

TERMS OF REFERENCE

Mandate:

The VIUFA Leave Committee reviews and recommends applicants for Professional Development Leaves to the University Board, and evaluates proposals to determine if unassisted leaves shall be granted "Preliminary Approval as Professional Development Leave of Absence," following guidelines established by the Collective Agreement.

The purpose of this committee is to:

1. Consider all applications for professional development leave to determine a ranking of proposals from eligible applicants and forward a list of recommendations to VIU's President. The Committee shall also determine two alternates, in case an awardee forfeits their leave.
2. Review applications and reports for unassisted leaves to determine whether seniority credits should be granted.

Membership & Appointment:

Membership:

The committee shall consist of nine members, including

- a) the Provost & Vice-President Academic, who shall be an ex officio, non-voting member; or his/her appointed representative
- b) a Dean of Instruction; and
- c) seven faculty representatives - including one elected by the non-instructional faculty.

Chairperson:

The Committee shall elect a Chair and Vice Chair from its faculty members no later than September 1 of each year. The Vice Chair normally performs the duties of the Chair in the year following election into Vice Chair position.

Length of Membership:

The normal term of membership on the Committee for faculty representatives shall be three years. A faculty representative shall be a regular faculty member with at least two years of service at the University; he/she shall not himself/herself apply for a professional development leave during his/her term of membership on the Committee. A faculty representative shall be elected not later than August 31 of the year in which his/her term commences.

Quorum:

There must be at least six voting members present at a meeting to meet quorum. For deliberation meetings, all voting members will submit their rankings to the Committee Secretary for inclusion in the discussions, even if an emergency occurs and they are not able to attend in person.

Meetings:

The Committee will meet normally two or three times per year.

The approximate meeting schedule is as follows:

- First Planning Meeting: late August
- Leave Selection Meeting: late September (this meeting must take place no later than the end of September to ensure there is enough time for the list of recommendations to be forwarded to the President by October 15th). A date for a second Leave Selection meeting is identified in case it is needed.

Resources:**Committee support:**

The Research & Scholarly Activity Office will provide administrative support to this Committee.

Communication:

All Committee meeting documentation will be available to Committee members *only*, on the VIU Institutional Archive System in the Research & Scholarly Activity folder.

The following public web page has been created for this Committee on the Research & Scholarly Activity web site:

- VIUFA Leave Committee web page:
<http://www.viu.ca/research/ResearchandScholarlyActivityCommittees/VIUFacultyAssociationLeaveCommittee.asp>

Governance:

Leave Selection Criteria: VIUFA Leave Committee

Executive Responsibility: Provost & Vice President Academic

Administrative Responsibility: Human Resources