

**Policy and Governance Committee
Terms of Reference**

Version	Effective Date	Supersedes
2.0	October 18, 2024	By-law 3 Appendix A (November 24, 2020)
Approver	Owner	Contact
Board of Directors	Policy & Governance Committee	UWOFA Vice-President
Last Reviewed	Next Review Date	Required Reviewers
October 2024	October 2026	Policy & Governance Committee

PURPOSE

This committee is responsible for regular review and revision of UWOFA policies and by-laws, and, as necessary, development of new governance documents.

RESPONSIBILITIES

Policies and by-laws require the approval of the Board. Accordingly, this committee shall be mindful of any directions or suggestions provided to it by the Board in connection with any particular policy or by-law. It shall respond to requests made by the Board about UWOFA's policies and by-laws. In addition, it may act on its own initiative or on any request received about such matters.

Generally, most by-laws and policies require review biennially and this committee will oversee these scheduled reviews. This committee shall also make reasonable efforts to meet any deadlines related to the approval process specified by the Board.

This committee shall consult with other UWOFA Bodies, as required. A UWOFA Body is any body, council or committee responsible for executing the mandate of the UWOFA and includes the Executive Committee, Board, committees created under By-law 3, Faculty Stewards Council, Librarians and Archivists Stewards Council, and the UWOFA Caucus of Joint Committee.

The committee shall, in performing its responsibilities, be mindful of the principles of equity, diversity, inclusion and decolonization.

MEMBERSHIP

The Vice-President shall chair this committee in accordance with By-law 3, Part III.

Appointment of members to this committee shall follow the procedures in By-law 3, Part III.

MEETINGS

This Committee shall meet as required to conduct timely review of UWOFA's governance documents, respond to directives from the Board and meet deadlines for Board and Member meetings, but at least twice per year.

**University Finance and Salary Committee
Terms of Reference**

Version	Effective Date	Supersedes
2.0	October 18, 2024	By-law 3 Appendix C (November 24, 2020)
Policy Approver	Policy Owner	Policy Contact
Board of Directors	Policy & Governance Committee	UWOFA Vice-President
Last Reviewed	Next Review Date	Required Reviewers
October 2024	October 2026	Policy & Governance Committee University Finance and Salary Committee Chair

PURPOSE

Understanding university budgets and finances, higher education funding models and comparative salary data are critical to UWOFA's advocacy and bargaining efforts. This committee is responsible for understanding and providing critical analysis of Western's finances and the salary structures pertaining to UWOFA's bargaining units to support campaigns and the development of bargaining goals and proposals, and to provide salary assistance to Members.

RESPONSIBILITIES

This committee shall collect and analyze salary data and salary policies and procedures for UWOFA's bargaining units and comparator universities.

It shall address queries from Members about their salaries. Queries about salary may be directed through the Member Service Officers to the chair of this committee.

It shall monitor Members' salary concerns in order to identify issues that should be raised by UWOFA in the collective bargaining process or in other interactions with the employer.

It shall prepare, by the end of February in the academic year in which negotiations begin, proposed salary-related goals for consideration by the Collective Bargaining Committee.

It shall prepare, by the end of May in the academic year in which negotiations begin, salary proposals for consideration by the Collective Bargaining Committee.

This committee shall collect and analyze publicly available information about Western's finances and budget.

It shall liaise with and assist the Executive Committee, Board and UWOFA's employees in preparing communications to and fostering engagement of Members regarding matters of salary and university finances (e.g., annual budget processes).

It shall work closely with and support other UWOFA committees, as required.

It may consult about issues of salary and university finance with bodies such as the Ontario Confederation of University Faculty Associations (OCUFA) and the Canadian Association of University Teachers (CAUT) and ensure that UWOFA is represented on relevant external bodies, such as OCUFA's Finance Committee.

The committee shall, in performing its responsibilities, be mindful of the principles of equity, diversity, inclusion and decolonization.

MEMBERSHIP

The chair of this committee shall be chosen in accordance with By-law 3, Part III.

Appointment of members to this committee shall follow the procedures in By-law 3, Part III.

MEETINGS

This committee shall meet as necessary to carry out its work, but at least twice per year.

**Pensions and Benefits Committee
Terms of Reference**

Version	Effective Date	Supersedes
2.0	October 18, 2024	By-law 3 Appendix D (November 24, 2020)
Policy Approver	Policy Owner	Policy Contact
Board of Directors	Policy & Governance Committee	UWOFA Vice-President
Last Reviewed	Next Review Date	Required Reviewers
October 2024	October 2026	Policy & Governance Committee Pensions and Benefits Committee Chair

PURPOSE

This committee is responsible for monitoring all policies and procedures relating to pensions and benefits for UWOFA Members and the pension and benefits landscape with a view to identifying issues of concern, assisting with the development of bargaining goals and proposals, and providing pension and benefit-related assistance to Members.

RESPONSIBILITIES

This committee shall conduct research with regard to pensions and benefits and related policies and procedures for UWOFA's bargaining units, other Western employee groups and comparator universities.

It shall address queries from Members as to their rights and responsibilities in connection with pension and benefits. Queries about pensions and benefits may be directed through the Member Services Officers to the chair of this committee.

It shall monitor Members' experience with pension and benefits issues in order to identify issues that should be raised by UWOFA in the collective bargaining process or in other interactions with the employer.

It shall prepare, by the end of February in the academic year in which negotiations begin, proposed pension and benefits-related goals for consideration by the Collective Bargaining Committee.

It shall prepare, by the end of May in the academic year in which negotiations begin, proposals related to pensions and benefits for consideration by the Collective Bargaining Committee.

It shall liaise with and assist the Executive Committee, Board and UWOFA's employees in preparing communications to and engagement of Members regarding pension and benefits matters.

It shall work closely with and support other UWOFA committees, as required.

It shall consult about pension and benefits issues with bodies such as the Ontario Confederation of University Faculty Associations (OCUFA) and the Canadian Association of University Teachers (CAUT) and ensure that UWOFA is represented on relevant external bodies.

The committee shall, in performing its responsibilities, be mindful of the principles of equity, diversity, inclusion and decolonization.

MEMBERSHIP

The chair of this committee shall be chosen in accordance with By-law 3, Part III.

Appointment of members to this committee shall follow the procedures in By-law 3, Part III.

MEETINGS

This committee shall meet as necessary to carry out its work, but at least twice per year.

**Committee for Contract Faculty
Terms of Reference**

Version	Effective Date	Supersedes
2.0	October 18, 2024	By-law 3 Appendix E (November 24, 2020)
Policy Approver	Policy Owner	Policy Contact
Board of Directors	Policy & Governance Committee	UWOFA Vice-President
Last Reviewed	Next Review Date	Required Reviewers
October 2024	October 2026	Policy & Governance Committee Committee for Contract Faculty Chair

PURPOSE

This committee represents the interests of contract faculty Members, including Members on Limited-Term appointments (which includes Members in a Limited-Term Appointment created under Clause 1.1 of the Article Transition Provisions of the 1998-2002 Collective Agreement and Members on a Limited-Term Appointment without a specified end date) and Members on Part-Time appointments (those holding a Limited-Duties Appointment, a Standing Appointment or Members with Preferred Status).

This committee is responsible for reviewing and raising issues relating to contract faculty Members. It shall promote solidarity and understanding among contract faculty Members and between them and the UWOFA community.

RESPONSIBILITIES

This committee shall consult with contract faculty Members about issues related to their work. Such issues shall be raised with the Board so that they can be addressed by UWOFA in the collective bargaining process or in other interactions with the employer.

It shall prepare, by the end of February in the academic year in which negotiations begin, proposed contract faculty-related goals for consideration by the Collective Bargaining Committee.

It shall prepare, by the end of May in the academic year in which negotiations begin, proposals related to contract faculty for consideration by the Collective Bargaining Committee. It shall work closely with and support other UWOFA committees, as required.

It shall stay informed about and participate when appropriate in provincial and national awareness campaigns (e.g., Fair Employment Week) and ensure that UWOFA is represented on relevant external bodies, such as the OCUFA Contract Faculty Committee, by having representatives attend meetings and share information back to UWOFA.

It shall be responsible for coordinating the Contract Faculty Research and Professional Development Fund Grants.

The committee shall, in performing its responsibilities, be mindful of the principles of equity, diversity, inclusion and decolonization.

MEMBERSHIP

The chair of this committee shall be chosen in accordance with By-law 3, Part III.

Appointment of members to this committee shall follow the procedures in By-law 3, Part III.

MEETINGS

This committee shall meet as necessary to carry out its work, but at least twice per year.

**Equity, Diversity, Inclusion, and Accessibility (EDIA) Committee
Terms of Reference**

Version	Effective Date	Supersedes
1.0	October 18, 2024	By-law 3 Appendix F (November 24, 2020)
Policy Approver	Policy Owner	Policy Contact
Board of Directors	Policy & Governance Committee	UWOFA Vice-President
Last Reviewed	Next Review Date	Required Reviewers
October 2024	October 2026	Policy & Governance Committee EDIA Committee Chair

PURPOSE

The committee is responsible for monitoring UWOFA's by-laws, policies and practices, and elements of the Collective Agreement, in relation to issues of concern about equity, including, but not limited to, those covered by the protected grounds of the Ontario Human Rights Code, namely: age; ancestry, colour, and race; citizenship; ethnic origin; place of origin; creed; (dis)ability; family status; marital status; gender identity and gender expression; record of offences (in employment only); sex (including pregnancy and breastfeeding); and sexual orientation.

Within the parameters of UWOFA's activities, it shall help to foster a safe, healthy and inclusive workplace community, promote the advancement of diversity, inclusion, accessibility, equity, decolonization, Indigenization and non-discrimination, and promote open and transparent information sharing about EDIA issues.

RESPONSIBILITIES

This committee shall review UWOFA by-laws, policies and activities in relation to EDIA principles and, as appropriate, raise issues of concern and make recommendations to the Board.

This committee shall monitor Western policies and relevant employment legislation as they impact Members' work in relation to EDIA principles, raise issues of concern and make recommendations to the Board so that they can be addressed by UWOFA in the collective bargaining process or in other interactions with the employer.

This committee shall respond to requests from the Board to advise about EDIA issues of concern and may address queries from Members as to their rights and responsibilities in connection with EDIA. Queries about EDIA may be directed through the Member Services Officers to the chair of this committee.

It shall liaise with and assist the Executive Committee, Board and UWOFA's employees in preparing communications to and engagement of Members regarding EDIA matters.

This committee may undertake EDIA initiatives on behalf of the UWOFA membership at the direction of the Board.

It shall prepare, by the end of May in the academic year in which negotiations begin, proposals related to EDIA for consideration by the Collective Bargaining Committee. It shall work closely with and support other UWOFA committees, as required.

It shall stay informed about and participate when appropriate in provincial and national awareness campaigns (e.g. Pride Week), and ensure that UWOFA is represented on relevant external bodies, such as the OCUFA Equity and Social Justice Committee, by attending meetings and events.

The committee shall, as appropriate, work in collaboration with Western's Office of Equity, Diversity, and Inclusion and Western's Office of Indigenous Initiatives.

The committee shall, in performing its responsibilities, be mindful of the principles of equity, diversity, inclusion and decolonization.

MEMBERSHIP

The chair of this committee shall be chosen in accordance with By-law 3, Part III.

Appointment of members to this committee shall follow the procedures in By-law 3, Part III.

MEETINGS

This committee shall meet as necessary to carry out its work, but at least twice per year.

**Communications, Mobilization and Organizing Committee
Terms of Reference**

Version	Effective Date	Supersedes
2.0	October 18, 2024	By-law 3 Appendix G (November 24, 2020)
Policy Approver	Policy Owner	Policy Contact
Board of Directors	Policy & Governance Committee	UWOFA Vice-President
Last Reviewed	Next Review Date	Required Reviewers
October 2024	October 2026	Policy & Governance Committee Communications, Mobilization and Organizing Committee Chair

PURPOSE

This committee is responsible for promoting UWOFA's positions and initiatives through efforts to foster engagement, organization and mobilization of Members and for developing and monitoring UWOFA's communication strategies.

RESPONSIBILITIES

This committee shall work closely with UWOFA's Engagement and Communications Officer who directly supports this committee.

This committee shall develop strategies for UWOFA's communication with Members, the university community and the broader community. It shall develop such strategies both in general terms and for specific issues as they arise. It shall make recommendations to the Board regarding UWOFA's website and social media presence. It shall consider the best ways to generate favourable media coverage of UWOFA's activities and views.

This committee shall organize Members for participation in campaign-related activities and other actions that may include attending meetings, joining rallies, participating in surveys, polls and votes, promoting campaigns and contributing in other ways to enhance the collective efforts of UWOFA.

It shall employ tools such as workplace mapping, identification of activists and natural leaders, one-on-one conversations, structure tests and supportive technologies to build and maintain an activated network of Members. Structure tests are activities and interactions with union Members to gauge and improve solidarity and willingness to support union initiatives.

This committee shall work closely with the Executive Committee, Board, UWOFA employees, UWOFA committees, Stewards and other groups, as and when appropriate, to gather information and execute engagement and communication campaigns.

It shall stay informed about best practices in union organizing, mobilizing and communication, participate in and coordinate training, workshops and capacity building, and ensure that UWOFA is represented on relevant external bodies such as the Ontario Confederation of University

Faculty Associations (OCUFA), the Canadian Association of University Teachers (CAUT), and the London and District Labour Council.

It shall coordinate UWOFAs' presence at solidarity events such as Labour Day and in support of other employee groups at Western, as appropriate.

The committee shall, in performing its responsibilities, be mindful of the principles of equity, diversity, inclusion and decolonization.

MEMBERSHIP

The chair of this committee shall be chosen in accordance with By-law 3, Part III.

Appointment of members to this committee shall follow the procedures in By-law 3, Part III.

This committee may create sub-committees.

MEETINGS

This committee shall meet as necessary to carry out its work, but at least twice per year.

**Dependents' Tuition Scholarship Plan Committee
Terms of Reference**

Version	Effective Date	Supersedes
2.0	October 18, 2024	By-law 3 Appendix H (November 24, 2020)
Policy Approver	Policy Owner	Policy Contact
Board of Directors	Policy & Governance Committee	UWOFA Vice-President
Last Reviewed	Next Review Date	Required Reviewers
October 2024	October 2026	Policy & Governance Committee Dependents' Tuition Scholarship Plan Committee Chair

PURPOSE

The Dependents' Tuition Scholarship Plan (Plan) is a program that provides support for higher education for the dependents of full-time employees. This committee is responsible for managing the Plan and sets policies for its administration, addressing such issues as the eligibility criteria and scholarship payment amounts.

RESPONSIBILITIES

As required, this committee shall review the circumstances of individual situations to determine program eligibility.

It shall monitor issues from Members related to the Plan and make recommendations to the Board regarding changes or updates to the Plan.

It shall monitor the financial health of the Plan based on financial reports from the university and report annually to the Board.

The committee shall, in performing its responsibilities, be mindful of the principles of equity, diversity, inclusion and decolonization.

MEMBERSHIP

The chair of this committee shall be chosen in accordance with By-law 3, Part III.

Appointment of members to this committee shall follow the procedures in By-law 3, Part III.

MEETINGS

This committee shall meet as necessary to carry out its work, but at least once per year.