

SCHOOL OF LANGUAGES, LINGUISTICS, LITERATURES AND CULTURES
THE DIRECTOR'S ADVISORY COMMITTEE (DIRAC)
TERMS OF REFERENCE

1. MANDATE

The Director's Advisory Committee is an advisory body whose purpose is to carry out duties listed below and to provide advice to the Director in carrying out duties listed in 4.1.2 (Duties and Responsibilities of the School Director) of the **Governance Document for the School of Languages, Linguistics, Literatures and Cultures**. It is not a decision-making body.

2. MEMBERSHIP

The committee shall consist of:

- (a) the Director or their designate, who is the chair,
- (b) all (five) Division Chairs,
- (c) the Director of the French Centre and the Director of the Language Research Centre,
- (d) the Graduate Program Directors of the Linguistics and LLAC graduate programs,
- (e) the Manager of Administrative Services.

(*) Centre Directors and Graduate Program Directors are expected to present the concerns of the unit they represent; their role is not to duplicate or enhance that of their Division Chairs.

3. DUTIES AND POWERS

The primary duties of the committee shall be as follows:

- (a) The committee will advise the Director on short- and long-term planning, including questions of resource allocation, position requests, and policy and procedure creation and revision, and help to coordinate routine administrative processes and procedures in accordance with established University, Faculty, and School policies.
- (b) The committee will advise the Director on short- and long-term budgetary questions.
- (c) The committee will serve as a primary body for the transmission of information from the Director to the divisions, programs, and centres and their constituents and vice-versa.
- (d) The committee will review the agenda for School Council.

4. MEETINGS

- (a) Normally the committee shall meet not fewer than three times in each of the fall and winter semesters.
- (b) Should any member of the committee be unable to attend, they must request a colleague from their respective Program committee, Centre committee, or Division to serve as their delegate.

- (c) Graduate Program Directors and Directors of Centres shall be excused from attending meetings in the absence of agenda items relevant to their roles.
- (d) The committee has the right to invite such people to attend its meetings as may seem useful and fitting. Such attendance would occur on an occasional basis.