



Canadian Association of University Teachers
Association canadienne des professeures et professeurs d'université

Memorandum 24:48

Date: December 6, 2024

To: Presidents of Local, Federated and Provincial Associations
CAUT Executive Committee

From: Robin Vose, Chair, Elections and Resolutions Committee

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

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, 2025**.

Elections by secret ballot will take place during the CAUT Council meeting to be held in Ottawa, **May 1-3, 2025**.

The nomination procedures, description of positions and terms of office, and CAUT's Release Time Policy are available on the [CAUT website](https://www.caut.ca).

Nominations of members of marginalized groups are encouraged, including but not limited to Aboriginal peoples; women; racialized academic staff; academic staff with disabilities; and Two-Spirit, lesbian, gay, bisexual, transgender, queer, intersex, asexual and additional sexually and gender diverse people.

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. **Self-nominations will not be accepted.** The letter of nomination will be included in the Council delegates' kit and available online.

3. Candidate Statement

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 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 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:

Robin Vose
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

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 considerable experience in academic staff association affairs at the local level.

Vice-President (1-year term)

Responsible for assisting the President with their 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 should 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 should 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. There are 2 Co-Chairs of the Committee. At least one Co-Chair must be a woman, two-spirit, trans, non-binary, or gender-diverse person.

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

Representative from Quebec responsible for liaising with Quebec organizations and undertaking other duties as decided by the Officers and the Executive Committee.

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

Responsible for representing the interests of Aboriginal academic staff and serving as the Executive liaison to the Aboriginal Post-Secondary Education Working Group.

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

Responsible for representing the interests of Francophone academic staff and serving as the Executive liaison to the Executive Committee'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](#).