

University Planning and Budget Committee

Member until August 31

Branigan, Phil (Linguistics)	2017*
Turner, Janice (Grenfell Campus)	2017*
McKay, Donald (Medicine)	2017* (Senator)
Andrews, Todd (Physics and Physical Oceanography)	2017*
McGuire, John (Medicine)	2017*
Woods, Michael (Medicine)	2016
Fiech, Adrian (Computer Science)	2016 (Senator)
Fisher, Andrew (Engineering)	2016 (Senator)
Usefi, Hamid (Math &Stats)	2016
Way, Brent (Marine Institute)	2015
Vice-President (Academic), Chair	
Associate Vice-President (Academic), Vice-Chair	
Vice-President (Administration and Finance)	
Vice-President (Research)	
Singleton, Sheila (Office of the Registrar)	
Shannon, Sarah (Undergraduate Student (MUNSU))	2016 (April 30)
Vacant (Undergraduate Student (MISU))	2016 (April 30)
Brake, Lauren (Undergraduate Student (GCSU))	2016 (April 30)
Papari, Sadegh (Graduate Student (GSU))	2016 (April 30)
One member of the Board of Regents (To be appointed)	
Director of Financial and Administrative Services	
Director of Centre for Institutional Analysis and Planning	

* New Member

1. Membership:

Vice-President (Academic), Chair	ex-officio
Associate Vice-President (Academic), Vice-Chair	ex-officio
Vice-President (Administration and Finance)	ex-officio
Vice-President (Research)	ex-officio

Nine tenured members of the academic staff:

- Eligible appointees will be all those persons falling within the constituencies eligible for election to Senate.
- To be appointed by Senate on the recommendation of the Committee on Committees, giving due weight to considerations of diversity and individual qualities of nominees.
- To be appointed to staggered 3-year terms.
- Three to be Senators.
- Three to be designated as Budget Subcommittee members upon appointment.

One support staff member (nominated by the President)

Three undergraduate students, one appointed by the Memorial University Students' Union, one by the Marine Institute Students' Union, and one by the Grenfell Campus Student Union.

One graduate student (nominated by the Executive of GSU)

One member of the Board of Regents (nominated by the Board)

The following two officials shall serve on the committee in a resource and non-voting capacity:

Director of Centre for Institutional Analysis and Planning

Director of Financial and Administrative Services

Total: 16 members and two resource persons

2. Budget Subcommittee (all being members of the full committee)

3 tenured members of the academic staff

One student (to be appointed each year by the Chair in consultation with the four student members)

Vice-President (Academic)

Vice-President (Administration and Finance)

Director of Centre for Institutional Analysis and Planning (in a resource and non-voting capacity)

Director of Financial and Administrative Services (in a resource and non-voting capacity)

Chair and Vice-Chair to be chosen annually from and by the Academic Staff Members on the Budget Subcommittee.

3. Quorum

1. For the transaction of business, the full Committee shall require the presence of at least 33 $\frac{1}{3}$ % + 1 of members other than the ex-officio or resource members.
2. For the transaction of business, the Budget Subcommittee shall require the presence of at least 2 of the 3 tenured members of the academic staff.

4. Terms of Reference

The full Committee shall:

1. Advise the Senate on the University Plan and make recommendations for approval by the Senate and the Board on revisions to the University's goals, priorities, and allocation of resources.
2. Respond to any matters related to academic planning and priorities referred to it by the Senate or the Vice-Presidents.
3. Appraise planned initiatives that have significant implications for resources, including personnel, space and capital expenditure, and advise the Senate on how the proposals fit with the University Plan.
4. Receive and discuss plans from major academic units and major administrative and service units. The Committee shall assess such plans in light of the University Plan, recent relevant reviews, and budgetary considerations.
5. Receive reviews conducted according to Term 3 (above), and discuss them only as they relate to the University Plan and current budgetary resources.
6. By February each year, report to Senate on the proposed University Budget for the upcoming fiscal year, based on the review conducted by the Budget Subcommittee.
7. Advise the President and Vice-Presidents regarding major University submissions to external agencies, apart from annual budget submissions to the Provincial Government, with respect to implications of the submission within the priorities of the University. This advice will be rendered in an ad hoc and timely fashion, recognizing the narrow time frames which may constrain such initiatives.

8. In October each year, report to Senate on its activities for the past year.

The Budget Subcommittee shall:

9. Receive by November 30 each year from the Vice-President (Administration and Finance) the proposed operating and capital University Budget for the upcoming fiscal year, including externally funded activities and capital expenditures, and incorporating submissions from all major academic, research and administrative units.
10. Make the proposed budget available to members of the University Community, and receive comments in accordance with stated procedures.
11. Review the proposed budget, particularly for its congruence with the University Plan, and submit a report with its comments to the full Planning and Budget Committee in a timely fashion to permit the full Committee to report with its comments to Senate in February each year.
12. From time to time, review the budget framework prepared by the university administration, and recommend changes as necessary to the Vice-Presidents through the full Committee.

5. Interpretative Appendix

Senate has appointed a Planning and Budget Committee in order to enable academic planning to occur fully informed about budgetary realities. By doing so it seeks to enhance its capacity to discuss institutional initiatives and priorities in the light of the resources required by them. At the same time it recognizes the respective roles of Board and Senate as spelled out in sections 33 and 56 of the Memorial University Act as amended in 1997. In particular, “the management, administration and control of the property, revenue, business and affairs of the university are vested in the board” (33). The board also has the specific powers set out in section 34 of the Act. For its part, “The senate shall have general charge of all matters of an academic character and it shall have power ... to appoint committees that it considers necessary and to confer upon the committees power and authority to act for the senate in and in relation to matters which the senate considers expedient and to appoint other committees that the senate considers expedient to act in an advisory capacity” (56). Senate has appointed its Planning and Budget Committee to act in such an advisory capacity with respect to budgetary and financial matters.