



Committee Charter

Name of Committee: University Leadership Group

Name of Committee Sponsor: President

Date: February 2011

Mission: The purpose of the University Leadership Group (ULG) is to provide a forum for the administrative officers of the University to share information across the divisions, to promote discussion, and to receive feedback.

Background: The President's Advisory Group (PAG) was established to provide a forum for the President to share information across the divisions, to receive advice and feedback, and to build a sense of team at the senior administrative level. As at November 2005, PAG had a membership of 32. In October 2004, this group was replaced by a smaller group, the College Management Group (now the University Management Group [UMG]), which has been charged with the responsibility to oversee the operations of the University and provide feedback to the President. The UMG serves as an advisory and recommendation body to the President and other senior administrators.

Authority: The committee does not have management, operational, or decision making responsibilities. The committee serves as a sounding board and discussion panel to share and investigate new ideas and initiatives.

Membership: The University Leadership Group is chaired by the President. All of the President's direct reports, classified as management employees, and all other management level employees, including Deans and Directors reporting to a Division Head, and Association President serve as members. The membership of CLG will be approximately 103.

President (Chair)
Provost and Vice-President, Academic
Vice-President, Administrative Services
Vice-President, University Advancement
Vice-President, Student Affairs and Campus Life
Director, Institutional Analysis and Planning
Ombudsperson
Manager, Governance & Executive Operations
Governance Assistant, Board and President

Academic Affairs:

Special Advisor to the Provost and Vice-President, Academic
Associate Vice-President, Research
Manager, Academic Affairs
Dean, Faculty of Arts
Associate Dean, Faculty of Arts
Chair, Department of English
Chair, Department of Humanities
Chair, Department of Interior Design and Art History
Chair, Department of Languages and Cultures
Chair, Department Policy Studies
Chair, Department of Psychology
Chair, Department of Sociology and Anthropology
Dean, Bissett School of Business
Associate Dean, Bissett School of Business
Director, Institute for Nonprofit Studies
Program Chair, Accounting
Program Chair, Aviation, Entrepreneurship, International Business & Nonprofit
Program Chair, Fin. Services, Supply Chain Mngt, Insurance & Quant. Methods
Program Chair, Management, Marketing and Human Resources
Dean, Faculty of Communication Studies
Chair, Broadcasting
Chair, Information Design
Chair, Journalism
Chair, Public Relations
Dean, Faculty of Continuing Education and Extension
Manager, Satellite Campuses
Manager, Specialized Services
Program Director, Business Education and Training, CE
Program Director, Arts/Science & Technology, Credit Extension & PT Studies, CE
Program Director, Business Education & Training
Program Director, Community & Health Studies
Manager, Corporate Training, CE
Associate Vice-President, Enrolment Management
Registrar
Manager, Academic Advising Services
Manager, Admissions and Recruitment
Manager, Records and Registrarial Services
Manager, Student Awards and Financial Aid
Manager, Student Systems
Dean, Faculty of Health and Community Studies
Associate Dean, Faculty of Health and Community Studies
Director, Integrative Health Institute
Director, School of Nursing
Chair, Department of Advanced Specialty Health Studies
Chair, Nursing
Chair, Department of Child and Youth Services
Chair, Department of Internationally Educated Nurses Programs
Chair, Department of Justice Studies
Chair, Department of Physical Education and Recreation Studies
Chair, Department of Social Work and Disability Studies
Coordinator, Centre for Child Well-Being
Director, Centre for Criminology and Justice Research

Director, Iniskim Centre
Director, International Education
Manager, International Projects
Manager, Languages Institute
University Librarian
Chair, Library Services
Director, Mount Royal Conservatory
Chair, Department of Theatre, Speech and Music Performance
Manager, General Programs and Orchestral Programs
Manager, Conservatory Support
Manager, Academy, Choral and Shakespeare in the Park
Dean, Faculty of Science and Technology
Associate Dean, Faculty of Science and Technology
Chair, Department of Chemical and Biological Sciences
Chair, Department of Computer Science and Information Systems
Chair, Department of Earth Sciences
Chair, Department of Environmental Science
Chair, Mathematics, Physics and Engineering
Manager, Laboratory Support Centre
Dean, Faculty of Teaching and Learning
Chair, Department of General Education
Chair, Department of Education and Schooling
Director, Academic Development Centre
Manager, Learning Technologies

Administrative Services:

Associate Vice-President, Human Resources
Manager, Employee Services
Manager, Human Resources
Learning and Development Consultant
HR Consultants
OHS Consultant
Wellness and Disability Consultant
Chief Information Officer, Information Technology Services
Manager, Application Systems
Manager, Application Systems Support Services
Manager, Technology and Client Services
Manager, IT Infrastructure and Security
Executive Advisor, Administrative Services
Director, Business and Retail Services
Manager, Bookstore
Manager, Document Services
Manager, Parking and Transportation Services
Manager, Supply Chair Services
Associate Vice-President Finance, Planning and Risk Services
Manager, Financial Planning and Analysis
Assistant Manager, Financial Planning and Analysis
Corporate Financial Analysts
Director, Physical Resources
Manager, Engineering Services
Project Manager, Facilities Planning
Manager, Grounds
Manager, Maintenance

Manager, Security Services

University Advancement:

Executive Director, Foundation

Director, Alumni Affairs

Director, Communications

Director, Marketing

Manager, Advancement Services, Foundation

Manager, Communications and Stewardship, Foundation

President's Division, OIAP

Manager, Decision Support and Accountability

Student Affairs and Campus Life:

Diversity and Human Rights Advisor

Manager, Career Services

Manager, Cougar Athletics

Manager, Mount Royal Recreation

Manager, Residence Services

Chair, Student Counselling

Manager, Student Learning Services

Manager, Accessibility Services

Manager, Wellness Services

Wellness Service Administrator

Executive Assistant, Student Affairs and Campus Life

Associations:

President, Mount Royal Faculty Association

President, Mount Royal Support Staff Association

President, Students' Association Mount Royal University

Expected Activities: It is anticipated that ULG will meet two times per year, once at the end of each term. As a discussion group, the University Leadership Group provides a forum for the President to:

- ◆ provide, receive and share information with administrative officers across divisions;
- ◆ share trends and challenges that members are experiencing at the University and in post-secondary education;
- ◆ identify and discuss University strategic issues in preparation for annual planning process;
- ◆ co-ordinate activities of common concern across divisions;
- ◆ provide a network of support for administrative officers of the University;
- ◆ foster effective communication;
- ◆ team build within divisions and across divisions

Resources:

The Executive/Board Support office will provide administrative support. The Governance Assistant, Executive/Board Support office, will serve as the recording secretary for this Committee. The Divisional EAs will serve as resources and, as such, attend all meetings of this Committee. Budget to cover meeting expenses, photocopying and other related activities will be housed in the Office of the President.

Timeframe:

The University Leadership Group is a standing committee of the University.