



### **Scholars at Risk Committee**

Terms of Reference

March 2018 (original)

November 2022 (revised)

The Carleton University Scholars at Risk Committee facilitates, implements and supports all aspects of hosting scholars at risk at Carleton University, as well as supporting other activities that relate to the scholar at risk initiative.

The Committee works with the Scholars at Risk (SAR) network, the Scholar Rescue Fund and other organizations dedicated to protecting threatened scholars, preventing attacks on higher education communities, and promoting academic freedom worldwide.

SAR Canada was launched in 2012. Carleton University and the University of Ottawa joined the SAR network in 2014, and worked together to co-host several scholars at risk. In December 2017, Carleton University and University of Ottawa committees began operating independently of each other, although maintain strong ties in their programming efforts.

1. Name of Committee: Carleton University Scholars at Risk Committee
2. Mandate of the Committee: The purpose of the Carleton University SAR Committee is to facilitate, implement and support all aspects of hosting scholars at risk at Carleton University and to support other activities that relate to the scholars at risk initiative.
3. Scope of the Committee (Duties and Responsibilities):
  - a. Budget – establish and manage the SAR budget
  - b. Fundraising – identify fundraising goals and coordinate fundraising initiatives
  - c. Communication – facilitate and coordinate communications internally and externally
  - d. Community Engagement – includes event organization (on and off campus)
  - e. Manage/oversee student involvement (as required) – interns, work-study students, student advocacy group
  - f. Recruit a scholar at risk
    - Set targets and timelines for recruitment of a scholar at risk
    - Lead hiring/selection of a new scholar at risk process
    - Liaise with SAR, SRF and other organizations to identify eligible applicants
    - Liaise with Carleton University Schools and Departments
  - g. Hosting a scholar at risk
    - Coordinate internal and external connections and support for scholars and their families who are new to Carleton University, Ottawa, and Canada (as needed)

4. Authority: The Scholars at Risk Committee is a stand-alone committee at Carleton University, with close ties to the Office of the Provost and Vice-President (Academic) and CUASA, and is a member of the International Scholars at Risk network, SAR Canada and works closely with the Scholar Rescue Fund.
5. Membership: The Committee may be comprised of Carleton University faculty and staff, one member of the *Students for SAR Committee* and any scholars at risk on campus.
  - a. Positions: The committee has one standing position: Chair.
  - b. Duties: At the first meeting of the academic year, team leads will be selected for the various duties of the committee. These team leads will report on activity in their area at each meeting.
  - c. New Members: The Chair shall invite new members to join based on recommendations from the Committee.
6. Meetings of Committee:
  - a. Frequency: The Committee shall aim to meet monthly during the academic year. At a minimum, the Committee shall meet once a term.
  - b. Quorum consists of those who attend a meeting.
  - c. Attendance: Members who are absent for more than three consecutive meetings without sending regrets shall no longer be considered part of the committee. This excludes sabbatical leave.
7. Decision Making: The Committee shall strive for consensus. Should a vote be taken, a simple majority vote will be respected (50% +1). The student member and the scholars at risk shall be voting members on all matters exclusive of hiring and budget allocation decisions.
8. Reporting: An Operational Report shall be produced annually.
9. Resources: Funding of the program is provided through the Carleton University Office of the Provost and Vice-President (Academic), CUASA, Deans in the academic Faculties, organizations external to Carleton University and donations from members of the community.
10. Review: The Terms of Reference may be revised or amended by the Chair in consultation with, or at the recommendation of the Committee.