

TERMS of REFERENCE

1. Committee: Provost Committee
2. Purpose: The Provost Committee directs, reviews, monitors and recommends to the President's Executive initiatives, policies and plans and discusses issues which have significant academic, financial and/or operational impact on the University.

The Provost Committee ensures integration of University academic priorities with administrative and financial requirements in order to achieve the university's strategic priorities.

The Provost Committee:

- x Oversees progress on strategic priorities;
- x Reviews and recommends to President's Executive significant academic, capital and operational plans and ensures their alignment with academic strategic directions and priorities;
- x Approves the overarching principles and approach for the University's integrated planning;
- x Provides input and guidance on upcoming issues and potential initiatives
- x Stimulates dialogue and visioning.

3. Chair: Provost and Vice President Academic
Vice-Chair: Vice President Finance and Administration
4. Meeting Frequency and Quorum Weekly or at the call of the Provost. Quorum requires attendance of:
 - i) either the Chair or Vice Chair,
 - ii) a minimum of two Vice Presidents,
 - iii) either the Vice Provost Student Affairs or the Dean,
 - iv) a minimum of 3 members
5. Decision Making: Decision making will be by consensus.
6. Agenda Development: Initiatives come to the Provost Committee through a VP Sponsor if one or more of the following apply: i) requires Board approval; ii) has a material impact on the University budget; iii) impacts multiple units; and/or iv) has a major institutional impact. Agenda items may also arise from inter-divisional discussions.

The Chair, Vice Chair and Executive Director develop the agenda. Agendas are normally distributed at least two days prior to meetings. Decisions and action items will be recorded. A summary of decisions and initiatives being considered by the Provost Committee will be regularly reported to Senate and to Deans' Council. Provost Committee activities will be posted on the Provost website.

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Membership:

Provost and Vice President Academic (Chair)
Vice President Finance and Administration (Vice-Chair)
Vice President Research
Vice President External
Vice Provost Student Affairs
1 Dean