

TO: All MUNFA members

FROM: MUNFA Executive Committee

DATE: Dec. 14, 2022

SUBJECT: **Call for Nominations to CAUT Executive Positions**

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Nominations are being sought for the following positions on the CAUT Executive Committee:

- President
- Vice-President
- Chair of the Academic Freedom & Tenure Committee
- Chair of the Contract Academic Staff Committee
- Co-Chair of the Equity Committee
- Representative-at-large (Quebec)
- Representative-at-large (Aboriginal)
- Representative-at-large (Francophone)
- Two Representatives-at-large (General)

Deadline for submitting nominations is **March 1, 2023**.

Elections by secret ballot will take place during the CAUT Council meeting to be held in Ottawa, **April 20-23, 2023**.

The nomination procedures, description of positions and terms of office, and CAUT's Release Time Policy are available on the CAUT website.

*Nominations of members of marginalized groups are encouraged, including but not limited to Aboriginal peoples; women; racialized academic staff; academic staff with disabilities; and lesbian, gay, bi-sexual, trans, queer, and two-spirited academic staff.*

### **Nomination Procedures**

All candidates are required to submit a Nomination Package.

### **Documentation Required for Nomination Package**

#### **1. Executive Committee Nomination Form**

All candidates must submit a completed Executive Committee Nomination Form.

## **2. Letter of Nomination**

All nomination packages must include a letter of nomination. Please note that self-nominations will not be accepted. The letter of nomination will be included in the Council delegates' kit and available online.

## **3. Candidate Statement**

All candidates must complete a candidate statement of no more than 750 words that includes the agreement of the candidate to serve if elected and outlines their experience in academic staff association matters, their reasons for seeking election, and priorities and issues on which they feel CAUT should focus. Statements will be translated into English or French as applicable and will be included in the Council delegates' kit and available online. Statements must not contain hyperlinks or attachments. A photo submission should be emailed to [CAUTnominations-candidaturesACPPU@caut.ca](mailto:CAUTnominations-candidaturesACPPU@caut.ca) and be at least 500 pixels wide by x 800 pixels tall at 150 DPI in JPEG or PNG format.

Nominations should be sent to:

Ted Montgomery  
Chair, Elections and Resolutions Committee  
Canadian Association of University Teachers  
2705 Queensview Drive  
Ottawa, ON K2B 8K2  
Fax: (613) 820-7244  
Email: [CAUTnominations-candidaturesACPPU@caut.ca](mailto:CAUTnominations-candidaturesACPPU@caut.ca)

## **Description of Positions & Terms of Office**

### **President (1-year term)**

Responsible for guiding the affairs of the Association between meetings of Council and for ensuring that policies approved by Council are implemented. A nominee for the position of President should have had considerable experience in academic staff association affairs at the local level.

### **Vice-President (1-year term)**

Responsible for assisting the President with his or her responsibilities and undertaking other duties as decided by the Executive Committee.

### **Chair of the Academic Freedom and Tenure Committee (2-year term)**

Responsible for chairing the Academic Freedom and Tenure Committee and undertaking other duties as decided by the Officers and Executive Committee. A nominee for the position of Chair of AF&T should have considerable experience in dealing with academic freedom issues and shall normally have served at least one year on the Committee.

### **Chair of the Contract Academic Staff Committee (2-year term)**

Responsible for chairing the Contract Academic Staff Committee and undertaking other duties as decided by the Officers and Executive Committee. A nominee for the position of Chair of the CAS Committee should have considerable knowledge of and experience in dealing with contract academic staff issues and shall normally have served at least one year on the Committee.

**Co-Chair of the Equity Committee — 1 position (2-year term)**

Responsible for co-chairing the Equity Committee and undertaking other duties as decided by the Officers and Executive Committee. A nominee for the position of Co-Chair of the Equity Committee should have considerable experience in matters of equity. At least one of the co-chairs must be a woman.

**Representative-at-large (Quebec) (1-year term)**

Responsible for undertaking duties as decided by the Officers and the Executive Committee.

**Representative-at-large (Aboriginal) (1-year term)**

Responsible for undertaking duties as decided by the Officers and the Executive Committee. Will serve as the Executive liaison to the Aboriginal Post-Secondary Education Working Group.

**Representative-at-large (Francophone) (1-year term)**

Responsible for undertaking duties as decided by the Officers and the Executive Committee. Will serve as the Executive liaison to the Executive's Francophone Committee.

**Representatives-at-large (General) — 2 positions (1-year term)**

Responsible for undertaking duties as decided by the Officers and the Executive Committee.

**CAUT Release Time Policy**

For information regarding release time for CAUT Executive Committee members, please consult the [CAUT Release Time Policy](#).