

TERMS OF REFERENCE – INSTITUTIONAL SURVEY OVERSIGHT COMMITTEE

Authority

The Memorial University Institutional Survey Oversight Committee (the “Committee”) is established under the authority of the Provost and Vice-President (Academic) for the purpose of providing central coordination of Institutional Surveys.

Mandate and Responsibilities

The Committee has overall responsibility for the review and approval of survey requests.

Its mandate is:

- To review requests for approval of Institutional Surveys, as per the Institutional Surveys policy.
- To apply the guiding principles of Institutional Surveys specified in the Institutional Surveys Policy.
- To consult with CIAP on current best practices for Institutional Surveys.
- To report to and advise the Provost and Vice-President (Academic) of Institutional Survey activities at the University.

Composition

Director, Centre for Institutional Analysis and Planning (Chair)

University Registrar or delegate

Director of Student Life or delegate

Information Access and Privacy Advisor or delegate

Director of Information Management and Protection or delegate

An administrative representative from Grenfell Campus, as designated by the Vice-President (Grenfell Campus)

An administrative representative from Marine Institute, as designated by the Vice-President (Marine Institute)

For requests affecting their areas of responsibility, others may be invited to attend meetings, including representative(s) of Human Resources, Faculty Relations, student constituent groups, Alumni Affairs and Development, Marketing and Communications, the Employment Equity Officer, the General Counsel, etc.

Operations

The Committee meets as needed and in respect of timelines associated with requests received. Meetings will be conducted through email or in person as determined by the Chair. Decisions will be based on majority.

The Committee may meet about or discuss other matters related to the Institutional Survey policy and related procedures outside of request approvals.

The Committee will keep informed of survey activities initiated by external agencies who request the assistance of the University in survey administration, and can provide advice or recommendations if requested.

The Chair of the Committee collects the records and documents of the Committee's work and ensures that such records and documents are appropriately stored and retained in the CIAP Office.

Decisions of the Committee shall be communicated to the individual(s) who requested the approval, in writing and promptly.

The Committee may ask to see final reports of surveys, at its discretion.

The Committee will report to the Provost and Vice-President (Academic) at the end of each academic year on the Institutional Survey activities that have taken place at the University during that year.

The Committee may seek advice, as appropriate.

Approved by the Board of Regents, *October 5, 2016*