

**TERMS OF REFERENCE –
INSTITUTIONAL SURVEY OVERSIGHT COMMITTEE**
(updated December 2022)

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

University Access and Privacy Advisor or delegate

Director of Information Management and Protection or delegate

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

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

Employment Equity Officer

One of the above appointed members should also be an Academic Staff Member (ASM).

The Manager of Institutional Analysis, CIAP, will serve as recording secretary to the Committee (non-voting).

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 General Counsel, etc.

Operations

The Committee meets monthly or more frequently as needed and in respect of timelines associated with requests received. Business will be conducted during meetings or by correspondence as determined by the Chair. Quorum will be six (6) members (two-thirds) and 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 develop and maintain operational procedures to guide the work outlined in these Terms of Reference.

The Committee may provide advice on survey activities initiated by external agencies who request the assistance of the University in survey administration.

The recording secretary prepares the committee materials, documents the feedback and decisions of the committee, and ensures such records are properly stored and managed. The CIAP office is the authoritative source of the committee's records.

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 Dr. Neil Bose, Interim Provost and Vice-President (Academic)

January 23, 2023