1. **Membership:** The Committee shall have three members, each from a different department, serving staggered three-year terms beginning on July 1st. Membership on this Committee is by election conducted by the Office of the Dean of Social Sciences. However, if no nominations are received for a vacancy in accordance with Faculty policy, such a vacancy is filled on recommendation of the Committee on Committees.

2. **Function:** The function of the Committee on Committees is to recommend to the Faculty the composition of committees of the Faculty of Social Sciences. Currently, this includes annual recommendations by May 1st of candidates to fill vacancies for the Curriculum Committee*, Awards and Recognition Committee*, Equity and Diversity Committee*, and the Academic Standards Committees of the Faculty of Social Sciences. The Committee designates the Chair of the Academic Standards Committee and also maintains the Terms of Reference of all Faculty committees.

3. **Procedures:**
   
   a) Members are elected in January through the Office of the Dean of Social Sciences.

   b) The Dean’s Office sends letters of appointment to new members.

   c) No Dean serves on the Committee.

   d) The Committee selects its own chair.

   *Membership on these committees is through recommendations from the Chair/Director of each unit to the Chair of the Committee on Committees*