

By-law No. 5 Faculty Stewards Council

The University of Western Ontario Faculty Association

Version	Effective Date	Supersedes
2.0	April 1, 2026	By-law No. 5 Representatives Council
Policy Approver	Policy Owner	Policy Contact
Board of Directors UWOFA Membership	Policy & Governance Committee	UWOFA Vice-President
Last Reviewed	Next Review Date	Required Reviewers
December 2025	December 2027	Policy & Governance Committee FacultySC Chief Steward Librarians and Archivists Chief Steward

I. TERMS OF REFERENCE

1. The Faculty Stewards Council (FSC) is responsible for educating, supporting, and engaging Faculty Members and for sharing information.
2. All Faculty Stewards (Stewards) shall be members of the FSC.
3. The Mobilization Chair shall be an *ex officio* member of the FSC.
4. UWOFA staff, as designated by the UWOFA President, shall attend meetings of the FSC and provide administrative and operational support.
5. The Faculty Chief Steward (Chief Steward) shall chair the FSC.
6. The FSC shall meet at least once each Fall and Winter Academic Term to discuss matters and share information relevant to the Bargaining Unit. The Chief Steward may convene more frequent meetings, such as for training purposes or during periods of collective bargaining.

II. ELECTION PROCEDURES

7. Each Unit shall have 1 Steward, except for FIMS, Ivey, and Nursing which shall have 2, and Education which shall have 3.
8. Stewards shall be elected by the Members of their Unit and serve a two-year renewable term. Terms begin on July 1. All Members of the Unit are eligible to serve as a Steward with the exception of UWOFA Directors and Chairs or Heads of Departments or Schools.
9. Elections for Stewards shall proceed as follows:
 - a. Steward elections shall be managed by UWOFA, with elections normally held in June.
 - b. If a position is vacated four or more months before the end of the position's term, the procedure for interim appointments in By-law No. 1 clause 3.16 shall be followed, with references to the

President being read as references to the Chief Steward.

- c. Elections shall involve a call for nominations and, if required, a mail ballot.
- d. Members with joint appointments under the Collective Agreement may vote in the Steward elections in each of their respective Units. Members with cross-appointments under the Collective Agreement may vote in their home Unit only.
- e. If a Unit does not elect a Steward, the Chief Steward shall endeavour, in consultation with Members of the Unit, to find a Steward for the Unit.

10. The FSC shall elect the Chief Steward and Deputy Chief Steward from among the FSC membership, each for a two-year term starting July 1. The Chief Steward and Deputy Chief Steward may serve multiple terms.

11. Elections for the Chief Steward and Deputy Chief Steward shall proceed as follows:

- a. These elections shall be managed by UWOFA and normally held in June immediately following Steward elections.
- b. If a position is vacated four or more months before the end of the position's term, the procedure for interim appointments in By-law No. 1 clause 3.16 shall be followed.
- c. Elections shall involve a call for nominations and, if required, a mail ballot.
- d. If Stewards do not elect a Chief Steward or Deputy Chief Steward, the Past President shall endeavour to identify a Chief Steward or Deputy Chief Steward through consultation with Stewards.

III. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES AND OTHER RESOURCES

a. Faculty Stewards Policy

b. By-law No. 1