



PROVOST'S COUNCIL TERMS OF REFERENCE

Committee Sponsor: Provost and Vice-President, Academic

Date: August 2023

Purpose: The mandate of Provost's Council is to:

1. Serve as an advisory committee to the Provost and Vice-President, Academic;
2. Provide, receive and share information relevant to the Division of Academic Affairs from internal and external bodies;
3. Provide advice, progress updates and information in support and implementation of the Academic Plan;
4. Coordinate activities of common concern across the Division of Academic Affairs;
5. Formulate recommendations and responses to relevant bodies within the institution, to Alberta Advanced Education and other external agencies;
6. Support consensus-building, coordination, collegiality and collaboration;
7. Provide a network of support for senior academic leaders within the Division of Academic Affairs; and
8. Facilitate the operation of the Division of Academic Affairs.

Background: Until May 2019, this group was referred to as *Deans' Council*, having been re-named to accommodate the new *Statutory Deans Council*, as MRU moved into Part 1 of the Post-Secondary Learning Act (PSLA).

Membership: The members of Provost's Council are as follows:

Provost and Vice-President, Academic (Chair)
Vice-Provost Academic
Associate Vice-President, Faculty Relations
Associate Vice-President, Research, Scholarship and Community Engagement
Associate Vice-President, Indigenization and Decolonization

Dean, Faculty of Arts
Dean, Faculty of Business and Communication Studies
Dean, Faculty of Continuing Education and Extension
Dean, Faculty of Health, Community and Education
Dean, Faculty of Science and Technology
Dean, University Library
Manager, Academic Budget and Administration
Director, Office of the Provost
Executive Assistant to the Provost (Recorder)

Due to the nature of the discussions and confidentiality at Provost's Council meetings, unless specifically approved by the Chair, membership and attendance may not be delegated.

With the permission of the Chair, members of Provost's Council may invite appropriate individuals to attend a specific item on the agenda as resource people to assist with or be present for that item.

Meetings:

Provost's Council will meet bi-weekly or at the discretion of the Chair from August through June.

The Provost will serve as Chair. In the Provost's absence, the Vice-Provost Academic will convene and chair meetings.

Quorum: The quorum for holding a meeting will be at least 50% of the members, including the Chair.

In camera discussions: Discussions at Provost's Council are considered confidential but action items and outcomes may be shared. All resource personnel and guests will be excused from any in camera portion of a meeting, with the exception of guests invited to remain by the Chair. Any matter discussed in camera is to be treated as strictly confidential.

Review of Charter

The Provost and VP, Academic will review the Terms of Reference annually and may amend the terms at any time.

Resources:

The Office of the Provost will document any actions or decisions made during Provost's Council meetings, and will be reflected in the notes for each meeting. Discussions will not be reflected in detail in the minutes. All meeting minutes will be brought forward for review at the following meeting.