

GFC Member Question Protocol and Form

Protocol for Questions from GFC Members between GFC meetings

Questions from GFC members arising outside of a GFC meeting should be directed as follows to ensure that these are addressed in a consistent and timely manner and one that acknowledges and respects the time and resources of GFC and University Administration:

- Questions should be submitted on the form provided on the GFC website (for tracking purposes) and submitted to the Secretary of GFC (or designate) through the University Secretariat.
 - Questions should be concise and addressed to matters that are of interest and concern to GFC as a whole.
 - The GFC Steering Committee will review each question submitted to confirm the question(s) is reasonably a matter of interest to GFC and appropriate for inclusion on a GFC meeting agenda. If so, the Secretary of GFC (or designate), will forward the question, on behalf of the Steering Committee, to the appropriate individual(s) for response, and determine a reasonable timeframe for provision of a response, either at a GFC meeting, or as a written response to be included with meeting materials.
 - Where questions are submitted at least 10 calendar days prior to the next regular meeting of GFC, efforts will be made to seek a response for the next meeting, taking into account the scheduling of current business of GFC, the availability of both the individual posing the question and the responder(s), and the urgency of the question. In circumstances where it is not reasonable to bring the question(s) to the next meeting of GFC, the matter will be addressed at the next possible meeting.
 - Questions for response will be addressed under "Business Arising" (or under the relevant agenda item) and will be dealt with in the order submitted. A verbal response from the relevant individual(s) will be preferred, in order to address any follow-up questions, and is encouraged to supplement their response in writing.
 - A summary of the questions and responses will be duly noted in the GFC minutes.
 - Please note, the use of the protocol and form is NOT meant to deter questions at a GFC meeting.
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- ***Please download the fillable form to your desktop to enable the fillable fields.**

Question Form

*Please download the fillable form to your desktop
to enable the fillable fields.

TO: General Faculties Council
[Please submit the completed form to the University Secretary]

FROM:
[Note: questions may only be submitted by GFC Members] Question Regarding

SUBJECT:

DATE:
[Insert today's date]

PREAMBLE: [Insert brief background information providing context for the question, if
appropriate or necessary]

QUESTION: **[Insert your question here]**