**Terms of Reference – Procedures Advisory Group**

**Authority**
The Procedures Advisory Group (PAG) is established under the authority of the President and administered by the Senior Policy Analyst.

**Mandate and Responsibilities**
The PAG vets proposals for amendments to most non-academic University Procedures and advises the Sponsor on those proposals and any other areas for improvement in the procedures being amended. The PAG is guided by:

- Best practices
- A view to operational efficiency and effectiveness
- The University’s Procedures Framework
- *Development, Approval and Administration University Policies*
- Memorial University Act [http://assembly.nl.ca/Legislation/sr/statutes/m07.htm](http://assembly.nl.ca/Legislation/sr/statutes/m07.htm)
- Collective Agreements
- Any legal requirements

**Membership**

- Senior Policy Analyst (Chair)
- Seven members appointed by the Office of the Provost and Vice-President (Academic)
- Three members appointed by the Office of the Vice-President (Administration and Finance)
- One member appointed by the Office of the President
- One member appointed by the Office of the Vice-President (Research)
- One member appointed by the Office of the Vice-President (Marine Institute)
- One member appointed by the Office of the Vice-President (Grenfell Campus)

The appointment of the Chair is permanent (ex-officio) and the other members are appointed on a two-year basis with renewable terms.

**Exceptions:**
For certain procedures, bodies other than the PAG are consulted. These are:

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<td>Privacy and Information Access</td>
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<td>Sexual Harassment Complaints</td>
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<td>Ethics of Research on Human Participants</td>
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<td>Health and Safety</td>
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<td>Integrity in Scholarly Research</td>
<td>Research Council and Office of Faculty Relations</td>
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**Operations**
The activities and record-keeping of the Procedures Framework, the Procedures Advisory Group and the Exceptions groups will be administered and coordinated through the Policy Office.