

## **CSAHS Interdisciplinary Hub Steering Committee**

### **Terms of Reference**

#### **Mandate**

The Interdisciplinary Hub Steering Committee informs policies and provides high-level guidance on the activities of the Interdisciplinary Hub. Responsibilities include: conceptualizing activities and initiatives; periodically reviewing Hub activities to ensure that they align with its mandate; overseeing distribution / access to use of space; providing connections and ideas for potential new activities and relationships.

#### **Composition**

The Interdisciplinary Hub Steering Committee is composed of a Chair and members representing college departments and research project centers and institutes, who are interdisciplinary scholars and practitioners representing at least as many of the College departments and two of its research projects, centres, and institutes. The Chair is appointed by the Dean. Membership is by invitation by the Committee Chair, who may seek advice from the other members.

#### **Expectations**

Members' terms will usually be 2 or 3 years, staggered so that there is consistency in some members across time. Membership may be renewed at the request of the Chair.

Members will attend Committee meetings, which usually occur at least once per semester or more often as needed, will come prepared to contribute by reviewing circulated materials, and will support the Hub by promoting and attending Hub events when possible. Members will sometimes be expected to review and comment on time-sensitive issues and documents between meetings. Membership will usually require a commitment of 10 hours per semester, largely during the Fall and Winter semesters.

The Chair will prepare agendas, schedule meetings, coordinate communications, and lead the membership renewal/recruitment processes. The Chair is the Committee's conduit to the Dean's Office.

Service on the Committee may be reported and will be acknowledged during tenure and promotion and performance summary processes.