

## Deans' Council Terms of Reference

### Purpose

The Deans' Council, established under section 27 of the Post-Secondary Learning Act, provides advice that may be acted upon by the President and Vice-Chancellor, the Board of Governors, and General Faculties Council.

The Deans' Council (DC) brings together the University's senior academic leaders for regular meetings that focus on institutional progress toward the goals of strategic and operational plans related to academic matters. The Deans' Council advises the University's executive team on strategy, policy, and standards. Through the Provost & Vice-President, Academic, items requiring advice, endorsement, and/or approval by Deans' Council may be brought forward from the Provost's Group. All discussions and decisions at the Deans' Council are guided by the mission, vision, and values of the University.

### Membership

President and Vice-Chancellor (Chair)  
Provost & Vice-President, Academic (Vice-Chair)  
Vice-President, Finance and Administration & CFO  
Vice-President, University Relations  
Vice-President and General Counsel

Dean, Faculty of Arts and Science  
Dean, Faculty of Fine Arts and Communications  
Dean, Faculty of Health and Community Studies  
Dean, Faculty of Nursing  
Dean, School of Business  
Dean, School of Continuing Education  
Dean, Library

Associate Vice-President, Research  
Associate Vice-President, Students & Teaching  
Associate Vice-President, Planning & Analysis and Registrar

#### Resources:

Chief of Staff, Office of the President  
Director, Strategic Initiatives, Office of the President  
Strategy Analyst, Policy and Projects, Office of the Provost  
Executive Assistant, Provost & Vice-President Academic

Recording Duties: Office of the Provost

### Responsibilities

1. To provide academic leadership to the University community.
2. To provide leadership on strategic planning for the University.
3. To provide advice to Executive Council on planning, policies, initiatives, and directions.
4. To share information and advice among members of the group.
5. To foster cross-disciplinary and cross-functional collaboration.
6. To set fundraising priorities.
7. To provide strategic enrolment management planning for institutional growth and to advise the President and Vice-Chancellor on the implications for space planning, academic program development, housing accommodation, student service support, and resource allocation.
8. To provide ongoing strategic planning and management of the University's space resources toward the achievement of the University's long-term goals and objectives.

9. To review the draft operating budget and to advise Executive Council on budget proposals, priorities, and allocations.
10. To receive materials from Provost's Group and make recommendations for action by the appropriate bodies.
11. To receive semi-annual reports on e-Learning from the Associate Vice-President, Students and Teaching and make recommendations for action by the appropriate bodies.
12. The focus of Deans' Council is to discuss and address issues and develop new ideas. Informational reports should be distributed in writing prior to the meetings of the Deans' Council, so that meetings can be used to engage in more strategic discussions and planning.

### **Office of Record**

The Office of the Provost is administratively responsible for the operation of Deans' Council, including meeting coordination, issuing agendas, record keeping, and communication.

### **Operating Procedures**

- Meetings are held as per the schedule established annually.
- The President may delegate the role of the Chair to the Vice-Chair for extended periods of time.
- Membership and attendance at Council meetings may not be delegated.
- Non-members may be invited to attend meeting as expert resources or to present as deemed necessary by the Chair.
- Retreats are held once per academic term.
- All agenda items must be submitted a week in advance of a meeting to the Office of the Provost. and must include a briefing note. Late submissions or incomplete briefing notes will not be accepted and will be deferred to the following meeting.
- Agenda items being brought forward from the Provost's Group must be approved by the Provost & Vice President, Academic.
- Decision and approval is by consensus; however, a vote may be taken and recorded at the request of the Chair.
- Decisions and action items are recorded after each meeting on an action/decision log and will be distributed by the Chair. Decisions and action items made at each meeting will be monitored and maintained by the Chair as a complete record.
- The Provost & Vice President, Academic shall provide quarterly reports to the Board of Governors and the General Faculties Council.

### **Amendment, Modification or Variation**

Deans' Council will review its Terms of Reference every twelve (12) months to assess membership, strategic and operational effectiveness, and alignment with Executive Council.

### **References and Appendices**

- Appendix 1 – Deans' Council Briefing Note Template
- Appendix 2 – Deans' Council High Level Work Plan

Last revised: January 5, 2021