



Office of the Provost and Vice-President (Academic)

Complement Advisory Committee (CAC)

Terms of Reference

Revised May 6, 2024

Authority

The Complement Advisory Committee (CAC) is established under the authority of the Office of Provost and Vice President Academic to advise the Provost on academic staffing position decisions.

Mandate

The CAC will:

- Review all annual academic staffing plans and position inventories.
- Review specific annual staffing plans and requests to recruit (faculty) in light of multi-year plans, fiscal capacity, and enrolment and teaching capacity.
- Advise the Provost on position decisions.
- Develop and maintain
 - a complement planning template for use by all units in the portfolio;
 - a set of decision-making principles and criteria in consultation with Deans and Directors in the portfolio.

Composition of the Committee

- Associate Vice-President (Academic)
- Director of Resource Allocation and Planning (Office of the Provost)
- Director of Centre for Institutional Analysis and Planning
- Resource staff from the Office of the Provost, as necessary