

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>
- 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:

Procedures relating to	Responsible body
Privacy and Information Access	Information Access and Privacy Protection Advisory Committee
Space	Vice-Presidents' Space Committee
Sexual Harassment Complaints	Sexual Harassment Board (Unions)
Ethics of Research on Human Participants	Research Ethics Boards
Development, Approval and Administration of University Policies	Board of Regents
Employment Equity	Employment Equity Committee
Health and Safety	Various health and safety committees, as applicable
Integrity in Scholarly Research	Research Council and Office of Faculty Relations

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.