

By-law No. 3  
The University of Western Ontario Faculty Association  
Committees

1. UWOFA shall have the following committees with the terms of reference as set out in the Appendix indicated:
  - Policy and Governance Committee (Appendix A),
  - Grievance Committee (Appendix B),
  - Salary Committee (Appendix C),
  - Pension and Benefits Committee (Appendix D),
  - Committee for Contract Faculty (Appendix E),
  - Equity Committee (Appendix F),
  - Communications Committee (Appendix G), and
  - Dependents' Tuition Scholarship Plan Committee (Appendix H),
2. The Board shall appoint a Member as Grievance Committee Chair for a term of up to three years. The Grievance Committee Chair can be reappointed but cannot serve more than six consecutive years. The Grievance Committee Chair shall also be referred to as the Grievance Officer but he or she is not an officer of UWOFA.
3. The Vice-President shall chair the Policy and Governance Committee. The Grievance Committee Chair shall chair the Grievance Committee. The Committee for Contract Faculty shall be co-chaired by a Limited-Term Member and a Limited-Duties Member.
4. Each year, the President shall, subject to clauses 2 and 3, propose chairs for each of these committees to the Board.
5. By September 15 the Board shall approve the chairs for each of these committees. The Board shall consider the President's proposals but it is at liberty, subject to clauses 2 and 3, to make its own decisions. The chairs must be Members.
6. The President shall circulate to all Members a call for volunteers to serve on these committees. The call shall (i) indicate that to volunteer a Member must contact the committee chair and (ii) provide the contact information for all committee chairs.
7. The Past President, President, Vice-President and UWOFA's co-chair of the Joint Committee shall be non-voting members of the Grievance Committee. No other directors of UWOFA are eligible to serve on the Grievance Committee. The President and Vice-President shall be non-voting members of the Committee for Contract Faculty.
8. Each chair of these committees shall provide the Board with a list of the people who have asked to join the specific committee and the committee chair's recommendation for the committee's composition.
9. The Board must approve the composition of these committees by October 15. The Board shall consider the committee chairs' recommendations but it is at liberty, subject to clause 7, to

make its own decisions. In doing so, it shall consider the degree to which the interests of Limited-Term and Limited-Duties Members are represented.

10. Employees of UWOFA are eligible to be members of these committees. Otherwise, committee members must be Members.

11. For the purposes of handling grievances, each voting member of the Grievance Committee is a case officer.

Appendix A  
Policy and Governance Committee  
Terms of Reference

This committee is responsible for development, review and revision of UWOFAs policies and by-laws. It shall respond to requests made by the Board about such matters. In addition, it may act on its own initiative or on any request received about such matters.

Policies and by-laws require the approval of the Board. Accordingly, this committee shall be mindful of any directions or suggestions provided to it by the Board in connection with any particular policy or by-law. This committee shall also make reasonable efforts to meet any deadlines related to the approval process specified by the Board.

Appendix B  
Grievance Committee  
Terms of Reference

In accordance with UWOFAs duty of fair representation, this committee shall be responsible for upholding the negotiated rights of UWOFAs and its Members.

It shall assist Members with issues arising under the collective agreement covering Members.

This committee shall work closely with UWOFAs employees responsible for assisting Members in understanding their rights and obligations.

Appendix C  
Salary Committee  
Terms of Reference

This committee shall monitor all policies and procedures relating to salary for UWOFA Members.

It shall address queries from Members about their salaries. Communications shall be directed through the Chair of the committee or the Chair's designate.

It shall monitor Members' salary concerns in order to identify issues that should be raised by UWOFA in the collective bargaining process.

It shall conduct research with regard to salaries and salary policies and procedures at comparator universities.

It shall liaise with and assist the Executive Committee and UWOFA's employees in preparing communications to Members regarding salary matters.

It shall prepare, by the end of February in the academic year in which negotiations begin, proposed salary-related goals for consideration by the Collective Bargaining Committee.

It shall prepare, by the end of May in the academic year in which negotiations begin, salary proposals for consideration by the Board.

Appendix D  
Pensions and Benefits Committee  
Terms of Reference

This committee shall monitor all policies and procedures relating to pensions and benefits for UWOFA Members with a view to identifying areas that are problematic.

It shall address queries from Members as to their rights and responsibilities in connection with pension and benefits.

It shall monitor Members' experience with pension and benefits issues in order to identify issues that should be raised by UWOFA in the collective bargaining process.

Appendix E  
Committee for Contract Faculty  
Terms of Reference

This committee represents the interests of contract faculty Members, including Limited-Term Members (which includes Members in a Limited-Term Appointment created under Clause 1.1 of the Article Transition Provisions of the 1998-2002 Collective Agreement and Members on a Limited-Term Appointment without a specified end date) and Part-Time Members (those holding a Limited-Duties Appointment or a Standing Appointment).

It shall promote solidarity and understanding among contract faculty Members and between them and the larger UWOFA community.

It shall raise, with contract faculty Members and the Board, issues of concern to contract faculty Members.

Appendix F  
Equity Committee  
Terms of Reference

This committee shall consider how to address equity issues facing UWOFA and its Members.



Appendix G  
Communications Committee  
Terms of Reference

This committee shall develop strategies for UWOFA for its communication with Members, the university community and the broader community. It shall develop such strategies both in general terms and for specific issues as they arise. It shall consider the best ways to generate favourable media coverage of UWOFA's activities and views.

It shall make recommendations regarding UWOFA's website and social media presence and UWOFA's efforts to survey its Members.

This committee shall work closely with UWOFA's employees responsible for media and communications.

Appendix H  
Dependents' Tuition Scholarship Plan Committee  
Terms of Reference

The Dependent Tuition Scholarship Plan is a program that provides support for higher education for the dependents of full-time employees. This committee manages the plan and sets policies for its administration, addressing such issues as the eligibility criteria and benefit payment amounts.

As required, it shall review the circumstances of individual situations to determine program eligibility.

It shall monitor the financial health of the plan based on financial reports from the university.