



Queen's University Faculty Association

Committee Terms of Reference

January 2026

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1 STANDING COMMITTEES

Article 10 of the Constitution: Standing Committees

- i) There shall be the following Standing Committees on:
 - (a) Finance Committee
 - (b) Grievance Committee
 - (c) Nominations and Elections Committee
 - (d) Political Action and Communications Committee (PACC)
 - (e) Staff Relations Committee
- ii) Standing Committees shall have such duties and responsibilities as may be assigned to them by the Executive Committee, with Council approval;
- iii) Standing Committees shall report to Council through the Executive Committee. They shall, however, have the right to report to Council directly, and Council may request that they do so;
- iv) Standing Committees shall submit annual reports to the Spring General Meeting;
- v) The Grievance Committee shall be as representative as possible of the academic and cultural diversity of the University;
- vi) Each Standing Committee shall meet at the call of its Chair or at the call of any two of its members;
- vii) A Standing Committee may appoint temporary sub-committees and assign them such duties as it deems advisable.

1.1 Finance Committee

Approved by the Finance Committee February 2014

Approved by QUFA Executive March 2014

Approved by QUFA Council March 2014

1. The Finance Committee shall consist of the four Signing Officers of the Association (President, Vice-President, Past President, and Treasurer) as voting members and the Executive Director as a non-voting member.
2. The Treasurer or his/her designate shall chair the committee.
3. Quorum is three voting members.
4. The Committee shall meet at least once per Academic year and shall otherwise communicate by email to review the finances of the Association as needed.
5. The primary mandate of the Committee is outlined in Article 15 of the QUFA Constitution as follows:
 - a. Consult with the Treasurer in drafting the annual budget and financial report for approval by Council and Members at the Spring General Meeting;
 - b. Monitor expenses;
 - c. Recommend changes in membership fees to Council as required;

- d. Select investment options in accordance with any duly approved investment policies of the Association.
- 6. The secondary mandate of the Committee is to make recommendations to the Executive Committee on the following matters:
 - a. Selection of investment managers and auditors;
 - b. Investment policies and protocols.

1.2 Grievance Committee

Approved by QUFA Executive March 2003

Amended and approved by QUFA Council November 2010

Amended and approved by Grievance Committee October 2013

Approved by QUFA Executive December 2013

Approved by QUFA Council December 2013

Approved by Executive and Council December 2024

The Grievance Committee

1. The Grievance Committee shall consist of a minimum of five (5) Members of QUFA and the Grievance Chair, the Grievance Officer, the Executive Director, and the President of QUFA. Staff members are non-voting. The elected members shall be as representative as possible of the academic and cultural diversity of the University. Quorum shall be three (3) voting members.

2. The mandate of the Grievance Committee shall be:

- i. to provide input and advice to the Grievance Officer on grievances brought to the attention of the Grievance Committee;
- ii. to provide other assistance in specific cases at the Grievance Officer's request;
- iii. to assess any policy issues that arise in the context of individual grievances, and consider whether further action should be taken to address systemic problems;
- iv. to bring policy issues of general concern to the attention of both Council and Executive, without breaching confidentiality or in any way jeopardizing the anonymity of potential grievors;
- v. to identify issues related to equity, bias, and discrimination that may arise in relation to complaints and grievances; where necessary, to consider whether a group or association grievance might be warranted;
- vi. to monitor the practices of University administrators to ensure that the collective agreement is being respected;
- vii. to make recommendations to the Executive Committee about whether to carry grievances forward to arbitration;
- viii. to report at least twice a year to the Executive Committee and the Council; to report to the membership at large in a written report and/or an oral report at the two regular general meetings;

- ix. to identify deficiencies in the collective agreement and to report, with recommendations, to the Executive Committee and the negotiating team.
- x. to attend and take notes in grievance meetings, hearings, and investigations where requested by the Grievance Officer.

3. If a majority of the voting members present at a Grievance Committee meeting disagrees with the Grievance Officer's recommendation or decision on how to proceed with a complaint, the Grievance Committee Chair will provide a written report to the Executive Committee outlining their position and/or providing alternative recommendations.

The Grievance Officer

The Grievance Officer is a staff position and is an ex-officio member of the Grievance Committee.

The mandate of the Grievance Officer shall be:

- i. to investigate and assess individual and group complaints arising under the collective agreement, consult with the Grievance Committee, and make recommendations to the Executive Committee about whether to carry grievances forward to arbitration;
- ii. to handle grievances as they are carried forward to arbitration or settlement, alone or in association with legal counsel for the Association or with CAUT;
- iii. to seek advice and guidance from the Grievance Committee on disputes and informal grievances where possible and where the timeline permits;
- iv. to obtain input from the Grievance Committee prior to proceeding to a Step 1 in any grievance where possible and where the timeline permits; and to keep the Committee informed throughout the formal grievance process;
- v. to oversee QUFA volunteer note-takers who may accompany members to non-regular meetings with the administration about potentially serious collective agreement-related matters;
- vi. to consult with the JCAA as necessary.

1.3 Nominations & Elections Committee

From By-Law No. 1 – General, Amended at 2013 Fall General Meeting

A. NOMINATIONS, ELECTIONS, APPOINTMENTS

- i) There shall be a Nominations and Elections Committee appointed annually by Council by January. At least one member of the Nominations and Elections Committee must be a Term or Continuing Adjunct faculty member. Membership shall include:
 - (a) the Vice-President (or in the absence of a Vice- President, the Past President)

- who shall serve as Chair of the Committee;
 - (b) two members of Council who are not on the Executive Committee;
 - (c) one additional member of the Executive Committee who is not on Council;
 - (d) one member who is not on the Executive Committee who shall be designated as the Equity Representative to the Nominations and Elections Committee;
 - (e) two members who are neither on Council nor on the Executive Committee.
- ii) The mandate of the committee shall be:
- (a) To prepare a slate of candidates for those Officer positions (President, Vice-President, Secretary, Treasurer) which are vacant or for which the current incumbent's term will expire on June 30th. Note: The Past President position is not elected.
 - (1) All QUFA Members shall be invited in January and/or February to submit names of persons to fill all vacant Officer positions. Nominations need not be seconded but the nominee must agree to stand for election. Members may nominate themselves.
 - (2) Should a person holding one elected Office (President, Vice-President, Secretary, Treasurer) within the Association wish to hold another, he or she shall resign the first upon election to the second position. Any vacancy thus created shall be filled according to the same procedures and at the same time as the election of other Officers;
 - (3) Nominations shall close one week prior to the Spring General Meeting for all positions for which there is at least one candidate.
 - (4) Nominations will be accepted after the close of Nominations, including nominations from the floor. Such nominations require a two thirds approval vote at the meeting for the candidate to stand for the position.
 - (5) A slate of candidates will be presented at the Spring General Meeting of the Association each year.
 - (6) If there is only one candidate for a position, that candidate is acclaimed. If there is more than one candidate nominated for a position, an election will be held at the meeting by written ballot. Election will be by simple plurality.
 - (b) To prepare a slate of candidates for those positions of Chair and Alternate Chair of Council which are vacant or for which the current incumbent's term will expire on June 30th:
 - (1) An invitation shall be issued to all Councillors by the March Council meeting to submit names of persons to fill the positions of Chair and/or Alternate Chair of Council. Nominations need not be seconded but the nominee must agree to stand for election.

- Members may nominate themselves.
- (2) A slate of candidates shall be presented at the April Council meeting. For positions with no candidate, nominations will be accepted from the floor at the meeting.
 - (3) If there is only one candidate for a position, that candidate is acclaimed. If there is more than one candidate for a position, an election will be held at the Council meeting by written ballot. Election will be by simple plurality.
- (c) To notify electoral units of expiring terms and vacancies on Council and the need to elect new representatives:
- (1) A Candidate for Council must be a member of the electoral unit that he/she represents. Joint appointees may represent one but not both electoral units simultaneously; cross-appointees may represent only the electoral unit that includes their home unit.
 - (2) Candidates for Council must be nominated by at least two members within the candidate's electoral unit, who are also members of the Association. The candidate must be a member of the Association and must indicate in writing his or her consent to run. The election shall take place by secret ballot of the members of the electoral unit.
 - (3) If there is only one candidate for a position, that candidate is acclaimed. The name of the candidate must be circulated by email or other means that will ensure that all QUFA bargaining unit members in the unit are informed.
- (e) To recommend to the Executive Committee, candidates for the positions of Chair (or Co-Chair) of and membership on the Committee for the Management of the Collective Agreement (CMCA), the Joint Committee to Administer the Agreements (JCAA), the Grievance Committee, and the Political Action and Communications Committee (PACC), and for the positions of the Equity Representative on Council and the Executive and Members-at-large on the Executive. The Treasurer is *ex officio* Chair of the Finance Committee; the Past President is *ex officio* Chair of the Staff Relations Committee.
- (f) To prepare a list of Members upon whom the Association might draw to fill mid-term vacancies as well as positions on Association committees, joint employer-Association committees, university committees, task forces, and external bodies.
- (g) In the absence of a protest in writing to the Secretary, to destroy written ballots one month after public announcement of the results or a vote.

1.4 Political Action & Communications Committee (PACC)

Sent to Council January 25, 2000

Approved by QUFA Executive March 2010

Approved by QUFA Executive January 2014

Approved by QUFA Council January 2014

Amended by Constitutional Change April 2016

The Political Action & Communications Committee (PACC) is a Standing Committee of QUFA under Article 10 of the QUFA Constitution. In addition to Article 10, the following terms shall govern the operation of PACC:

1. The PACC Chair is a member of the Executive Committee and is elected or appointed according to Article 9.2 of the Constitution.
2. In addition to the Chair, PACC shall be constituted by 5-12 Members who represent a range of interests.
3. The President of QUFA is an ex officio member of the committee with voting rights as per Article 9.5 of the Constitution.
4. Quorum is 4 voting members.
5. PACC shall meet at least 3 times per term in Fall and Winter and at least 7 times per academic year (July-June).
6. PACC's purpose is to make proposals for political action and communications with the membership to QUFA Council of Representatives and/or the Executive Committee as appropriate and to implement their policies and instructions concerning political action and communications.
7. All PACC campaigns, communications and actions shall be approved by the Executive Committee and/or the Council of Representatives.

Definitions and Limitations:

"Political action" includes cooperation with other university bodies to monitor and influence university decisions that have implications for the terms and conditions of employment of QUFA members. Specifically, PACC is responsible to monitor Queen's Administration and work with the QUFA President to liaise with other employee and student groups at Queen's, as well as with OCUFA, CAUT, and other interest groups, parties and unions. "Political action" also includes those activities that QUFA undertakes to further its purposes by influencing the public and government at any level (municipal, provincial, federal, or international). Among the forms of action included are influencing public opinion, lobbying politicians and civil servants, and presenting briefs and other submissions to governmental bodies. Finally, PACC will work with the President, the Executive Committee and the Council of Representatives to create and disseminate communications with QUFA Members.

Direct contact with the Principal, Provost, Senate, Board of Trustees or the media shall be channelled through the President or designated Officers of the Association.

1.5 Staff Relations Committee (SRC)

Approved by QUFA Executive December 2013

Approved by QUFA Council December 2013

1. The Staff Relations Committee shall consist of the five Officers of the Association (President, Vice President, Past President, Treasurer, and Secretary) as voting members and the Executive Director as a non-voting member.
2. The Past President or his/her designate shall chair the committee.
3. Quorum is three voting members.
4. The Committee shall meet at least twice per term (Fall, Winter, Summer); at least one of those meetings each term must include all staff.
5. The Officers of the Association shall supervise the work of the Executive Director who is responsible for the day-to-day management of staff.
6. The Committee shall provide oversight and input, where necessary, regarding the following staff matters:
 - a. Staff hours, lieu time, overtime and vacations;
 - b. Staff requests for accommodation, additional leaves or counsel;
 - c. Annual performance reviews including the determination of job category and pay level;
 - d. Staff workload;
 - e. Staff professional development;
 - f. Safe and healthy workplace practices and policies;
 - g. Disputes among staff;
 - h. Staff concerns or complaints about Volunteers;
 - i. Volunteer concerns or complaints about staff;
 - j. Disciplinary meetings with staff including termination meetings; and,
 - k. Hiring committee constitution.
7. The Committee shall make recommendations to the Executive Committee on the following matters:
 - a. Appropriate staffing levels;
 - b. Hiring of new staff (job description, salary, qualifications, recommended candidates);
 - c. Assessment of probationary staff;
 - d. Dismissal of staff;
 - e. Staff policies and protocols;
 - f. Distribution of discretionary release time to Volunteers; and
 - g. Release time policies and protocols.
8. In addition, the Committee shall:
 - a. Report to the Executive Committee and Council of Representatives as required;
 - b. Track QUFA attendance at external events (workshops, conferences, governance meetings of affiliated organizations (CAUT, OCUFA, KDLC, NUCAUT, CLC)) and

make recommendations to the Executive Committee, where appropriate, about QUFA staff, Volunteer and Member participation at these events.

1.6 Queen's-QUFA Standing Joint Committee on Technology (SJCT)

Approved by Executive and Council, January 2026

PURPOSE

Pursuant to the November 7, 2025, Order of Arbitrator William Kaplan regarding Grievance #2025-04, the Standing Joint Committee on Technology (SJCT) is a joint consultative body between QUFA and the Queen's Administration that will share information and consult on changes or advancements to technology that may impact terms and conditions of employment for QUFA members.

RESPONSIBILITIES

- a) Review and consult on the Endpoint Protection "Frequently Asked Questions" (FAQ) published on the Queen's University website. The Committee shall ensure that information provided in the FAQ is clear, accurate and comprehensively addresses questions and/or concerns raised on behalf of the QUFA membership;
- b) Receive, review and discuss quarterly written reports prepared by the University Administration with detailed descriptions of all instances, in the prior reporting period, that Endpoint Protection software detected a security threat on a device used by a QUFA member that required the Administration to have a Queen's authorized analyst analyze, contain or eradicate the potential threat. The report will be sufficiently detailed to provide full transparency on the nature of the threat and the nature of the Administration's response to the threat;
- c) Receive, review and discuss the fresh (2025/26) third-party Privacy Impact Assessments of the Microsoft Assessment, Microsoft Intune and Microsoft Defender for Endpoint products as used by the Endpoint Protection service, including consultative discussions respecting any recommendations and/or mitigation strategies included in the new assessments;
- d) Receive notice and information from the University Administration regarding any future transformative technological requirements the University Administration anticipates implementing;

- e) Receive questions from QUFA and the QUFA membership regarding any anticipated future transformative technological requirements;
- f) Review and discuss the Administration’s meaningful responses to questions from QUFA and the QUFA membership regarding any anticipated future transformative technological requirements;
- g) Set timelines and review planning for the provision of in-person information sessions for QUFA members, to be facilitated by the University’s Information Technology Services not less than four months in advance of the implementation of any new transformative technological requirements. The information sessions shall provide information about the anticipated changes and provide meaningful responses to any questions from QUFA and QUFA members;
- h) Review and consult respecting the following University policies/procedures, prior to their finalization:
 - i. The Exceptional Authorization Procedure, which will replace the Access Authorization Procedure (2014);
 - ii. The Cybersecurity Policy for the Use of Digital Access by Faculty, which will replace the Acceptable Use of Information Technology Resources Policy (2014);
 - iii. The Cyber Security Incident Detect and Respond Policy (2024);
 - iv. The Electronic Monitoring Transparency Policy (2022), prior to its renewal that is anticipated in October 2027.

AUTHORITY

The SJCT will serve as a resource to QUFA and the Administration but will not exercise any decision-making powers respecting any matters other than those necessary for the planning and administration of the SJCT.

COMPOSITION

The SJCT will be jointly Chaired by a representative of the Association and a representative of the Administration.

The SJCT shall be composed of three representative faculty members appointed by QUFA, the University’s Chief Information Officer and two representatives of the Administration appointed by the Provost.

At least one of the three QUFA representatives will be a member of the QUFA Executive.

The QUFA Chair of the SJCT shall be appointed by the QUFA Executive and the Administration's Chair shall be appointed by the Provost.

Other members of the Queen's community may be invited to attend meetings from time to time, as required for information purposes and as mutually agreed between the Parties.

Appointments to the Committee shall be for two consecutive academic years.

The QUFA representatives and SJCT Chair shall be appointed by the Executive using the following procedure:

1. As required, the QUFA Executive shall invite QUFA members to submit a Statement of Interest describing the candidates' relevant background and reason(s) they wish to serve on the committee. If a candidate is interested in being appointed the QUFA Committee Joint Chair, they may indicate that in their Statement of Interest;
2. The Statement(s) of Interest shall be shared with members of the QUFA Executive and each member shall be provided an opportunity to vote for their preferred candidate(s);
3. The candidate(s) with the most votes from members of the QUFA Executive shall be appointed.

MEETINGS

Meetings shall be held no less than four times per year (quarterly), with the first meeting to occur in January 2026.

The Committee shall determine its own procedures. If there is an inability to agree on procedures, the Parties may consult with Arbitrator Kaplan for assistance to resolve any disputes.

REPORTING

QUFA's co-Chair shall report back to the QUFA Executive regarding the work and observations of the SJCT as needed and not less than quarterly per calendar year.

2 OTHER COMMITTEES & GROUPS

2.1 Pension Committee

Approved by QUFA Executive June 2019

Approved by QUFA Council September 2019

The primary duty of the Pension Committee is to advise the QUFA Executive and Council on pension matters of interest to QUFA members. This duty includes the following tasks:

- Suggesting, to the Executive Committee, nominees for the Sponsor or Trustee boards of the University Pension Plan;
- Suggesting, to the Executive Committee, nominees for the Queen's Pension Plan Joint Pension Committee;
- Serving as a consultative group for a QUFA Sponsor board delegate to the University Pension Plan;
- Keeping apprised of pension plan performance for QUFA members;
- Reviewing UPP Reports to Sponsors and Plan Members;
- Keeping apprised of pension industry developments;
- Keeping apprised of legislative and policy frameworks for university pension plans and JSPPs
- Advising the QUFA Executive and Bargaining Team of pension-related issues.

The secondary duty of the Pension Committee is to be aware of the concerns of QUFA members and to help the Executive Committee with member education on pension matters when needed. This duty includes the following tasks:

- Managing relevant research projects, including surveys of members;
- Designing member education on pension matters;
- Preparing member communications like *Voices* articles, pamphlets or web pages;
- Attending QUFA general member meetings;
- Reporting to general member meetings as needed.

The Committee shall consist of a Chairperson appointed by the Executive Committee, the QUFA President (ex officio), and 4-6 QUFA members who are interested in and reasonably knowledgeable about pensions, who represent different faculties and career stages and who, as a group, are reflective of the diversity of QUFA's membership.

The following terms shall govern the Committee's work:

- All members shall have voice and vote;
- Quorum shall be 50%+1 of the current membership of the Committee;
- The Committee will meet as often as circumstances warrant;

- The Committee shall meet at the call of the Chair or at the bequest of the QUFA Executive or Council;
- A list of Committee members shall be posted on QUFA’s website.

A QUFA Staff member shall be assigned to assist the Committee in its work and to assist the Committee Chair with scheduling. The Committee Chair shall have primary responsibility for communicating with the QUFA Executive and may, from time to time, attend Executive or Council meetings at the invitation of the President. The Chair will be supported to attend any general member meetings of the UPP as a QUFA delegate.

2.2 QUFA Ad Hoc Finance-Budget Review Committee (FBRC)

Approved by Executive, June 2021

Extended by Executive, April 2022 (to April 2023)

Extended by Executive, September 2023 (to 2025 SGM)

Approved by Executive and Council, February 2024

Amended, extended, and approved by Executive and Council, September 2025 (to 2027 SGM)

Initially formed as a partial response to the concerns raised by the Laurentian University CCAA process in 2021, and now focused on the recent financial pressures facing the Queen’s community, the QUFA Executive Committee authorizes the continued work of an ad hoc committee to review and analyze Queen’s budgeting and finances with the following terms of reference:

- This committee replaces the Budget Analysis Review Committee established in 2015.
- This committee will operate for as long as their work is deemed useful.
- The committee will consist of at least 3 knowledgeable members plus the QUFA President as ex officio. Ideally, at least one member will be drawn from the Smith School of Business.
- The committee shall determine its own principles of operation, including frequency and format of meetings and internal governance rules.
- The committee shall report annually about its work to the Executive, Council and the Members at the General Meeting in April but may choose to make additional reports throughout the year and/or to other QUFA bodies such as Bargaining Teams or other committees.
- QUFA staff will provide logistical support (setting up meetings for example).
- Requests for additional support, such as training, attendance at relevant conferences or workshops, release time, or money for research or professional opinions shall be submitted to the Executive through the President for consideration.

- The committee and the Executive shall have the flexibility to refine or redefine the committee's mandate as work progresses, as long as part of the work is always to alert QUFA leadership if there are signs of Queen's impending financial contraction or collapse of an order that could impact QUFA Members' jobs either through reassignment or redefinition of terms of employment, or by way of contraction of the delivery of academic programs.

2.3 QUFA Ad Hoc Adjunct Advocacy Committee

Approved by Executive, June 2021

Amended and approved by Executive and Council, January 2026

1. The Adjunct Advocacy Committee shall consist of a minimum of five (5) Members of QUFA and the Continuing Adjunct Representative, Term Adjunct Representative, and the Member Services Officer. Staff members are non-voting. Quorum shall be three voting members.
2. General members of the committee shall be drawn from across the campus but shall seek to include at least one Adjunct from each faculty;
3. The committee's co-chairs shall be the Executive Committee's Continuing Adjunct Representative and the Term Adjunct Representative; Chairing responsibilities shall be shared. An alternate chair or co-chair shall be approved by the Executive Committee.
4. The Members Service Officer will serve as staff support for the committee's research and communications activities. Other staff support may be provided as needed;
5. QUFA's representatives to OCUFA's Contract Faculty/Faculty Complement Committee and CAUT's Contract Academic Staff Committee will have seats on the core committee.
6. The purpose of the committee is to bring Adjunct-related policy issues of concern to the attention of the Council and Executive, and to organize educational and social events for Adjunct members of QUFA.
7. The committee shall monitor the practices of University administrators to ensure that the Collective Agreement is being respected as it pertains to Continuing and Term Adjuncts;
8. The committee shall meet at least twice a term
9. The committee report at least twice a year to the Executive Committee and the Council; to report to the membership at large in a written report and/or oral report at the two regular general meetings;
10. In the year prior to bargaining, the committee shall produce a report to the QUFA Executive outlining areas of the Collective Agreement that could be productively amended or augmented through bargaining and to suggest the principles that should govern such bargained changes; the committee is not expected to craft CA language or bargaining proposals. To complete this mandate, the committee may:

- Gather and analyze data available about QUFA members
 - Analyze available comparative data about contract academics elsewhere
 - Surveys, interviews or run focus groups to explore key issues facing adjuncts.
11. Requests for financial support for the committee, including release time, training, or conference/workshop attendance, purchasing resources or data analysis tools, providing meeting space or refreshments or other reasonable costs shall be forwarded to the Executive via the President.

2.4 QUFA Ad Hoc Council Representation Committee

Approved by Executive, June 2025

In accordance with By-Law No. 1, the Executive Committee has established an ad hoc committee to review participation and representation at QUFA Council called the Council Representation Ad Hoc Committee (the “Committee”). The structure of the ad hoc committee shall be that of the Nominations Committee as described in section A.i of the By-Law. The Past President shall chair the committee and other members shall be appointed by the Executive. The Executive shall consider the following criteria in appointing committee members:

1. Cross-campus representation: the Executive shall endeavor to have representation from as many academic faculties as possible, as well as the Library and Archives, on this committee.
2. Experience on Council or other QUFA committees.
3. Experience with or interest in union governance.

Once appointed, the ad hoc committee shall decide on a pace of work and whether it will report back to the Executive, to Council and to the members at a General Members meeting in fall of 2025 or winter of 2026. The Committee shall cease to exist following the General Meeting at which any changes to the QUFA Constitution and By-Laws are considered, which shall normally be by spring 2026 at the latest. If required, the Executive may extend the mandate of the Committee.

The Committee shall consider how best to constitute a QUFA council to achieve the following objectives:

1. Establishment of a representative body of members to consider matters of importance to the Association (per Article 8 of the QUFA Constitution and alongside the Executive Committee) between regular meetings of the general membership.
2. Creation of an effective, two-way channel of communication between the broader membership and the Executive Committee via Council Representatives.

3. Amendment of By-Law No.1 so as to reflect principles of Council representation rather than the specifics of vote weighting which can be established each year in September.
4. Establishment of best practices for the election of Council Representatives at the unit level.
5. Determination of the supports Council Representatives need in order to be effective.

The following principles shall guide the work of the Committee:

1. Fair representation across units of different sizes.
2. Fair representation across appointment types by ensuring representation from Librarians & Archivists and from faculty in Adjunct appointments.
3. Appropriate use of weighted votes to ensure that principle #1 is upheld.

Finally, the Committee shall make recommendations regarding best practices for holding votes, weighted or not, in virtual, in-person, or hybrid meeting formats.

2.5 QUFA Ad Hoc Artificial Intelligence Task Force (QAITF)

Approved by Executive and Council, November 2025

Amended by Executive and Council, January 2026

The Executive Committee has established an ad hoc committee, the QAITF, to advise the Executive and 2026 Bargaining Team on opportunities and threats to QUFA members' work presented by generative AI. The TF shall consist of a small group of volunteer, expert members with a Chair selected from among them by the Executive. The President shall be an ex officio member.

The Executive shall consider the following criteria when appointing committee members and selecting a Chair:

4. Cross-campus representation in order to capture impacts in different disciplines and pedagogies;
5. Expertise in generative AI with a focus on how it intersects with knowledge economy jobs and workplaces;
6. Commitment to preserving high quality academic jobs.

In addition, the TF shall include at least one member from the Library/Archives and shall consider the EDII ramifications of the opportunities and threats presented by generative AI at Queen's when making its recommendations.

The TF shall meet as often as necessary in order to prepare a written report to the Executive

Committee that outlines how generative AI is impacting or can be expected to impact QUFA Faculty and Librarian/Archivist work. The report should also suggest areas of the CA that could be altered or strengthened to protect essential aspects of QUFA members' work and/or to enable QUFA members to make optimal use of AI. The TF is not tasked with preparing bargaining proposals. This report shall be presented to the Executive at its March meeting and may also be shared with the Bargaining Team, Council and the membership as a whole at the discretion of the Executive Committee.

The TF will normally disband after the Spring General Meeting in 2026 but in consultation with Executive, may ask or be asked to extend its mandate to provide an expert resource for the 2026 Bargaining Team. Further extensions of the TF's mandate can be considered at the conclusion of bargaining.