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# University Administrative Council

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## I. TERMS OF REFERENCE

The University Administrative Council provides effective, responsive and informed leadership on matters related to the operations of the university. It will establish administrative procedures and regulate standards. Comprised of the university's senior leaders it serves as a forum for researching, discussing, reviewing, and advising on issues of importance to the university's academic and administrative success.

The Administrative Council's mandate is to ensure that administrative and operational directions and decisions across the university are inspired and informed by the university's strategic plan. Its members ensure that the university's resources are best aligned to support the institution's mission and vision.

Specifically, the University Administrative Council provides leadership in the following areas:

- Approving/recommending operational policies and procedures and advising on the appropriate governance processes.
- Approving/recommending strategic documents (e.g. overarching strategic plan, unit plans).
- Advising on how to best allocate limited budget and space resources consistent with the university's strategic directions, including
  - reviewing, recommending a multi-year financial planning and budgeting framework including specific reference to methodologies for determining allocations;
  - exploring opportunities for resource enhancement;
  - recommending the policies/procedures necessary to optimize the efficient utilization of university facilities;
  - reviewing, recommending current and future priorities with respect to facility and space needs, including the Campus Master Plan, enrolment, research activity, and partnerships.
- Approving terms of reference for administrative committees and task forces as required.
- Ensuring timely and appropriate communications to Academic Council and the broader university community to enhance dissemination of information and to inform consultation
- Approving/recommending clear metrics, indicators and targets for annual evaluations of university activity.

## **II. Membership**

- Provost (Chair)
- Senior Leadership Team (not including the President)
- Senior Academic Team

**Resources:** supported by the AVP Planning, assisted by the Executive Assistant to the Provost.

**Quorum and Voting:** Administrative Council may conduct business only when a majority of its voting members (or delegates) is present.

The majority of items presented will be for advice to president or unit lead; therefore, we will attempt to reach consensus. If a motion for decision is brought forward and no consensus can be reached, voting will be determined by simple majority.

## **III. Frequency and Duration of Meetings**

Twice a month, 90 minutes, with additional meetings as required.

## **IV. Administrative Council Committees and Task Forces**

Committees and subcommittees will be standing committees of the Council focused on particular matters related to the university's operations and reporting to the Administrative Council with updates and recommendations. A member of the Administrative Council will chair the committee. Terms of Reference will be approved by Administrative Council.

Task Forces may be established from time to time to respond to a complex issue or undertaking that cuts across several areas of the university. The terms of reference will be developed by Administrative Council and/or its committees with defined deliverables and planned reporting requirements and approved by Administrative Council. The Chair of each Task Force may report directly to Council or to a committee of the council. Membership on Task Forces may include UOIT community members who are not members of the council.

A listing of Administrative Council Committees and Taskforces will be kept up to date with their terms of reference. The Administrative Council will be responsible for the following committees and subcommittees:

Senior Academic Committee (formerly Senior Academic Team)

- Deans Council Subcommittee
- Student Success Subcommittee
- Teaching & Learning Advisory Subcommittee
- Strategic Enrolment Management Subcommittee
- Indigenous Education Advisory Circle

Organizational Development Committee

- Health & Safety Subcommittee
- Healthy Workplace Subcommittee
- Mental Health Subcommittee
- Job Evaluation Subcommittee
- Pension and Benefits Subcommittee
- Awards and Recognition Subcommittee

Compliance Oversight Committee

- Policy Advisory Subcommittee
- Risk Management Subcommittee
- Accessibility Subcommittee
- Sustainability Subcommittee
- Research Compliance Subcommittee
- Sexual Violence Prevention Subcommittee

University Connects Committee

- International Opportunities Subcommittee
- Partnerships Subcommittee
- Information Technology Subcommittee
- Town and Gown Subcommittee

**TASKFORCE reporting directly to Admin Council**

- Equity, Diversity & Inclusion Taskforce
- Indigenous Reconciliation Taskforce
- Integrity Taskforce