

APPENDIX A
POLICY OVERSIGHT COMMITTEE
DRAFT TERMS OF REFERENCE

Purpose: To ensure consistency and coordination in the development, approval and administration of all University policies.

Suggested Membership:

University Secretary (chair)
Vice Provost
Vice President (Advancement) or delegate
All Associate Vice Presidents: FMD, FSD, HR, ICT, Research (2),
SESD
Director of Corporate Administration
Representative from Deans Council
Representative(s) from Council
Director of Audit Services (non voting)
Secretary (non voting, provided by Corporate Administration)

Role:

1. To receive suggestions from members of the University community and to make recommendations on whether a new University policy is needed (or whether the purpose can be achieved by modifying or clarifying an existing policy, or through guidelines or procedures).
2. Where a new policy is being recommended for development, to identify an appropriate sponsor, provide a template, advise about consultation (including advice about the need for legal review), and identify the appropriate approval path.
3. To assist the sponsor in an evaluation of the implications of the policy, including potential risks, costs, and infrastructure requirements.
4. Once a draft policy is received, to review the process of consultation and the implementation and communication plan, and to make a recommendation to the appropriate body (PCIP, PEC, and/or Board, Council and/or Senate committees) for initial approval.
5. To undertake periodic reviews of existing policies, identifying anachronisms, gaps and overlaps, and monitoring the effectiveness of the institution's ongoing administration of its policies.

Authority: The Policy Oversight Committee has an advisory and coordinating role rather than a decision-making role. It does not have the authority to approve a policy nor to allocate resources.