

**Executive Committee**  
**Dept. of Cellular and Physiological Sciences**

**TERMS OF REFERENCE**

**1. Role**

The Executive Committee (EC) supports the department head, and will assist with preparing and implementing the departmental strategic priorities by providing advice and recommendations on research, teaching and service issues and policies. The department head will chair the EC and report the deliberations/recommendations of the EC at the regular department faculty meetings.

**2. Executive committee composition:**

- 2.1 The EC will include the department head who will chair the committee, and five other full-time faculty members who will provide broad representation in research, teaching and service.
- 2.2 The department administrator/manager will sit on the EC as a non-voting member, for the purposes of record keeping and policy/operational reference.
- 2.3 The selection of the committee members will be the prerogative of the department head.

**3. Budget:**

- 3.1 Budget of the committee will not exceed \$1,000 per year.

**4. Objectives:**

- 4.1 Establish priorities in research and teaching and mechanisms for their implementation.
- 4.2 Evaluate resource allocations – financial and support staffing needs
- 4.3 Identify and operationalize major research and teaching initiatives
- 4.4 Provide recommendations for faculty recruitment, retention and succession planning
- 4.5 Provide guidance for periodic strategic planning events
- 4.6 Advise and assist in fundraising, partnerships and outreach activities

**5. Operational Protocol**

- 5.1 Meetings will be held within one to two weeks before departmental faculty meetings.
- 5.2 The date time of the meeting will be set to ensure full attendance of EC members.
- 5.3 Except in the case of extraordinary meetings called by the department head, agenda items will be circulated 3 days before the meeting.
- 5.4 Written summaries of the meeting will be kept for reference by the department head, and the main issues discussed by the EC will be tabled at the monthly departmental faculty meetings by the department head.