

**POLICY OVERSIGHT COMMITTEE
TERMS OF REFERENCE**

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

Membership:

University secretary (chair)
Vice provost, Faculty Relations
Vice provost, Teaching and Learning
Vice provost, Indigenous Engagement
Dean, College of Graduate and Postdoctoral Studies
Associate vice-presidents: HR, ICT, Research (2) University
Relations (3)
Controller
Director, Infrastructure, Planning and Land Development
Representative from Deans Council
Representative(s) from Council (2)

Chief Audit Executive (non-voting)
Secretary (non-voting, provided by Office of the University
Secretary)

Role:

- To develop and maintain a policy template for University policies and provide guidance regarding policy format.
- 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).
- Where a new policy is being recommended for development, to identify an appropriate sponsor, advise about consultation (including advice about the need for legal review), and identify the appropriate approval path.
- To assist the sponsor in an evaluation of the implications of the policy, including potential risks, costs, and infrastructure requirements.
- 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, President, Board, Council and/or Senate) for initial approval.

- Require the regular review and updating of existing policies to reflect administrative and organizational realities.

Responsibility of Members:

The committee will be collaborative and consensus-based providing recommendations that the committee as a whole supports.

Each member will review meeting documents and reference materials in advance of the meeting, and attend the meeting prepared to offer comment.

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.

Revised September 2017