

## Policy Development Committee Terms of Reference

### Preamble

The Faculty of Medicine (FoM) Policy Framework indicates working groups are to be established for all policies being created or revised within the FoM. The Policy Development Committee is the designated working group for all faculty-wide policies.

### Purpose

To provide oversight and guidance to the Policy Analyst during policy development.

### Membership

- Vice Dean, Education and Faculty Affairs
- Chief Operating Officer
- Manager of Academic Affairs
- Policy Analyst
- Policy Coordinator

### Operations

- The committee shall meet monthly or at the call of the Policy Analyst.
- A written record of decision and action items of the committee will be kept.
- Decisions are achieved by consensus.
- The Terms of Reference for the committee will be reviewed at least every three (3) years, or as needed.

### Responsibilities

- Ensure policies are aligned with EDI-AR and Indigenization frameworks, guidelines and strategies. This includes reviewing policies, practices and guidelines to assess potential impacts on equity-deserving group members.
- Ensure that health and wellness considerations are embedded into all phases of policy development (e.g., as detailed in the Okanagan Charter: An International Charter for Health Promoting Universities and Colleges).
- Ensure a coordinated and consistent process is in place for the development, approval and dissemination of FoM policies, procedures and guidelines.
- Ensure all processes are compliant with Memorial University's "Development, Approval and Administration of University Policies" document.
- Ensure all Faculty of Medicine policies align with existing Memorial University policies and regulations.

- Review faculty-wide policies and provide feedback to the Policy Analyst during all phases of policy development and revision.
- Provide guidance to the Policy Analyst regarding who in the FoM should be involved with specific policy review processes.
- Stay informed on all ongoing policy developments and revisions within the FoM.

**Approved by Senior Executive Committee**

**June 29, 2023**