



ACADEMIC COUNCIL REPORT

SESSION:

Public
 Non-Public

ACTION REQUESTED:

Decision
 Discussion/Direction
 Information

TO: Academic Council

DATE: September 17, 2018

PRESENTED BY: Steven Murphy, President & Vice-Chancellor

PREPARED BY: University Secretariat

SUBJECT: University Administrative Council – Revised Terms of Reference

ACADEMIC COUNCIL/COMMITTEE MANDATE:

The UOIT Act provides that the President has supervision over and direction of the academic and general administration of the university. The proposed Administrative Leadership Team (ALT) is advisory to the President and intended to support the President in his role as chief executive officer responsible for university operations. This item is brought to Academic Council for information as some members have asked questions about and provided comments on ALT’s predecessor.

BACKGROUND/RATIONALE:

The University Administrative Council (UAC) was developed in Fall 2017 as a refinement of what had previously been the Provost’s Advisory Committee on Integrated Planning. The membership of UAC included the Provost (Chair), Senior Leadership Team (not including the President) and the Senior Academic Team. The original intent of the UAC was to provide for a comprehensive approach to planning that coordinated the administrative operational and planning activities of UOIT.

The President has heard from the community regarding the UAC. He has also undertaken a review of the UAC. Recognizing that the UAC name has caused confusion in the community about the UAC’s role, the President has decided to revise the name and clarify the mandate of the UAC. The President considers the planning, coordinating

and advisory activities of the UAC to be helpful and has determined that it makes sense to refine the terms of reference, re-name the body, and amend the composition, including establishing the President as Chair.

The newly-composed advisory body is to be named as the Administrative Leadership Team (ALT).

President's Direction re. ALT Terms of Reference

The Administrative Leadership Team's overall mandate shall be to support the President in his role and to ensure that administrative and operational directions and decisions across the university are coordinated, informed by evidence, include engaged discussion from multiple perspectives, and are consistent with the institution's mission, vision and values.

ALT's main objective is fully informed discussion of issues in a manner that supports clear administrative and operational decisions that are clearly communicated to the university community, including but not limited to the governing bodies: Academic Council and the Board of Governors.

The membership of ALT is to be revised and composed of administrative and academic administrative leaders across the university as noted in the attached Terms of Reference.

The meeting schedule will be amended such that the ALT will meet once monthly during the academic year.

NEXT STEPS:

The President will finalize the Terms of Reference based on his consideration of comments from community, including Academic Council. The Administrative Leadership Team will be convened effective October, 2018. Relevant updates of ALT's discussions will be reported by the President to both Academic Council and the Board of Governors, and other bodies, as appropriate.

The President will undertake a review of the Committees and Working Groups currently working under the UAC.

SUPPORTING REFERENCE MATERIALS:

- Administrative Leadership Team – Terms of Reference



Parent Policy	N/A
Approval Authority	President
Approval Date	DRAFT
Review Date	TBA
Supersedes	

Administrative Leadership Team (“ALT”)

1 August 2018

I. TERMS OF REFERENCE

The President is the chief executive officer and vice chancellor of the university. The UOIT Act provides that the President has supervision over and direction of the academic and general administration of the university.

The Administrative Leadership Team’s overall mandate is to support the President in his role and to ensure that administrative and operational directions and decisions across the university are coordinated, informed by evidence, include engaged discussion from multiple perspectives and are consistent with the institution’s mission, vision, and values.

The ALT’s main objective is fully informed discussion of issues in a manner that supports clear administrative and operational decisions that are clearly communicated to the university community, including but not limited to the governing bodies: Academic Council and the Board of Governors.

II. MEMBERSHIP

The President is the leader and designated chair of ALT and may delegate another individual to serve as chair at any meeting of ALT. The membership of ALT will be composed of administrative and academic administrative leaders across the university and will include individuals in the following roles or their successors should titles change:

- President
- All members of the Senior Leadership Team – Chaired by the President and currently composed as follows:
 - Provost & Vice-President, Academic
 - Vice-President responsible for research
 - Vice-President, External Relations & Advancement
 - University Secretary & General Counsel
 - Chief Financial Officer
 - Assistant Vice-President, Planning & Analysis
 - Assistant to the President
- All members of the Senior Academic Team (in addition to the Provost & Vice-President, Academic and the Vice-President responsible for research) currently composed as follows:
 - Deans of each Faculty
 - Dean of Graduate & Post-doctoral Studies

- Other senior leaders (in addition to the AVP Planning & Analysis) as selected by the President, currently including individuals in the following roles:
 - Executive Director, Advancement
 - Director, Communications & Marketing
 - Manager, Government & Community Relations
 - Assistant Vice-President, Human Resources
 - Director, Office of Campus Infrastructure and Sustainability
 - Director, Financial Planning & Reporting
 - Director, Risk Management and Insurance
 - Executive Director, Information Technology
 - Director, Office of Research Services
 - General Manager, Automotive Centre of Excellence
 - Associate Provost
 - AVP Student Life
 - University Librarian
 - Registrar

Support: AVP Planning & Analysis assisted by the President's Office.

III. MEETINGS

The Administrative Leadership Team will meet once monthly, with additional meetings as required.

The Administrative Leadership Team will frequently discuss issues presented by its members or other members of the university community and beyond. It will also receive and discuss reports and advice from various committees, working groups, and taskforces.

IV. COMMUNICATIONS

Relevant updates of ALT's discussions will be reported by the President to both Academic Council and the Board of Governors, and other bodies as appropriate.