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| Parent Policy | UOIT Policy Framework |
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| Policy Owner | University Secretary |
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| Supersedes | |

APPENDIX C – POLICY ADVISORY COMMITTEE

1. Purpose

The Policy Advisory Committee (PAC) is an advisory committee and Deliberative Body that provides recommendations to other Deliberative Bodies, Approval Authorities, Policy Sponsors and Policy Owners who have brought forward Policy Instruments under development.

It is expected that broader consultation on the development and drafting of Policy Instruments has occurred prior to a Policy Instrument reaching the PAC. The purpose of the Committee is not to act in place of appropriate consultative processes in the development of Policy Instruments.

2. Terms of Reference

The Committee will conduct an assessment of Policy Instruments and act as a Deliberative Body as set out in Appendix A of the UOIT Policy Framework. When PAC deliberates on a Policy Instrument, the committee should also conduct a Policy Assessment of the instrument, if it has not previously done so.

a) Optional Early Consultation

The Committee can provide a consultation in the early stages of a policy project to aid in identifying stakeholders, consider consultation and implementation planning, and provide recommendations on whether a policy need can be achieved by modifying or clarifying existing Policy Instruments.

b) Policy Assessment

When conducting a Policy Assessment, the Committee will:

- i. Assess whether and what type of new Policy Instrument is needed or whether the policy need can be achieved by modifying or clarifying existing Policy Instruments.
- ii. Ensure that Policy Instruments are aligned as far as possible with operational practicalities and that potential operational gaps are identified.
- iii. Assess the Policy Instrument for consistency or conflict with legislation, the Policy Framework and Procedures, as well as other existing Policy Instruments, regulations and collective agreements. When applicable, the Committee will give particular consideration to the policies of any and all strategic institutional partners with whom the University shares academic or administrative operations that may overlap or otherwise affect the proposed Policy Instruments (e.g. Durham College).
- iv. Determine coherence and consistency with the established template and format.
- v. Review the process and extent of consultation and advise the Policy Sponsor or Policy Owner on areas where additional consultation may be needed.
- vi. Provide advice and guidance to the Policy Sponsor or Policy Owner on issues related to implementation and communication.

- vii. Provide feedback regarding the implications of proposed policies, including impact on students, faculty and staff, as well as potential risks, costs and operational requirements, and make recommendations regarding possible areas for consideration or change.

c) Deliberation

When acting as a Deliberative Body, the Committee is responsible for discussion and consideration and provides recommendations for Policy Instruments prior to submission for approval. Committee members should consider the elements of a Policy Assessment when deliberating on a Policy Instrument.

d) Policy Priorities and Planning

The Committee will discuss and consider policy gaps and policy needs at the University to provide recommendations to and advise the University Administrative Council on priorities for policy development and review. This includes receiving for information and discussion approved Local Policy Instruments. Local Administrative Policy Instruments will be considered in the planning and development of university-wide Policy Instruments.

3. Responsibilities

- a) The Committee will be responsible for the periodic review of the UOIT Policy Framework and its associated Procedures and for making recommendations to improve the effectiveness and implementation of the Framework.
- b) Representatives to the Committee will be responsible for disseminating information and updates regarding Administrative and Legal, Compliance and Governance Policies to their respective areas.

4. Membership

- University Secretary, or delegate (Chair)
- Policy and Compliance Advisor (Secretary to the Committee)

One representative from each of the following Administrative areas:

- Provost
- Labour Relations
- External Relations and Advancement
- Research and International
- Finance
- Human Resources
- Office of Campus Infrastructure and Sustainability (OCIS)
- Student Life
- School of Graduate and Postdoctoral Studies
- Faculty Planning and Operations Group

- Registrar
- IT Services

- Two representatives from the Teaching Staff with direct knowledge and interest in University policies and policy development. Teaching Staff Representatives will be selected by the Provost after consultation with Academic Council.

Administrative representatives are appointed by the Vice-President or delegate for each organizational area. Each representative is expected to be a person within each area who has either direct knowledge or responsibility for the administration and application of policy for their respective unit (i.e. a senior administrative staff member).