

**FACULTY OF ARTS  
ENDOWMENT FUND COMMITTEE  
Terms of Reference**

**Authority:**

Established by Arts Faculty Council as a standing committee of Faculty Council

**Purpose:**

The Faculty of Arts Endowment Fund was established for the purpose of advancement and enrichment of the teaching, research and scholarly goals of the Faculty of Arts.

Revenue from the Faculty of Arts Endowment Fund is intended to be used for activities or projects not normally funded by the operating or capital budgets of the Faculty of Arts such as:

- the enhancement of instructional and research facilities and equipment,
- the encouragement of innovative student and support staff activities,
- visits by guest speakers, researchers, visiting professors
- staff self-improvement courses and workshops,
- special library acquisitions related to teaching and research

**Terms of Reference:**

- 1.) The committee shall elect its own Chairperson
- 2.) The committee shall, through the Arts Executive Committee, report annually to Faculty Council with respect to dispersal of the interest revenue from the Faculty of Arts Endowment Fund.
- 3.) The Committee shall meet at least once annually to consider applications for funding, in the Second Term before the first of March. Prior to that meeting, the Committee shall ensure that reasonable notice is given of the deadline for application. Additional meetings will be at the call of the chair.
- 4.) Per Diem rates will be set according to the University of Manitoba's governing document "Travel and Business Expense Claims" procedures.
- 5.) The committee will develop and maintain a set of funding guidelines that may be updated from time to time.

**Composition:**

There shall be eleven (11) Committee members in total:

- 1.) Dean of Arts (or delegate), *ex officio*<sup>i</sup>
- 2.) Arts Student Body Council Senior Stick (or delegate), *ex officio*
- 3.) three (3) academic staff members, one from the Humanities, one from the Social Sciences, and one member at large elected by Faculty Council for two-year terms. The Social Science member and the Humanities member will hold staggered two year terms. 4.)
- 4.) one (1) member elected by and from the Faculty of Arts support staff for a two-year term;
- 5.) two (2) graduate student in an Arts discipline nominated by the President of the Graduate Students' Association to serve a one-year term.
- 6.) three (3) undergraduate students in Arts nominated by the Senior Stick of the Arts Student Body Council to serve a one-year term.

*Established and approved by Faculty Council April 27, 1994*

*Revisions approved by Faculty Council December, 19, 2006, April 11, 2007, February 11, 2010, April 6, 2017*

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<sup>i</sup> All ex officio members of standing committees have voting rights unless otherwise stipulated