

1. The nominating committee is a standing committee of Academic Council and reports to Academic Council.
  - 1.1. Academic Council approves and reviews the Terms of Reference for this Committee.
  
2. Committee Composition:
  - 2.1. The Chair of Academic Council normally serves as Chair
  - 2.2. Two members from the Academic Staff Association, two-year term (elected in alternating years)
  - 2.3. One member from the Employees' Association, two-year term
  - 2.4. One member from the Alberta Union of Provincial Employees, two-year term.
  
3. Membership:
  - 3.1. Membership nominated by Academic Council Nominating Committee (as per recommendation by each Association).
  - 3.2. Membership approved by Academic Council at May meeting.
  
4. Responsibilities:
  - 4.1.1. The Nominating Committee prepares a slate of executive officers and representatives to Academic Council's standing committees.
  - 4.1.2. Duties normally begin in April when preparation for committee elections begins. However, throughout the year, the Committee may be asked to make a nomination to fill a vacancy on a committee if it is required.
  - 4.1.3. The Chair and members of the nominating committee ensure that the slate of nominees is prepared between February 25th and September 25th and is ready for submission to the Council prior to the first meeting in the Fall Semester, normally September 30th.