discuss any received Expression of Interest Forms against the potential for co-option, by assessing the proposed individual's expertise, relevant experience and potential contribution against the needs and availabilities of the Faculty Board.

- c. In the event there are more suitable individuals for a co-opted Faculty Board position than available co-opted Faculty Board positions, a vote must be taken by the Faculty Board members to determine the preferred candidate(s).
- d. Following this determination, the Board must vote on the co-opted position.
- e. For an individual to be co-opted to the Faculty Board, the majority of those Faculty Board members entitled to vote must vote in favour of the appointment.

6.0 REVIEW OF THIS PROCEDURE

This Procedure will have a review cycle of three years.