

University Planning (SCUP)

Effective Date: September 22, 2017

Supersedes: July 1, 2017; July 2014

TERMS OF REFERENCE

The Committee is the chief forum within Senate for critical appraisal and coordination of long-term strategic, capital and budget plans for the University and makes recommendations concerning these to Senate, with appropriate commentary. Within this broad planning context, it has specific responsibilities as follows:

Long-Range Planning

To review and recommend to Senate for recommendation to the Board of Governors long-range strategic plans, capital plans, planning priorities and non-academic programs for the University.

To review and transmit to Senate, for approval or information as appropriate, reports and recommendations from the Subcommittee on Enrolment Planning and Policy relating to enrolment projections and policies, admission targets and program capacities.

To receive for information and transmittal to Senate updates on implementation of and amendments to approved plans.

Budgets

To review and recommend to Senate the annual operating and capital budgets, ensuring that such budgets take into full consideration approved strategic priorities and plans. Based on this recommendation, Senate provides advice concerning these budgets to the Board of Governors through the President & Vice Chancellor.

To receive for information and transmittal to Senate reports on additions to operating expenditures as approved by the Board of Governors.

Academic Structures

To review and recommend to Senate proposals for the creation, deletion, or restructuring of academic units.

To review and recommend for approval (either to Senate or directly to the Board of Governors through the Vice-Chancellor) the establishment of designated chairs, professorships, and faculty fellowships, consistent with University policy. Proposals that are recommended directly to the Board of Governors require the approval of a two-thirds majority of members present and voting.

Information Technology

To review and transmit to Senate for approval or information as appropriate, reports from the Subcommittee on Information Technology on security issues relating to information technology, issues relating to the internet, and policy development in the area of information technology.

Reports for Information

In keeping with its responsibilities, the Committee receives for information and transmittal to Senate a number of reports for information including:

- Annual Report of the University Librarian
- Reports on Faculty Recruitment and Retention
- Report on Enrolment and Entering Averages
- Annual Report on Performance Activity Indicators
- National Survey of Student Experience (NSSE) Institutional Benchmark Report
- Briefs for submission to external bodies

COMPOSITION

12 members elected by Senate as follows:

Six members of faculty who are members of Senate at the time elected, only one of whom may be a Dean

Two graduate students (the President of the Society of Graduate Students shall qualify as a student for this purpose)

One undergraduate student Senator

Two administrative staff

One postdoctoral fellow

Board of Governors:

Two representatives of the Board of Governors, appointed by the Board.

Ex officio:

President & Vice-Chancellor
Provost & Vice-President (Academic)
Vice-President (Operations & Finance)
Vice-President (Research)
Chair of SCAPA
Academic Colleague
Vice-Provost (Graduate and Postdoctoral Studies)
Principal of an Affiliated University College
(appointed on a rotating basis)
President, University Students' Council
Vice-Provost & Chief Librarian
University Secretary (non-voting)

Resource (non-voting):

Associate Vice-President (Financial Services)
Associate Vice-President (Facilities Management)
Associate Vice-President (Planning, Budgeting,
and Information Technology)
Vice-Provost (Academic Planning, Policy &
Faculty)

The Committee shall elect a Chair annually from among the Senate-elected members. The Provost & Vice-President (Academic) shall be Vice-Chair.