

Terms of Reference – The Policy Advisory Group
Memorial University of Newfoundland

Authority

The Policy Advisory Group (PAG) is established under the authority of the President and administered by the Office of the Board of Regents – Policy Office.

The PAG has an advisory and coordinating role rather than a decision-making role. It does not have the authority to approve policy proposals or drafts.

The PAG will be advised and supported by its Steering Committee.

Purpose

The PAG advises the Executive Leadership Team (ELT) on policy development and policy Sponsors on procedures development guided by the following principles:

- Central coordination and consistency in developing, approving, administering, and reviewing University non-academic policies and procedures.
- Adherence to the University's Policy and Procedures Frameworks.
- Operational efficiency and effectiveness.
- Alignment with best practices within the post-secondary education sector.
- Inclusive representation of all University campuses in developing University-wide policies and procedures.
- Consistent adherence to the University's vision, mission and values, and strategic direction.
- Incorporation of diverse perspectives, including, but not limited to, reconciliation, equity, diversity, inclusion, and anti-racism (EDI-AR) lens, in the policy development process.

Mandate and Responsibilities

The PAG reviews proposals and drafts for new or revised University non-academic policies and advises ELT and policy Sponsors on these proposals and drafts.

The PAG vets new or revised University non-academic procedures and advises the Sponsors on these procedures.

Its mandate is

- To receive proposals for a new or revised policy from policy Sponsors prior to submission to ELT, give feedback to policy Sponsors, and make recommendations to ELT for initial approval and how to proceed.
- To evaluate the implications of the policy, such as potential risks, costs, strategic considerations, legal requirements, and infrastructure needs and advise ELT accordingly.
- To assess whether a policy needs substantive or non-substantive revision and provide recommendations to ELT accordingly.
- To advise ELT about the consultation process, including the need for legal review and who ought to be consulted.

- To make recommendations to ELT regarding the need to create new policies or the revision of existing policies.
- To review new or revised procedures and advise the Sponsors on them.
- To undertake any tasks or responsibilities assigned by ELT or the President to enhance the University's policy development processes.
- To build policy capacity across the University portfolios.

Composition

Chair:

The Manager of the University Policy Framework

Steering Committee Members:

One Senior Administrator for each Vice-President's Office, the President's Office, and the Labrador Campus.

Members:

Other than those in the Steering Committee:

One member appointed by the Provost and Vice-President (Academic)

One member appointed by the Vice-President (Administration, Finance, and Advancement)

One member appointed by the Vice-President (Research)

One member appointed by the Vice-President (Indigenous)

One member appointed by the Vice-President (Marine Institute)

One member appointed by the Vice-President (Grenfell Campus)

One member appointed by the Vice-Provost (Labrador Campus)

One member appointed by the Vice-Provost, (Equity, Diversity, Inclusion, and Anti-Racism)

The Chair may invite other members to attend specific meetings to provide expertise or information as needed.

The appointment of the Chair is permanent (ex-officio), and the other members are appointed on renewable terms of normally three years.

Operations

The PAG Steering Committee shall meet once a quarter upon the call of the Chair to discuss policy objectives and be updated on the Committee's regular work.

The PAG shall normally convene on a regular monthly basis or more frequently as needed. Additional meetings, if required, will be held at the call of the Chair.

The quorum will be six members, constituting a two-thirds majority.

The PAG shall operate collaboratively and on a consensus-based decision-making model. The Chair will preside over meetings, facilitating discussions and ensuring equitable participation

among all members. All recommendations forwarded to ELT or policy Sponsors must be reached through consensus and shall be communicated in writing.

The Committee may meet about or discuss other matters related to policy and procedures beyond reviewing proposals.

This Terms of Reference does not preclude ELT and policy Sponsors from soliciting advice from other institutional bodies within the University, including, but not limited to, the Office of General Counsel, Unions, and various University standing committees.

The PAG does not supplant internal consultation or policy working groups.

Approved by the President on July 11, 2024.