Published on *University of Toronto Faculty Association* (https://www.utfa.org)

Processes for ESC Representative Appointment and Renewal

Appointment-Related Processes for the UTFA-Appointed UPP Employee Sponsor Committee Representative and UTFA Pension Committee Chair

Approved by UTFA Council – March 21, 2023

1. Desirable Attributes for a Candidate Under Consideration
    a. Has served on the Pension Committee for at least one year.
    b. Exhibits some of the competencies listed in the Pension Committee Terms of Reference (currently includes knowledge about pensions; expertise in management, finance, and/or economics; proficiency with respect to environmental, social and governance issues in investing; and knowledge of the UTFA membership).
    c. Reflects a commitment to UTFA membership well-being.
    d. Embodies and promotes equity, diversity, and inclusion.
    e. Exhibits skills in diplomacy and advocacy.
2. Appointment – Members of UTFA's Pension Committee, Executive Committee, and Council may suggest candidates to be considered for appointment. The final process to appoint a candidate must be in accordance with UTFA's Bylaws (currently Executive Committee would recommend an appointment to Council and Council in turn would reject or accept the recommendation). An appointment is not official until ratified by the Employee Sponsor Committee (ESC). Only under exceptional circumstances (e.g., an obviously unqualified candidate) would the ESC fail to ratify UTFA's appointment decision. The appointment term length is at the discretion of UTFA and in practice has been set to four years.
3. Performance Assessment – On an annual basis, the Pension Committee Chair would normally meet with the President and/or Vice-President SBPW for a performance review. In advance of that meeting, the President and/or Vice-President SBPW may solicit performance feedback from Pension Committee and/or ESC members. Pension Committee members need not wait until the annual review to raise concerns regarding the Pension Committee Chair's performance with the President and/or Vice- President SBPW; they may do so at any time.
4. Renewal

a. Members of UTFA's Pension Committee, Executive Committee, and Council may contribute to deliberations on whether an incumbent's appointment would be renewed. The final process to renew a candidate's appointment must be in accordance with UTFA's Bylaws (currently Executive Committee would recommend a renewal to Council and Council in turn would reject or accept the recommendation).
b. The process for considering whether an incumbent will be renewed should begin no later than six months before the scheduled term end date.
c. An incumbent who has no previously identified performance issues and who is interested in serving another term shall normally be offered a renewal.
d. Exceptional circumstances, such as a profound shift in the necessary skill set, may result in UTFA deciding not to renew an incumbent.
e. If the incumbent is not to be renewed, UTFA should begin seeking a new nominee no later than three months before the scheduled term end date.

5. Removal – Conditions for removal mirror those that pertain to UTFA's Executive Committee: failure to adequately perform duties, dereliction of duty, breach of confidentiality, or conduct detrimental to the Association. Members of UTFA's Pension Committee, Executive Committee, and Council may contribute to deliberations on whether an incumbent appointment would be removed. The final process to remove an incumbent must be in accordance with UTFA's Bylaws (currently Executive Committee would recommend removal to Council and Council in turn would reject or accept the recommendation). Notice of a decision to remove should be issued in writing to the incumbent with no less than 10 calendar days' notice. If the representative/Chair wishes to remain in the roles, they would have an opportunity to respond in writing and have their request considered at the next Executive Committee meeting.

Source URL (modified on May 10 2023):https://www.utfa.org/content/processes-esc-representative-appointment-and-renewal