

## **Nominating**

**Effective Date:** December 2016

**Revised:** July 2008

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### **TERMS OF REFERENCE**

To nominate members for standing and ad hoc committees of the Senate (except for the Nominating Committee), and Senate representation on other bodies as requested by Senate.

### **PROCEDURES**

In carrying out its responsibility, the committee endeavors to present slates of candidates that are diverse, that represent the breadth of the university's academic community, and are gender balanced.

The committee gives full consideration to all nominations presented to it whether those are self-nominations or nominations put forward by committee members.

It is the responsibility of members of the committee to ensure that there are sufficient nominees for consideration for positions being filled and for confirming that any nominees put forward are willing to take on the roles for which they are being nominated if elected.

The committee will inform Senate of positions to be filled prior to each meeting. All nominations must include a paragraph of not more than 100 words outlining the reasons for nomination and the candidate's suitability for the role.

### **COMPOSITION**

Seven members of Senate, elected by Senate, at least one of whom shall be a graduate student. Not more than two members from a single academic unit. The School of Graduate and Postdoctoral Studies is not considered an academic unit in this context.

There will be three alternates who are members of Senate, one of whom is a student, to attend meetings when regular members are unable to attend.

Ex officio:

President & Vice-Chancellor  
Provost & Vice-President (Academic)  
Vice-President (Operations & Finance)  
Chair, Western Student Senators

Secretary of Senate (non-voting)