



## Committee Charter

March 29, 2010

**Name of Committee:**

Chairs Assembly

**Committee Sponsor:**

Provost and Vice-President, Academic

**Purpose:**

Chairs' meet to address institutional policy, processes and issues relevant to the work of the Chair. Feedback and recommendations are provided from the Assembly through appropriate channels.

**Background:**

Recommendation #6 of The Task Force on the Role of the Chair Final Report (October 15, 2008) proposed the creation of a Chairs' Assembly. Details of that recommendation were included in Appendix XII of the report which is attached in Appendix A to this charter.

**Authority:**

The Chairs' Assembly does not have operational responsibilities. It serves as a sounding board and discussion forum for chairs to consider among themselves various matters of concern to Chairs.

**Membership:**

All Chairs within the Division of Academic Affairs (Chair appointment letters will include a statement that the appointee becomes a member of Chairs' Assembly)

Chair of Counselling

Chairs' Support Program Coordinator

**Expected Activities:**

Chairs' Assembly will:

- Deal with matters that impact operations of academic units within Academic Affairs (two examples of issues that are appropriate for review at Chairs' Assembly are the revised tenure evaluation forms and the changes to policies that affect things such as course withdrawal dates);
  - Liaise with Deans' Council and Deans' Advisory Groups on relevant issues. Chairs' Assembly is differentiated from DAGs in that the former addresses division-wide issues and initiatives related to the operations of Academic Affairs as directed by the Provost and Vice-President, Academic;
  - Provide recommendations on Mount Royal policies and procedures as appropriate; ·
- Review the Chairs' Assembly charter on an annual basis.



**Procedures:**

An agenda committee will be formed as a sub-committee of the Assembly to determine the agenda of Chairs' Assembly meetings. Membership of the agenda committee will include: The Speaker/Chair of the Chairs' Assembly and/or the Deputy Speaker, when the Speaker is unable to attend, the Chairs' Support Program Coordinator to ensure liaison with issues that arise through activities of the Chairs' Support Program, and, if the assembly so chooses at the start of the academic year, additional members of the Chairs' Assembly ensuring representation across the faculties/schools.

Individuals shadowing chair positions will be invited to all Chairs' Assembly meetings.

**Resources:**

Support for the Chairs' Assembly will be provided by the Office of the Provost and Vice-President, Academic.

**Timeline:**

The activities of the Chairs' Assembly are ongoing.

Approved: Chairs' Meeting on March 29, 2010

Revised: August 17, 2016; May 29, 2017; November 29, 2021