



# **LUFA STANDING & SPECIAL COMMITTEES**

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# POLICY ON INTERNAL LUFA COMMITTEES

## Policy on Internal LUFA Committees

### PURPOSE

This policy provides definitions and guidelines for the establishment and operation of internal LUFA committees, ensuring clarity and consistency in their formation and functioning.

### DEFINITIONS

**Internal LUFA Committee:** A group established by LUFA to perform specific functions, tasks, or projects within the organization. This term encompasses both special and standing committees.

**Special Committee:** A committee formed to address a one-time issue or specific project, with a defined start and end date.

**Standing Committee:** A committee that is established to perform ongoing tasks or functions on a continual basis.

**Bargaining Committees:** *in progress*

### FORMATION AND DISSOLUTION:

- The Executive Committee has the authority to establish or dissolve any internal LUFA committee as per Article 6.1 of the LUFA bylaws.
- For the formation of a committee, the Executive Committee shall set out its terms of reference, name its membership, appoint a chair, and fix the dates for the committee to report its findings and recommendations.
- Special Committees shall be dissolved upon the completion of their specific task or at the end date specified at the time of their formation.
- Standing Committees shall continue to operate indefinitely unless otherwise decided by the Executive Committee.

### MEMBERSHIP:

- Members of all internal LUFA committees shall be appointed and removed by the Executive Committee as per Article 6.1(b) and 6.3 of the LUFA bylaws.
- The size and composition of each committee will be determined based on its specific function and needs.
- All committee members shall sign a confidentiality agreement, if applicable, as determined by the nature of the committee's work.

### OPERATION:

- Each committee shall meet as necessary to fulfill its duties and responsibilities.
- The chair of each committee shall ensure the committee operates within any budget allocated to it.

- Committees shall report their activities, findings, and recommendations to the Executive Committee regularly.

## COMPLIANCE AND IMPLEMENTATION

- All LUFA members are expected to comply with the established policies and procedures.
- The Executive Committee is responsible for ensuring that all policies are implemented effectively and that members are informed of any new or amended policies.

Bylaws shall apply in the event that there is a discrepancy between the Bylaws and this document.

# **SPECIAL COMMITTEES**

# TERMS OF REFERENCE FOR THE INDIGENOUS LAND ACKNOWLEDGMENT REVIEW COMMITTEE

## COMMITTEE NAME:

Indigenous land acknowledgment review committee

## MANDATE

The Indigenous Land Acknowledgment Review Committee is established as a subcommittee of the Executive to review, revise, and recommend modifications to the current land acknowledgment proposal. The committee shall ensure that the acknowledgment is comprehensive, respectful, and reflective of the diverse perspectives and histories of Indigenous peoples. The committee will seek input from Indigenous communities, scholars, and other stakeholders as required to ensure the acknowledgment is appropriate and meaningful.

## MEMBERSHIP

The committee shall consist of:

- One chairperson, appointed by the Executive and two to three additional representatives, all of whom shall be members of Indigenous communities or individuals actively engaged with Indigenous communities

## RESPONSIBILITIES

1. Review: Examine the current land acknowledgment proposal in detail.
2. Research and Consultation: Gather information and practices on land acknowledgments from various sources, including Indigenous communities, scholars, and other organizations. Engage with Indigenous communities and stakeholders as required to gather input and feedback.
3. Revision: Draft revisions to the land acknowledgment proposal based on research and consultations.
4. Recommendation: Prepare a report with findings and recommendations for the Executive.
5. Reporting: Submit the final report to the Executive by November 15th.

## REPORTING DATE

The committee shall report its findings and recommendations to the Executive by November 15<sup>th</sup>.

## AMENDMENT OF TERMS OF REFERENCE

These Terms of Reference and committee membership may be amended by the Executive Committee as deemed necessary to reflect changes in LUFA's needs or applicable laws.

# TERMS OF REFERENCE FOR THE LUFA STUDENT APPEAL COMMITTEE

## COMMITTEE NAME:

Student Appeal Policy Review Committee

## MANDATE

The Student Appeal Policy Review Committee is established as a subcommittee of the Executive to comprehensively address significant faculty concerns regarding the current student appeal process on campus. The committee aims to enhance the integrity and functionality of the student appeal process by focusing on key issues such as transparency, clarity, bias, conflict of interest, due process, and the training of chairs and committee members. The overarching goal is to ensure a clear, fair, transparent, and equitable appeal process. The committee is tasked with presenting recommendations for a revised policy to the LUFA Executive by December 15th, addressing all identified shortcomings and incorporating faculty feedback and best practices from other institutions.

## MEMBERSHIP

- **Chairperson:** LUFA President
- **Members:** 1-2 representatives per faculty, and 1-2 sessional representatives appointed by the Executive through a call for volunteers
- **Support:** Administrative support and assistance in conducting surveys as needed, facilitated by the Executive Director

## RESPONSIBILITIES

1. **Policy Review:** Conduct a thorough examination of the current student appeal policy to identify and document areas of concern.
2. **Faculty Consultation:** Engage with faculty members to gather detailed feedback and suggestions regarding the student appeal process.
3. **Research Best Practices:** Investigate and compile best practices from other institutions to inform potential improvements.
4. **Enhancing Transparency and Clarity:** Develop strategies to ensure the revised policy is clear, transparent, and easily understood by all stakeholders.
5. **Addressing Bias and Conflict of Interest:** Propose measures to minimize bias and manage conflicts of interest within the appeal process.
6. **Ensuring Due Process:** Ensure the revised policy guarantees due process.
7. **Training Recommendations:** Recommend language for the University to adopt a robust onboarding program for chairs and committee members to ensure they are well-prepared to manage the student appeal process.
8. **Draft Revisions:** Create a draft of the revised student appeal policy incorporating feedback from faculty consultations and research.
9. **Final Report and Recommendations:** Prepare a detailed report outlining findings.

## SCOPE AND LIMITATIONS:

The committee is acting in the capacity of LUFA members, representing the needs of the whole faculty in line with the collective agreement and the terms of reference objective. The committee's focus will remain on revising the student appeal policy to address the identified concerns.

## METHODOLOGY:

- **Surveys:** Recommend surveys to the executive to gather input from faculty members where appropriate.
- **Interviews:** Conduct interviews with key faculty members to gain deeper insights.
- **Focus Groups:** Organize focus groups with faculty representatives to discuss specific issues and solutions.

#### TIMELINE:

The timeline shall be developed by the committee.

- **Initial Review:**
- **Research and Consultation:**
- **Drafting:**
- **Review and Feedback:**
- **Final Report Preparation:**

#### DECISION-MAKING PROCESS:

Decisions within the committee will be made through a majority vote, with efforts to reach consensus where possible.

#### REPORTING:

- **Progress Updates:** Regular progress updates will be provided to the Executive to ensure alignment with objectives and timelines.
- **Deadline:** The committee shall submit the final report and recommendations for revisions to the policy to the LUFA Executive by December 15th.

#### AMENDMENT OF TERMS OF REFERENCE

These Terms of Reference and committee membership may be amended by the Executive Committee as deemed necessary to reflect changes in LUFA's needs or applicable laws.



# **STANDING COMMITTEES**

# TERMS OF REFERENCE- LUFA FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (FIPPA) COMMITTEE

## COMMITTEE NAME:

FIPPA Committee

## MANDATE

The FIPPA Committee is established as a subcommittee of the Executive Committee to assist LUFA in submitting Freedom of Information (FOI) requests, processing these requests, handling appeals, and bringing matters regarding privacy concerns to the attention of the Executive Committee.

## MEMBERSHIP

- The Committee shall consist of 2 to 4 members, appointed by the Executive Committee and shall be chaired by the Vice-President, Legal.

## DUTIES AND RESPONSIBILITIES

- **Submitting FOI Requests:**
  - Prepare and submit FOI requests on behalf of LUFA.
  - Ensure that FOI requests are comprehensive and submitted in a timely manner.
- **Processing FOI Requests:**
  - Track and manage the status of submitted FOI requests.
  - Work with relevant parties to ensure that responses to FOI requests are received and reviewed promptly.
- **Handling Appeals:**
  - Identify cases where FOI requests are denied or inadequately addressed.
  - Prepare and submit appeals ensuring all necessary documentation is included.
- **Privacy Concerns:**
  - Monitor and report on privacy concerns related to the workplace and members.
  - Bring significant privacy matters to the attention of the Executive Committee.
  - Ensure that all FOI-related activities comply with applicable privacy laws and LUFA's confidentiality policies.
- **Review and Recommendations:**
  - Review all FOI-related activities and privacy concerns.
  - Make recommendations to the Executive Committee regarding FOI requests that could be submitted, bargaining strategies, and improvements to Laurentian's privacy policies.
  - Report any deficiencies regarding Laurentian's policies on privacy issues.
- **Confidentiality:**
  - Ensure all matters and documents handled by the Committee are kept confidential and comply with LUFA's confidentiality policies.
  - All members shall sign the LUFA confidentiality forms.
- **Budget Management:**

- The Chair shall ensure that the Committee operates within its allocated budget.

## MEETINGS

- The Committee shall meet as necessary to fulfill its duties and responsibilities.
- Meetings can be called by the Chair or any member of the Committee.
- A quorum shall consist of a majority of the members.

## REPORTING

- The Committee shall report its activities, findings, and recommendations to the Executive Committee regularly.
- The Chair of the Committee shall prepare and present written reports to the Executive Committee as required.

## TERM OF OFFICE

- The term of office for Committee members shall be one year, with the possibility of renewal as decided by the Executive Committee.

## REFERENCE TO BYLAWS

- The Committee shall operate in accordance with LUFA's bylaws, specifically Article 6, which governs the establishment and operation of committees.

## AMENDMENT OF TERMS OF REFERENCE

- These Terms of Reference and committee membership may be amended by the Executive Committee as deemed necessary to reflect changes in LUFA's needs or applicable laws.

# TERMS OF REFERENCE FOR LUFA SESSIONAL COMMITTEE

## COMMITTEE NAME:

Sessional Committee

## MANDATE:

The Sessional Committee is established as a standing committee of LUFA to enhance communication and foster stronger relationships with sessional members. The committee will focus on representing sessional concerns, providing recommendations to the Executive on key issues such as bargaining, surveys, workplace conditions. It will also liaise with other LUFA committees to ensure sessional members are supported and informed about their rights.

## MEMBERSHIP:

- Chairperson: Appointed by the Executive
- Members: 5-7 sessional representatives, including the LUFA representative to the OCUFA Contact Academic Staff and the Vice President, Legal
- Members are appointed by the Executive after a call for volunteers

## DUTIES AND RESPONSIBILITIES:

- **Outreach and Communication:**

Maintain regular communication with sessional members to gather feedback and understand their concerns.

Organize meetings to discuss key topics such as workplace conditions, collective agreement provisions, bargaining, and other relevant issues.

Participate in CAS campaign organized by CAUT and OCUFA.

- **Recommendations to the Executive:**

Provide feedback and make recommendations to the Executive on issues raised by sessional members, ensuring their interests are represented.

- **Liaison with Other Committees:**

Collaborate with other LUFA committees to increase awareness regarding sessional concerns.

## MEETINGS:

- The committee will meet as necessary, with at least one meeting per semester.
- A quorum consists of a majority of the committee members.

## REPORTING:

- The committee will provide a report to the LUFA Executive at the end of each semester, summarizing key activities and recommendations.

## TERM OF OFFICE:

- The term of office for committee members is one year, with the possibility of renewal.

## REFERENCE TO BYLAWS:

The committee will operate in accordance with LUFA's bylaws, specifically Article 6, which governs the formation and operation of committees.

# TERMS OF REFERENCE FOR LUFA SOCIAL COMMITTEE

## COMMITTEE NAME:

Social Committee

## MANDATE:

The Social Committee is established as a standing committee to foster a sense of community and collegiality among LUFA members by organizing social events, networking opportunities, and engagement activities. The committee will focus on building relationships across departments and ensuring inclusivity for all members, while making recommendations to the Executive for final approval on all proposed activities and budget allocations.

## MEMBERSHIP:

- Chairperson: Appointed by the Executive
- Members: 3-5 representatives, including both faculty and sessionals, appointed by the Executive

## DUTIES AND RESPONSIBILITIES:

- **Event Planning:**

Develop and propose social events and activities throughout the academic year to promote collegiality and inclusivity.

Focus on events such as holiday parties, end-of-term celebrations, and networking opportunities.

- **Budget Recommendations:**

Prepare budget recommendations for proposed events and submit them to the Executive for approval.

Ensure all activities are planned within the allocated budget once approved by the Executive.

- **Recommendations to the Executive:**

Make recommendations on proposed events and activities, subject to Executive approval.

- **Community Building:**

Promote inclusivity and engagement across departments through proposed activities.

## MEETINGS:

- The committee shall meet quarterly, or as needed, to plan and coordinate events.
- A quorum consists of a majority of the members.

## REPORTING:

- The committee will provide updates to the Executive Committee on planned events and member engagement.

## TERM OF OFFICE:

- Committee members serve for one year, with the possibility of renewal.

## REFERENCE TO BYLAWS:

The committee will operate in accordance with LUFA's bylaws, specifically Article 6.

# TERMS OF REFERENCE- WORKPLACE SURVEY COMMITTEE

## COMMITTEE NAME:

Workplace Survey Committee

## MANDATE

The Workplace Survey Committee is established as a subcommittee of the Executive to design, implement, and analyze a survey assessing workplace concerns among LUFA members. The Committee shall draft the survey, circulate it by a set deadline, compile the data, and present findings to the Executive Committee.

## MEMBERSHIP

- The Committee shall consist of 2 to 4 members, appointed by the Executive Committee and shall be chaired by the Executive Director.

## DUTIES AND RESPONSIBILITIES

- Develop a draft survey to assess workplace concerns among LUFA members and ensure the survey covers relevant topics and is designed to gather meaningful data.
- Present the draft survey to the Executive for approval.
- Circulate the approved survey to all LUFA members within the timeframes outlined by the Executive.
- Compile the data received from the survey responses.
- Analyze the data to identify key concerns and trends.
- Prepare a comprehensive report of the findings.

## MEETINGS

- The Committee shall meet as necessary to fulfill its duties and responsibilities.
- Meetings can be called by the Chair or any member of the Committee.
- A quorum shall consist of a majority of the members.

## REPORTING

- The Committee shall report its activities, findings, and recommendations to the Executive Committee regularly. The Chair of the Committee shall prepare and present written reports to the Executive Committee as required.

## TERM OF OFFICE

- The term of office for Committee members shall be one year, with the possibility of renewal as decided by the Executive Committee.

## REFERENCE TO BYLAWS

- The Committee shall operate in accordance with LUFA's bylaws, specifically Article 6, which governs the establishment and operation of committees.

## AMENDMENT OF TERMS OF REFERENCE

- These Terms of Reference and committee membership may be amended by the Executive Committee as deemed necessary to reflect changes in LUFA's needs or applicable laws.

# **BARGAINING COMMITTEES**